IMBA SEM 5

# Foundation of IT

CIE Assignment: 1O Marks

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**Note: Kindly upload the PDF file in Google Classs room before time.**

# Question Bank

* State any two purposes of using Templates in a word document.

Ans: Two purposes of using Templates in a Word Document are:

(1.) Consistency: Using a template can help ensure that all documents in a company or organization have a consistent look and feel. For example, a template might specify the font, font size, margins, and other formatting options for all documents. This helps create a professional and cohesive image for the organization.

(2.) Efficiency: Templates can also save time and effort by providing a starting point for new documents. Instead of having to manually set up the formatting and layout for each new document, users can simply use a template and then customize it as needed. This can be particularly useful for documents that are used frequently or have a standard structure, such as reports or proposals.

* Mention any two operations that can be performed using Macros in a spreadsheet.

Ans: Macros are used to perform different types of operations in a Spreadsheet: Formatting settings to be applied repeatedly in a spreadsheet.

Sorting Data.

* + Applying any Mathematical functions/formulas. Please log in or register to add a comment. - Prev Question Next Question Find MCQs & Mock Test.
* What are the five components that make up an information system?

Ans: 1. Computer Hardware:

Physical equipment used for input, output and processing. The hardware structure depends upon the type and size of the organization. It consists of an input and an output device, operating system, processor, and media devices. This also includes computer peripheral devices.

1. Computer Software:

The programs/ application program used to control and coordinate the hardware components. It is used for analysing and processing of the data. These programs include a set of instruction used for processing information.

Software is further classified into 3 types:

System Software Application Software Procedures

1. Databases:

Data are the raw facts and figures that are unorganized that are later processed to generate information. Softwares are used for organizing and serving data to the user, managing physical storage of media and virtual resources. As the hardware can’t work without software the same as software needs data for processing. Data are managed using Database management system.

Database software is used for efficient access for required data, and to manage knowledge bases.

* What are three examples of information system hardware?

Ans: The examples of information system hardware are the following: computer, keyboards, disk drives, flash drives, and ipads. These are the parts that are tangible, hence, can be touched by an individual. Information system hardware is important in building a digital information system since without those components, it would not be possible to make a computer that would process and provide data and information for our use. These hardware are also used in business or commercial purposes and is utilized by the government in order to provide service for the citizen

* Microsoft Windows is an example of which component of information systems?

Ans: It is an operating system, which is a part of the software component

* Difference between e-commerce and m-commerce

Ans: 01. Electronic Commerce in short it is called as e-commerce. Mobile Commerce in short it is called as m-commerce.

1. In general, e-commerce activities are performed with the help of desktop computers and laptops. M-commerce activities are performed with the help of mobile devices like smartphones, tablets, PDA’s (Personal Digital Assistant) etc.
2. E-commerce is an older concept. M-commerce is an newer concept.
3. It is broad term which refers doing shopping and making payments online with help of electronic devices like Laptop and computers. It is subcategory of ecommerce which does the same this via mobile devices.
4. In e-commerce the use of internet is mandatory But in case of m- commerce some activities can be performed without internet also.

* What do you think a CEO wants from information technology?

Ans: Knowing new technologies, innovation trends, and strategic options. Leading vendors and working with leadership to create innovative solutions together. The potential of disrupting industry trends and addressing board members' concerns.

* What is the role of the chief information officer?

Ans: The CIO's responsibility for digital transformation, along with the rise of DevOps and agile styles of work, means the CIO works in a more cross-functional way than ever before, as noted in our HBR Analytics Services report, Transformation Masters: The New Rules of CIO Leadership. "Fast-moving, cross-functional teams of people from different parts of the organization experiment and innovate together to deliver new products and capabilities at an unprecedented pace. The old leadership rules don't apply," the report says.

As Adobe SVP and CIO Cynthia Stoddard says, "When you work cross-functionally, you can't control everything. You need to collaborate and work together in different ways. At Adobe, we put aside titles when we're working across teams to encourage everyone to participate and contribute at the same level."

