6. Which one of the following statements is not correct related to Primary key?

**A. A primary key is used as unique identifier for each column**

B. A primary key field can never be left empty

C. When working with related tables, the primary key field in one table can be used as foreign key

field in another table.

D. Both B & C

16.Filters remain in place until—

**A. they are removed B. the object is closed C. Both A & B D.** Only A

6. Which of the following is not done by the cookies?

A. Storing the Information of a web site visiting date and time in a small text file.

B. Stores the Information about online purchases.

**C. Stores Pictures or even the entire web page on the hard disk.**

D. Stores validation information about us for members-only web sites.

14. Which of the following is the unique address for a file/website that is accessible on the Internet?

**a. URL** b.HTML c. WWW d.HTTP

• MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?

**• Word Wrap**

• Enter

• Carriage Return

• None of the above

• Which key is used to increase left indent?

• Ctrl+I

• Alt+I

• F10

• **Ctrl+M**

• The screen magnification (resolution) is expressed in

• DPI (dots per inch)

• PPI (points per inch)

• **All of above**

• None of above

• How can you make the selected character superscripted

• Ctrl + =

• **Ctrl + Shift + =**

• Alt + Ctrl + Shift + =

• None of above

• What is the shortcut key to split a table?

• Ctrl + Alt + Enter

• **Ctrl + Shift + Enter**

• Alt + Shift + Enter

• Alt + Space + Enter

• This key uniquely identifies each record

• **primary key**

• key record

• unique key

• field name

**7. Describe the “One‐to‐many relationship” in MS Access.**

The relationship where one entity can relate to one or more entities of other type is called one-to-many relationship. For example a Customer can place many Orders. So a “one-to-many” relationship exists between Customer and Order.

**1. What is database? What major advantages databases have? \*\*\***

The word, database is a computer term for a collection of information সম্পর্কে a certain topic or business application.

Advantages:

12. What is the difference between data and information? \*\*\*

Data is facts, statistics used for reference or analysis. Numbers, characters, symbols, images etc., which can be processed by a computer, is data.

Information is data that has been processed in such a way that it becomes meaningful in a context. Information is processed data.

13. What is a Validation rule? Write about validation text. \*\*\*

A validation Rule is the limit or control of the type and amount of data that the users can enter in a table field.

Validation Text is the prompt message displayed to the user when the entered data fails to meet the conditions specified within the Field Properties of Validation Rules.

14. What is the advantage of using index in your database?

Indexes help to locate and sort information quickly. An index stores the location of records based on the field or fields that we choose to index. Using that index database can then quickly find the location of the data.

15. What are uses of Reports in MS Access?

A report is a summary of data generated from a table or query. A report presents data in an organized, meaningful and print-ready format.

i. Reduced data redundancy;

ii. Reduced updating errors and increased consistency;

iii. Greater data integrity;

iv. Improved data access to users through the use of host and query language;

v. Improved data security;

vi. Reduced data entry, storage and retrieval costs.

3. What is table? Why do we create table in Database?

A Table is a combination of certain rows (records) and columns (fields).

We create tables to-

i. Store data in a structured and organized format;

ii. Organize information about a single topic into rows and columns;

iii. Retrieve information easily in the form of Query and Report.

4. What are the available Data types in MS Access 2010? \*\*\*

There are 11 data types available in MS Access 2010:

i. Text

ii. Memo

iii. Number

iv. Date/Time

v. Currency

vi. AutoNumber

vii. Yes/No

viii. OLE Object

ix. Hyperlink

x. Attachment

xi. Calculated

xii. Lookup Wizard

7. Describe the “One‐to‐many relationship” in MS Access.

The relationship where one entity can relate to one or more entities of other type is called one-to-many relationship. For example a Customer can place many Orders. So a “one-to-many” relationship exists between Customer and Order.

