

Sangam SKM College- Nadi
Year 13
Office Technology
Worksheet- 4

Questions

1. Use the database below to answer the questions that follow.

Student Details						
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

2. 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.

3.
 - a. What is Microsoft outlook?
 - b. How are the attachments sent in email?
 - c. What is the difference between replying and forwarding an email?