* Why do you think organizations have established the CIO position? What kind of individual should fill it?

Ans: As a member of an organization's executive team, the CIO must have strong business acumen, outstanding communication skills, strategic planning skills and knowledge of an organization's internal operations and technology initiatives. This became clear as the COVID-19 pandemic forced further evolution in the CIO job. As the workforce went remote and customer interaction changed, CIOs had to focus even more on business operations and how IT could make it more productive, cost-efficient and secure.

* Describe how at least one organization gained a competitive advantage with information systems

Ans: . Having a functional MIS enables managers to make informed business decisions regarding human resources, expenses, profits, inventory, sales, marketing and any additional issues that need addressing. MIS reports can show the total number of sales, past-due bills, lost days due to employee illness and orders to be shipped.

Information provided by MIS helps determine cost leadership, product and service differentiation and focus strategies. Businesses can use the information to lower the cost of production and their products to customers by using e-procurement systems and utilizing business-to-business and business-to-consumer models. Companies can use their information advantage to achieve the lowest operational costs and, in turn, the lowest prices.

* How should corporate and IT planning be coordinated?

Ans: Recent research has shown that the challenge of coordinating information systems plans with business plans impedes effective information systems planning. Interviews with twenty top information systems executives employed by medium to large

organizations in diverse industries revealed four general reasons for the difficulty of this coordination. The interviews also uncovered four general actions that the executives take to attempt to meet the challenge. The results suggest that the presence of a top management mandate for coordinating the plans distinguishes IS executives who did not report the difficulty from IS executives who did.

* What is meant by the statement that a key challenge for management is the integration of information technology and the business?

Ans: Integration is the act of bringing together smaller components or information stored in different subsystems into a single functioning unit.

In an IT context, integration refers to the end result of a process that aims to combine different -- often disparate -- subsystems so that the data contained in each becomes part of a larger, more comprehensive system that, ideally, quickly and easily shares data when needed. This often requires organizations to build a customized architecture or

structure of applications to combine new or existing hardware, software and other components.

* What is application software?

Ans: Application software (App) is a kind of software that performs specific functions for the end user by interacting directly with it. The sole purpose of application software is to aid the user in doing specified tasks.

Web browsers like Firefox, and Google Chrome, as well as Microsoft Word and Excel, are examples of application software that is used on a personal computer or laptop. It also includes smartphone apps such as WhatsApp and Telegram, as well as games such as Candy Crush Saga and Ludo. There are also app versions of popular services that people rely on every day, such as weather or transportation information, as well as apps that connect end users with their businesses.

* What roles do people play in information systems?

Ans: People are involved in every aspect of information systems: - Creators of Information Systems

* Systems Analyst
  + Programmer Computer Engineer

- Information Systems Operations and Administration - involved in the day-to-day operations

* + Computer Operator
* Database Administrator Help-Desk/Support Analyst

. Trainer

* What are three examples of information system hardware?

Ans: The hardware in an information system is the technology you can touch — the physical aspects of technology. Computers, tablets, mobile phones, disk drives, and more are all examples of information system hardware. Hardware is often considered the most visible aspect of an information system.

* What roles do people play in information systems?

Ans: PAGE BREAK

>> It simply separates content between pages. A page break starts a new page.

>> After the page break, the following text will always start at the beginning of the page.

» Of this type there are three kinds: simple page breaks, column page breaks, and text wrapping page breaks.

SECTION BREAK

» It splits your document into sections.

» Each section can have its own header/footer formatting.

» Of this type there are four kinds: next page section breaks, continuous section breaks, even page section breaks, and odd page section breaks.

* Differentiate between Page Break and Section Break options of a word document.

Ans: Conditional formatting can help make patterns and trends in your data more apparent. To use it, you create rules that determine the format of cells based on their values, such as the following monthly temperature data with cell colors tied to cell values.

