

I. Fill in the blanks

1. Master boot record/Boot sector	2. Trojan horse
3. .accdb	4. Primary key
5. DBMS	6. Virus

II. Identify and label the components of the following window

1. Navigation pane	2. Title bar
3. Quick access toolbar	4. Navigation toolbar
5. Status bar	6. Work area

III. Expand the following

1. Relational Data Base Management System
2. Vital Information Resources under seize

IV. Define the following

1. Antivirus – detect and remove virus from computers
2. Database – collection of data, related tables

V. Answer the following in a word

1. Multipartite virus	2. Query
3. Spyware	4. Create tab and forms group

VI. Answer the following questions

1. Write any two ways to prevent virus from the computer.
2. *Antivirus, firewall, scan pen drive, avoid piracy, data and programs on separate disks, scan twice a month.*
3. Write a sentence for
 - i. Data sheet view – *enter data*
 - ii. Design View – *fields, data types and description.*

VII. Draw a GO for the following

1. **Types of Viruses** – *boot sector, program file, multipartite, polymorphic, macro and network.*
2. **Data Types** – *Short text, Long Text, Auto Number, Number, Date/Time, Yes/No, Currency, Calculated, Hyperlink, attachment, OLE object, Look Up wizard.*

VIII. Distinguish between **flat file** and **relational database**

1. **Flat file** – stored as a single file, no relation with other databases
2. **RDBMS** – stores data in several tables and links them to get a common piece of information.

IX. Answer the following based on the picture.

1. Tables, queries, forms and reports.
2. 7 fields
3. Datasheet view
4. MS-Access

Instructions

1. 4 to 8 spelling mistakes - (-0.5)
2. More than 8 spelling mistakes (-1)
3. IV,VI 1,2,3, VIII questions are subjective