Module 07: Internet Browsing

1. Write some popular browser’s name. What is the default browser? \*\*

Name of some popular browsers:

i. Google Chrome

ii. Mozilla Firefox

iii. Apple’s Safari

iv. Opera

v. Internet Explorer

Default Browser: Default Browser means the browser that comes pre-installed with the OS and is used to browse/open the sites when clicked any bookmark. Internet Explorer is the default browser in Windows Operating System

2. How can you set any URL as home page?

To set any URL as homepage-

i. Open Internet Explorer;

ii. Click on the Tools menu>a drop down list appears;

iii. From the drop down list, select Internet Options; Internet Options dialogue box appears;

iv. In the Homepage section under the General tab, type the desired URL that we want to set as default homepage.

v. Click OK;

This will set the newly added URL as homepage in Internet Explorer.

3. Write the process to clear the browser history.

To clear the browser history-

i. Open Internet Explorer;

ii. Click on the Tools menu>a drop down list appears;

iii. From the drop down list, select Internet Options; Internet Options dialogue box appears;

iv. In the Browsing History section under the General tab, Click Delete> Delete Browsing History dialogue box appears;

v. Check the available browsing history box> Click Delete

This will delete the browsing history. Shortcut: Ctrl+Shift+Del

4. What is internet cache? What is the actual advantage of internet cache, explain. \*\*\*

Internet Cache: Internet cache is the saved copy of the visited web-sites via the internet browser. Each time we visit a website, a copy of the information both text and pictures are saved on the hard disk.

Actual Advantage of Internet Cache: When we re-visit a website, the information is quickly loaded from the copy saved on the hard disc, rather than slowly from the actual website.

5. What is cookie? Why is cookie used? \*\*\*

Cookies: Cookies are hidden information about the user saved in the hard disc in the text file format.

Why is a cookie used: Cookies personalizes the relationship of the user with the visited website Cookies stores users’ preferences about a web-site. When the user re-visits the site, the user’s preferences are accessed automatically.

6. What are the issues to consider when sending file attachments in your email? \*\*

Issues when sending file attachments:

i. Keep the file size smaller;

ii. Avoid sending executable file as attachments;

iii. Do not send too many attachments at the same time;

iv. Do not send large file attachments.

7. What are the full forms of the abbreviations: HTTP, FTP, WWW? \*\*\*

HTTP: Hyper Text Transfer Protocol

FTP: File Transfer Protocol

WWW: World Wide Web

8. What is search engine? \*\*\*

A search engine is a web based tools which allows us to find information from the vast collection on internet. A search engine holds information about pages on Web sites. On a search engine we enter search phrase and the search engine shows the list of relevant web pages.

9. What are Web sites and URLs? \*\*\*

A Web site is simply the data which is stored on a WWW server and which can be freely accessed by people using internet browser like Google Chrome.

The URL (Uniform Resource Locator) is just another name for a Web address. URL is used to locate a resource on internet .For example, the URL, http://www.microsoft.com is used to access website of Microsoft.

10. What is Spam or Unsolicited Email? \*\*

Email sent in bulk to numerous addresses, trying to sell product or service and some of them might be fraud, are known as spam or junk or unsolicited email.

11. What do you know about Web Browsers? \*\*

A web browser is an application program that allows to access and view web pages on internet. Some popular web browser is Internet Explorer, Firefox, and Google Chrome.

12. What are the advantages of using email? \*

Fast: Can be sent with file attached instantly;

Low Cost: Cost does not vary with distance;

Access from anywhere: Can be accessed any location if internet is available;

Web-based: Web-based interface does not require any special software.

13. What is a digital signature? \*\*\*

A digital signature is a code that is attached to an email to uniquely identify the sender. Like hand signature, it guarantees a person's authenticity.

14. What are hyperlinks? \*\*

A hyperlink is a piece of reference text or picture on a web page, which when clicked on will automatically-

i. take to a different part of the same page;

ii. take to a different page within the website;

iii. Take to a page in a different website.