* Explain Conditional formatting with a help of suitable example.

Ans: Flat File vs. Relational Database

Both relational and flat file databases are helpful in different situations. The deciding factor for which type to choose is determined by the intended use. If it will be used by only one or two people with simple needs like remembering which ingredients to buy for dinner, a flat file is an excellent choice. If the plan is that a lot of people in different locations will use it for a lot of complicated data, use a relational database.

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Frequently Asked Questions

What is the difference between a flat file and relational database?

A flat file is usually a table with rows of information, whereas a relational database contains many tables with rows and columns that recognize relationships between different pieces of information. Keys are used for linking related data in different tables. Flat files are usually used for simpler applications with less data than relational databases.

* Differentiate between Flat File and Relational Database.

Ans: Let's understand why we need to use animation in a PowerPoint presentation. Too much animation can create confusion for the audience

1.

It helps you to control the pace of

the delivery of your presentation 2.

Animation can enhance the

appearance and interest of the content of your slides.

The above points are achieved by add transitioning in full slides or a number of elements on a slide. The effective

animations have an appealing use that matches your message as well as it will help to control the speed of presentation.

Usually, the animation is used for

enhancing the appearance of slides which tend to become frustrating and overwhelming for your audience.

.

* Mention two points stating the effective use of animation in a presentation.

Ans: Business value is the estimated health and well-being of a business by measuring concrete and abstract elements such as monetary assets and utility and employee, customer, supplier and societal value. These measurements vary between organizations and departments, but they can provide a better idea of a company's worth. In Information Technology, business value can be measured in elements such as usability, performance and security.

* Discuss the business value of information technology?

Ans: The business value of information technology (IT) is immense and can be summarized in the following points:

1. Improved Efficiency and Productivity: IT enables businesses to automate various processes, streamline operations, and enhance productivity. For example, the use of software applications and systems can eliminate manual tasks, reduce human error, and enable employees to focus on more strategic activities, ultimately leading to increased efficiency.
2. Enhanced Communication and Collaboration: IT facilitates seamless communication and collaboration among employees, teams, and departments within an organization. With tools like email, instant messaging, video conferencing, and project management software, businesses can improve teamwork, knowledge…

* Discuss current trends in modern business?

Ans: Current trends in modern business include:

1. Digital Transformation: Businesses are increasingly adopting digital technologies and strategies to transform their operations, processes, and customer interactions. This includes implementing cloud computing, artificial intelligence, big data analytics, and automation to improve efficiency and agility.
2. Remote Work and Flexible Work Arrangements: The COVID-19 pandemic has accelerated the adoption of remote work and flexible work arrangements. Businesses are embracing remote collaboration tools, video conferencing platforms, and project management software to enable employees to work from anywhere and maintain productivity.
3. E-commerce and Online Retail: The growth of e-commerce and online retail

* What are three main components of this digital economy?

Ans: The three main components of the digital economy are:

1. Digital Infrastructure: This includes the physical and virtual infrastructure that supports digital technologies and connectivity. It encompasses broadband networks, data centers, cloud computing platforms, and internet services that enable businesses to operate digitally.
2. Digital Skills and Talent: The digital economy requires a skilled workforce that can effectively utilize and leverage digital technologies. This includes individuals with expertise in areas such as data analytics, artificial intelligence, cybersecurity, software development, and digital marketing.
3. Digital Services and Products: The digital economy is driven by the creation and delivery of digital services and product

* What is the 7s model in IT infrastructure?

Ans: 1. Strategy: This component focuses on the organization's overall IT strategy, including its goals, objectives, and plans for utilizing technology to support business operations and achieve competitive advantage.

