

**SANGAM SKM COLLEGE- NADI**  
**YEAR 13**  
**OFFICE TECHNOLOGY**  
**WORKSHEET WEEK - 4**

**Question 1**

Use the database below to answer the questions that follow.

Student ID	First Name	Last Name	Date of Birth	Form	Address	Fees Paid
2014334	Ruveni	Rakesa	5/31/1998	701	33 Duvula Road, Nadera	<input checked="" type="checkbox"/>
2014336	Titilia	Roko	2/16/1997	702	22 Popi Street, Nausori	<input type="checkbox"/>
2014339	Akanisi	Vakanananu	12/4/1996	702	Koronivia Road, Nausori	<input type="checkbox"/>
2014341	Josefa	Biu	8/24/1996	703	16 Knolly Street, Suva	<input checked="" type="checkbox"/>
2014342	Pradip	Kumar	10/21/1997	701	10 Belo Street, Samabula	<input type="checkbox"/>
2014344	Priyanka	Prakash	3/17/1997	703	Delainavesi Road, Suva	<input checked="" type="checkbox"/>

- i) Name one field in the database above.
- ii) Identify the data type for **Date of Birth**
- iii) Explain with an example the importance of data dictionary in database.
- iv) State three characteristic of primary key in a database table

**Question 2 Parts of an e-mail address**

Refer to the information below to answer the questions that follow.



- a. Describe the content of the part of the communication labeled A. \_\_\_\_\_
- b. Explain the importance of having the content of labeled B in this communication.

**Question 3 Short Answer Questions**

1. What is Microsoft outlook?
2. How are the attachments sent in email?
3. What is the difference between replying and forwarding an email?

**SANGAM SKM COLLEGE- NADI**  
**YEAR 13**  
**OFFICE TECHNOLOGY- SOLUTION**  
**WORKSHEET WEEK - 4**

**Question 1**

- i) Student ID, First Name, Last Name, Date of Birth
- ii) Date/time
- iii) Data dictionary describes the structure of data in a database

Student ID	Number
First Name	text
Last Name	text
Date of Birth	Date/time

- Iv) Primary key is unique  
Primary key creates a relationship between tables  
Primary key is denoted by a key symbol  
Primary key is used to uniquely search a record

**Question 2**

- a) Header, it contains the email address of the person you are sending the email to.
- b) The importance of signature is to know who wrote the message and also to know her/his position in the organization or company.

**Question 3**

- 1) **Microsoft outlook** is a personal information manager software system from Microsoft, available as a part of the Microsoft Office suite. Though primarily an email client, Outlook also includes such functions as calendaring, task managing, contact managing, note-taking, and web browsing. Though primarily an email client, Outlook also includes such functions as calendaring, task managing, contact managing, note-taking, journal logging, and web browsing.
- 2) An attachment is simply an additional file sent with an email message. An attachment can be an image file, a Word document, or one of many other supported file types. When your recipients open your message, they can double-click on the attached file to open it with the program assigned to that file type on their computer.
- 3) A **Replying** is when your **email** goes to a single person -- either the person who sent the original **email** or the person who sent the last message in the thread you're **responding** to whereby **forwarding** generically refers to the operation of re-sending an email message delivered to one email address to one or more different email addresses.