15. What is Encryption? \*\*\*

Encryption is a means of ‘scrambling’ a message or web page. It is used to make transmission more secure, so that only the intended recipient of the message will be able to read the message.

16. What are worms?

A computer worm is a self-replicating computer program that sends copies of itself to other computers via a network. It can copy itself from computer to computer without the user’s knowledge.

17. What is Pop Up?

Pop-ups are annoying little windows or messages that pop-up when we visit certain sites. They are mostly used for marketing purposes but sometimes may be used for surveys or other purposes. buttons, icons, menus, or other input or output elements are placed.

19. How can you set a browser as default browser?

To set a browser as default browser:

i. Click on the Tools button within the Internet Explorer toolbar;

ii. From the drop down menus, Select the Internet Options command> a dialogue box appears;

iii. Click on the Programs tab; and then click on the Make default button;

iv. Click OK;

This will make Internet Explorer default browser.

20. What are bookmarks?

In the context of World Wide Web, bookmarks are Uniform Resource Identifier (URI) to websites that makes easy to get back to that website.

• The ….is the drive containing the files to be copied

• Source drive

• **Destination drive**

• USB drive

• None of the above

• The date and time displays on

• Taskbar

• Status bar

• **System tray**

• Launch pad

• The screen magnification (resolution) is expressed in

• DPI (dots per inch)

• PPI (points per inch)

• **All of above**

• None of above

• What is the shortcut key to split a table?

• Ctrl + Alt + Enter

• **Ctrl + Shift + Enter**

• Alt + Shift + Enter

• Alt + Space + Enter

• When you click on File menu in Word 2010, it opens

• File menu

• File Commands

• **Backstage View**

• File Ribbon

• You can use different page formatting within the same document by separating the differently formatted areas using –

• Page Break

• Column Break

• Formatting Break

• **Section Break**

**•** Which is the keyboard shortcut to display the insert function?

• Alt+Tab

• Ctrl+Esc

* • **Which is the keyboard shortcut to display the insert function?**
* Alt+Tab
* Ctrl+Esc
* **Shift+F3**
* The most well‐known part of the Internet is
* **zwww**
* http
* https
* HTML

Which is not a search engine website?

* [www.google.com](http://www.google.com/)
* [www.yahoo.com](http://www.yahoo.com/)
* [www.bing.com](http://www.bing.com/)
* [**www.bings.com**](http://www.bings.com/)
* The search results will be displayed within a new tab if we press
* **Alt+Enter**
* Ctrl+Enter
* Ctrl+Tab
* Alt+Tab
* **What is a fast way t adjust the width of a column?**
* Right click the left side of the column heading
* Double click the left side of the column heading
* **Double click the right side of the column heading**
* Select tools>adjust column width from the menu
* **What is the first step in creating a form or report with the form wizard or report wizard?**
* Selecting the fields that you want to appear in the form or report
* **Selecting the underlying table or query on which you want to base the form or report**
* How to fit long texts in a single cell with multiple lines?
* Start typing in the cell and press the Enter key to start another line
* **Use the Wrap Text option in the Format -> Alignment menu**
* Use the Shrink to Fit option in the Format -> Cells -> Alignment menu
* All of above
* 84.What is the shortcut key to hide entire row?
* a. CTRL + H
* b. CTRL + R
* **c. CTRL + 9**
* d. CTRL + –
* 85. What is the shortcut key to insert a new comment in a cell?
* a. F2
* b. Alt + F2
* c. Ctrl + F2
* **d. Shift + F2**
* 96. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?
* A) F8
* **B) F9**
* C) F10
* D) F11

**21) Which enables us to send the same letter to different persons?**

* **mail merge**
* macros
* template
* none

**46. What is gutter margin?**

* Margin that is added to the left margin when printing
* Margin that is added to right margin when printing
* **Margin that is added to the binding side of page when printing**
* Margin that is added to the outside of the page when printing

**52. The key F12 opens a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

* **Save As dialog box**
* Open dialog box
* Save dialog box
* Close dialog box