1. Structure: This component refers to the organizational structure of the IT department and how it is aligned with the overall organizational structure. It includes considerations such as reporting lines, decision-making processes, and roles and responsibilities within the IT function.
2. Systems: This component encompasses the various IT systems and applications that are used within the organization. It includes hardware, software, databases, networks, and other technologies that support the organization's IT infrastructure.
3. Staff: This component focuses on the people within the IT department, including their skills, expertise, and capabilities. It includes considerations such as recruitment, training, development, and retention of IT staff.
4. Skills: This component refers to the specific skills and competencies required within the IT department to effectively manage and utilize technology. It includes technical skills, such as programming and system administration, as well as non- technical skills, such as project management and communication.
5. Style: This component refers to the leadership style and culture within the IT department. It includes considerations such as the management approach, decision- making style, and values and norms that guide behavior within the IT function.
6. Shared Values: This component refers to the core values and beliefs that guide the organization's IT function. It includes considerations such as the organization's commitment to innovation, customer focus,

* What is the importance of Computers in Business Administration?

Ans: 1. Automation and Efficiency: Computers enable businesses to automate various administrative tasks, such as record-keeping, data analysis, and report generation. This automation reduces manual effort and increases efficiency, allowing administrators to focus on more strategic and value-added activities.

1. Data Management: Computers facilitate the storage, organization, and retrieval of vast amounts of data. Business administrators can use databases and software applications to manage customer information, inventory records, financial data, and other critical business information. This enables better decision-making and improves overall business operations.
2. Communication and Collaboration: Computers enable seamless communication and collaboration among business administrators and teams. Email, instant messaging, video conferencing, and project management tools allow for efficient communication, information sharing, and coordination of tasks across different departments and locations.

* What are the different management functions available in IT?

Ans: 1. Strategic Planning: IT management involves developing a strategic plan that aligns technology initiatives with the overall business goals and objectives. This includes identifying technology trends, assessing organizational needs, and formulating strategies to leverage IT resources effectively.

1. Project Management: IT managers are responsible for planning, executing, and controlling various technology projects. This involves defining project scope, allocating resources, managing budgets, and ensuring timely delivery of project outcomes.
2. Risk Management: IT management involves identifying and mitigating potential risks and vulnerabilities related to technology infrastructure, data security, and compliance. This includes implementing security measures, disaster recovery plans, and ensuring regulatory compliance.

* Discuss the business values of IT?

Ans:

1. Improved Efficiency and Productivity: IT systems and technologies can automate manual processes, streamline workflows, and enable employees to work more

efficiently. This can lead to increased productivity, reduced costs, and improved overall operational efficiency.

1. Enhanced Communication and Collaboration: IT tools such as email, instant messaging, video conferencing, and collaboration platforms enable seamless communication and collaboration among employees, teams, and departments. This fosters better teamwork, knowledge sharing, and decision-making, ultimately leading to improved business outcomes.
2. Increased Competitive Advantage: IT can provide organizations with a competitive edge by enabling them to adopt innovative technologies, develop new products or services, and differentiate themselves in the market. It can also help organizations stay ahead of industry trends and respond quickly to changing customer needs.

* Define the following: Table , Primary Key, Foreign Key

Ans: 1. Table: In the context of databases, a table is a collection of related data organized in rows and columns. It represents a specific entity or concept within a database, such as customers, products, or orders. Each row in a table represents a specific instance or record, while each column represents a specific attribute or field.

1. Primary Key: A primary key is a unique identifier for each record in a table. It is a column or a combination of columns that uniquely identifies each row in the table. The primary key ensures that each record is unique and can be used to establish relationships with other tables in the database. It is used to enforce data integrity and provide a reference point for accessing and manipulating data within the table.
2. Foreign Key: A foreign key is a column or a combination of columns in a table that refers to the primary key of another table. It establishes a relationship between two tables by linking the primary key of one table to the foreign key of another table. The foreign key constraint ensures referential integrity, meaning that the values in the foreign key column(s) must match the values in the corresponding primary key column(s) of the referenced table. This relationship allows for the creation of associations and dependencies between tables, enabling data consistency and integrity across the database.

* State the purpose of creating Tables in a digital Presentation. Mention two ways to insert a table in a presentation.

