Exercise 1

Yes I can, We can see in the illustration that it is data worker from some corporation with their personal identity(such as name, address, home phone) and their data department,commission,and etc.

Exercise 2 (ga paham disuruh ngaps)

It is a record from Dereham school with one of their student, it contain her personal info (full name, address, phone number, her class etc)

Exercise3

If it for student record then maybe :

1. Student ID: A unique identifier for each student
2. Name: The name of the student
3. Grade/Class: The current grade or class of the student
4. Contact Information: The contact information of the student, such as email address, phone number, or home address
5. Parent/Guardian Name: The name of the student's parent or guardian
6. Borrowing History: A record of the resources that the student has borrowed from the library, including the title, author, due date, and any overdue fines.
7. Interactions with Library Staff: A log of any interactions between the student and library staff, including any questions, issues, or complaints.
8. Reading Interests: A list of the student's reading interests, to help librarians recommend books and resources that are relevant to the student's interests.
9. Library Programs: A record of the library programs that the student has attended, such as book clubs, reading groups, or other events.

Exercise 4

A **database** program allows the user to store, change, and retrieve information. A database file is a collection of records. Each **record** contains a set of fields. Each **field** holds a separate piece of information; for example, a student file contains a list of records, each of which consists of several fields which give their name, address, birthday, etc. In a **relational** database, information is stored in tables that have a connection or link with one another. A database lets you create an **index**, a list of records ordered according to the content of certain fields; this helps you search and **sort** records into numerical or alphabetical order very fast. It has also a **query** function which allows you to extract information that meets certain criteria.

Exercise 5

1. Text

2. Text

3. Number

4. Memo

5. OLE Object

6. Yes/No

7. Hyperlink

8. OLE Object

9. Date/Time

Exercise 6 (gatau deh bener apa nggak)

1. ?ry - cry, dry, try, pray.

2. b\*d - bed, bread, bead, breed, breath.

3. #th - 7th, 55th, path.

4. Fred[ao] - .Fredi, Freda, Fredo

5. Mart[!o]- Marta, Marti, Marto

1. If you search for #th, you will find 7th, 55th, and path, but you won't find moth or booth.
2. If you search for b\*d, you will find bed, bread, bead, breed, and breath, but you won't find bid or bold.
3. If you search for Fred[ao], you will find Fredi, Freda, and Fredo, but you won't find Fredu or Fredy.
4. If you search for Mart[!o], you will find Marta and Marti, but you won't find Marto or Martu.
5. If you search for ?ry, you will find cry, dry, try, and pray, but you won't find Barry or Henry.

Exercise 7

1. (Asterisk): The asterisk represents zero or more characters. It can be used in file names, search queries, and regular expressions. For example:

* "doc\*" could match "document", "docile", "doctor", etc.
* "st\*r" could match "star", "stir", "stair", etc.
* "\*.pdf" could match any file that ends with ".pdf".

1. ? (Question mark): The question mark represents a single character. It is also commonly used in file names, search queries, and regular expressions. For example:

* "f?ll" could match "fall", "fill", "fell", etc.
* "p??k" could match "peek", "pack", "pink", etc.
* "s??.txt" could match "so.txt", "sea.txt", "saw.txt", etc.

1. (Square brackets): Square brackets represent a range of characters. They are used in search queries and regular expressions to match a single character that falls within the specified range. For example:

* "[abc]" could match "a", "b", or "c".
* "[0-9]" could match any digit from 0 to 9.
* "[A-Za-z]" could match any uppercase or lowercase letter.

Exercise 8

Exercise 9

1. If there is power failure, you **may** lose all your data.

2. If you have a virus, it **will** corrupt your files.

3. If you don’t back up your files regularly, you **will** lose some of them.

4. If you can choose a simple password, someone **may** access your files.

5. If you don’t give your files meaningful names, you **might** forget what they contain.

6. If you copy pirated software, your PC **may** have a problem with computer viruses.

7. If you never read computer magazines, you **may** miss important new products.

8. If I know more programming languages, I **might** get a better job.

Exercise 10

a. **data collection** gather the raw data which you want to process.

b. **data coding** arrange and systemise the data.

c. **data validation** clean the data and double-check for faults and inconsistencies.

d. **data entry** enter the data into a system.

e. **data tabulation** arrange the data into table format so that it can be analysed.

f. **data sorting** create categories to organize the data into relevant groups.

Exercise 11

a. Data collection - gather the raw data which you want to process.

d. Data entry - enter the data into a system.

c. Data validation - clean the data and double-check for faults and inconsistencies.

b. Data coding - arrange and systemize the data.

f. Data sorting - create categories to organize the data into relevant groups.

e. Data tabulation - arrange the data into table format so that it can be analyzed.

Exercise 12

Exercise 13

1. The name of the hard drive on a PC platform : **internal hard drive / C: drive**

2. The type of hard drive that plugs into a socket at the back of a computer : **portable external hard drives**

3. The system that works in sequential format : **Magnetic tapes & drive**

4. The size and storage capacity of a floppy disk : **3.5 inch & 1.44 mb**

Exercise 14

1. There are basically three types of magnetic **storage** device available to the computer

users: hard drives, diskettes, and tapes.

2. The **capacity** of a 3.5” floppy disk is only 1.44 MB.

3. Hard drives can **hold** hundreds of times more data than floppy disks.

4. A portable hard drive is a good choice for **secondary** storage.

5. Magnetic tapes are used for **archiving** information that you no longer need to use regularly.

Exercise 15

Exercise 16

Exercise 17

Find the terms in the text to match these following description.

1. the CD and DVD formats that can be written many times **CD-RW & DCD-RW / DVD+RW (Rewritable)**

2. the CD and DVD formats that can be written to by the user only once **CD-R & DVD-R / DVD+R (Recordable)**

3. the CD and DVD formats that can be read by a computer but not written to **CD-ROMs & DVD-ROM (Read Only Memory)**

4. the type of cards used in digital cameras **Flash memory cards**

5. a type of drive that plugs into a usb ports and lets you share photos and music with friends **Flash drives**

6. the memory without moving parts; it is erasable, non-volatile, and used in small devices **Flash memory**

7. the expression that means to ‘initialize and prepare it to receive data’ **???**

Exercise 18

Discuss this with your partner. Which device or format would be the most suitable

for storing these things.

1. the operating system and the programs on home computer **Solid-state drive (SSD) / hard disk drive (HDD)**

2. an electronic encyclopedia for children **Memory card or USB drive**

3. a movie in digital format **DVD or Blu-ray disc**

4. the music tracks by your favorite artist **USB drive**

5. all the files generated by a company in one day **USB drive**

6. the phone taken with a digital camera **Memory card or USB drive**