Ans:

1. Inserting a table from the menu: In most presentation software, you can insert a table by selecting the "Insert" tab or menu option, and then choosing the "Table" option. This will open a dialog box where you can specify the number of rows and columns for your table.
2. Drawing a table: Some presentation software allows you to draw a table directly on the slide. You can select the "Insert" tab or menu option, choose the "Shapes" option, and then select the rectangle or square shape. By dragging and resizing the shape, you can create a table with the desired number of rows and columns.

* Explain any three character formatting options in a word document.

Ans; 1. Font style: This option allows you to change the style of the text, such as making it bold, italicized, or underlined. Bold text is used to emphasize important information, while italics can be used for titles or to indicate emphasis. Underlining is often used for headings or to highlight specific words or phrases.

1. Font size: This option allows you to adjust the size of the text. You can increase or decrease the font size to make the text more readable or to draw attention to certain parts of the document. Larger font sizes are often used for headings or titles, while smaller font sizes are used for body text or footnotes.
2. Font color: This option allows you to change the color of the text. You can choose from a variety of colors to make the text stand out or match the overall design of the document. Using different colors can help differentiate between different sections or highlight important information. It is important to choose colors that are easy to read and provide enough contrast with the background color.

* Rohan’s Grandfather was wondering that how does Rohan chat on web with his father posted in California, Elaborate the steps involved while transferring data over internet.

Ans: 1. Establishing a Connection: Rohan's device (e.g., computer, smartphone) needs to be connected to the internet. This can be done through various means, such as a Wi-Fi network or mobile data.

1. Addressing: Each device connected to the internet is assigned a unique address called an IP (Internet Protocol) address. Rohan's device has its own IP address, and his father's device in California also has its own IP address.
2. Request: Rohan initiates a chat session by opening a chat application or website on his device and typing a message. This message is then sent as a request to his father's IP address.

* Elaborate the five types of Views available in a spreadsheet.

Ans: 1. Normal View: This is the default view in most spreadsheet software. In Normal View, users can see and edit the data in cells, as well as perform calculations and apply formatting. It provides a comprehensive and flexible view of the spreadsheet, allowing users to work with the data in a versatile manner.

1. Page Layout View: Page Layout View is designed to give users a preview of how the spreadsheet will look when printed. It allows users to adjust margins, set page breaks, and apply other formatting options specifically for printing purposes. This view is particularly useful when creating reports or documents that need to be printed or shared in a physical format.
2. Cell View: Cell View focuses on individual cells within the spreadsheet. It allows users to zoom in on specific cells or ranges of cells, making it easier to view and edit the content in detail. This view is helpful when working with large spreadsheets or when dealing with complex formulas that require close examination.

* Write the points to be kept in mind to make an effective presentation for the audience (Mention any 5 Points).

Ans: 1. Understand the audience: Before creating a presentation, it is important to know who the audience is and what their needs and expectations are. Consider their level of knowledge, their interests, and any specific requirements they may have.

1. Define the objective: Clearly define the objective of the presentation. What message do you want to convey? What action do you want the audience to take? Having a clear objective will help you structure your presentation and ensure that you stay focused on the key points.
2. Use visuals effectively: Visual aids can greatly enhance a presentation and make it more engaging and memorable. Use charts, graphs, images, and videos to illustrate your points and support your message

* What is Data Definition Language (DDL) and Data Manipulation Language (DML)? Give one example of each.

Ans: Data Definition Language (DDL) is a set of SQL commands used to define and manage the structure of a database. It is used to create, modify, and delete database objects such as tables, indexes, and views.

Example of DDL:

CREATE TABLE Employees ( EmployeeID INT PRIMARY KEY,

FirstName VARCHAR(50), LastName VARCHAR(50), Age INT,

DepartmentID INT

);

Data Manipulation Language (DML) is a set of SQL commands used to manipulate the data within a database. It is used to insert, update, and delete records in database tables.

Example of DML:

INSERT INTO Employees (EmployeeID, FirstName, LastName, Age, DepartmentID)

VALUES (1, 'John', 'Doe', 30, 1);

* What do you mean by Hyperlinks in Spreadsheets? Give the two different types of Hyperlinks that can be used in Spreadsheets.

Ans: 1. Internal Hyperlinks: These hyperlinks allow users to navigate within the same spreadsheet or workbook. They can be used to link to a specific cell, range of cells, or even a different sheet within the same workbook.

Example: Linking to a specific cell in the same worksheet:

=HYPERLINK("#Sheet2!A1", "Go to Sheet2")

2. External Hyperlinks: These hyperlinks allow users to navigate to external sources outside of the spreadsheet. They can be used to link to websites, documents, email addresses, or other files.

Example: Linking to a website:

=HYPERLINK("https://[www.example.com](http://www.example.com/)", "Visit Website")

* List Numeric and Alphanumeric Datatypes in OpenOffice Base.

Ans: Numeric Datatypes:

1. Integer: Represents whole numbers without decimal places.
2. Long: Represents long integers that can have a larger range than integers.
3. Double: Represents floating-point numbers with decimal places.
4. Decimal: Represents fixed-point numbers with a specific number of decimal places.
5. Smallint: Represents small integers with a smaller range than integers.
6. Float: Represents floating-point numbers with a larger range than doubles.

Alphanumeric Datatypes:

1. Varchar: Represents variable-length alphanumeric data with a specified maximum length.
2. Char: Represents fixed-length alphanumeric data with a specified length.
3. Text: Represents large amounts of alphanumeric data without a specific len

* Differentiate between Filter keys and Toggle keys in Microsoft Windows.

Ans: 1. Filter Keys:

* Filter Keys is an accessibility feature that helps users who have difficulty holding down multiple keys simultaneously.
* When Filter Keys is enabled, Windows will ignore brief or repeated keystrokes, making it easier for users with motor control issues to type without errors.
* Filter Keys can be activated by pressing and holding the right Shift key for 8 seconds or by going to the Ease of Access Center in the Control Panel.
* Once enabled, users can adjust settings such as the acceptance delay (the time required to hold down a key before it is recognized) and the duration of the repeated keystrokes.

1. Toggle Keys:

* Toggle Keys is an accessibility feature that provides audible feedback for certain keyboard functions.
* When Toggle Keys is enabled, Windows will play a sound when the Caps Lock, Num Lock, or Scroll Lock keys are pressed.
* This feature helps users with visual impairments to know the status of these keys without having to visually check their keyboard.
* Toggle Keys can be activated by pressing the Num Lock key for 5 seconds or by going to the Ease of Access Center in the Control Panel.
* State the purpose of creating a Blog
* Anshita is preparing spreadsheet notes for her Term Exam. Help her to write short note on the following:
* Scenarios
* Goal Seek
* Solver
* Subtotal

Tanmay is a Class X student. He has learnt Mail Merge option of a Word Processor in his computer period. But he is confused with few terms used to merge documents.

Explain the following briefly, which will help Tanmay better understand the Mail Merge options.

* Merge Field
* Data Source
* Main Document
* Mention two types of data on which mail merge can be applied.

Ans: The purpose of creating a blog is to share information, experiences, opinions, or promote a particular topic or interest. Blogs can serve various purposes, such as personal journals, educational resources, business marketing, or entertainment.

Scenarios: In spreadsheet software like Microsoft Excel, scenarios allow users to create and save different sets of input values for a worksheet. This feature is useful when analyzing how changes in certain variables affect the overall outcome of a calculation or model.

Goal Seek: Goal Seek is a tool in spreadsheet software that allows users to find the input value needed to achieve a desired result. It is particularly useful when users have a specific target in mind and want to determine the corresponding input value.

Solver: Solver is an add-in tool in spreadsheet software that helps users find the optimal solution for complex optimization problems. It can be used to maximize or minimize a specific objective by adjusting multiple variables within specified constraints.

Subtotal: Subtotal is a function in spreadsheet software that calculates the sum or other specified aggregate function for a range of cells. It is commonly used to calculate subtotals within a larger dataset, such as grouping sales data by region or product category.

Mail Merge options:

Merge Field: A merge field is a placeholder in the main document where data from the data source will be inserted during the mail merge process. It acts as a variable that will be replaced with specific information from each record in the data source.

Data Source: The data source is a file or database that contains the information to be merged into the main document during the mail merge process. It can be an Excel spreadsheet, Access database, or other compatible data sources.

Main Document: The main document is the template or base document that contains the fixed content and formatting. During the mail merge process, the main document is combined with the data source to create individual personalized documents for each record.

Two types of data on which mail merge can be applied are:

* 1. Text-based data: This includes information such as names, addresses, phone numbers, or any other textual content that needs to be merged into the main document.
  2. Numeric data: This includes numerical values such as prices, quantities, or any other numerical data that needs to be merged into the main document.
* Your friend owns a chemist shop, he needs to keep records of the medicines with their id’s, date of purchase, expiry date, price, etc. in a database program. But he does not have any knowledge about the database. Explain to him the following to get a better understanding of the DBMS concepts.
* What is DBMS? Explain in brief.
* Name any two database programs which can be used to create a table and store the data as per the requirement.
* Which field can be set as a Primary Key?
* Is it possible to make more than one field as a primary key in your table? (Yes/No). Justify your answer.

Sanya is working on Word document. She has inserted graphics and wants to use Wrap text with graphics.

1. Under which tab she can find text wrapping?
2. (ii) List any two text wrapping options available in a word processing software.

Snehal works for an event management company. She has prepared a presentation and while setting up the Slide Show she is getting the following options, explain them briefly.

1. Presented by a speaker
2. (ii) Browsed by an individual
3. (iii) Browsed at a Kiosk

Ans: DBMS stands for Database Management System. It is a software system that allows users to create, organize, and manage databases. It provides an interface for users to interact with the database, perform various operations such as storing, retrieving, updating, and deleting data, and ensures the integrity and security of the data.

Two database programs that can be used to create a table and store data are:

* 1. Microsoft Access: It is a relational database management system that allows users to create tables, forms, queries, and reports. It is suitable for small to medium- sized databases and provides a user-friendly interface.
  2. MySQL: It is an open-source relational database management system that is widely used for web applications. It is scalable and can handle large databases efficiently. It also supports advanced features such as transactions and stored procedures.

The field that can be set as a Primary Key is a unique identifier for each record in a table. It ensures that each record has a unique value for that field and helps in maintaining data integrity and establishing relationships between tables.

No, it is not possible to make more than one field as a primary key in a table. A primary key must be unique for each record, and having multiple fields as a primary key would require each combination of values in those fields to be unique, which may not always be practical or necessary. However, a primary key can consist of multiple columns if they are combined into a composite key.

In Microsoft Word, Sanya can find the text wrapping options under the "Format" tab.

Two text wrapping options available in a word processing software are:

1. Wrap Around: This option allows the text to flow around the graphics, adjusting the layout accordingly. The text will wrap around the graphics on all sides.
2. In Front of Text: This option places the graphics in front of the text, allowing the text to wrap around it. The graphics will appear on top of the text.

Presented by a speaker: This option is used when the presentation is being delivered by a live presenter. It includes features such as slide transitions, animations, and speaker notes.

Browsed by an individual: This option is used when the presentation is being viewed by an individual on their own. It does not include any interactive features and simply displays the slides in a sequential manner.

Browsed at a Kiosk: This option is used when the presentation is being displayed on a kiosk or public display. It allows for interactive features such as navigation buttons and hyperlinks, but does not allow the user to make any changes to the presentation.

# ALL THE BEST