1. Fill in the blanks

|  |  |
| --- | --- |
| * 1. Master boot record/Boot sector | * 1. Trojan horse |
| * 1. .accdb | * 1. Primary key |
| * 1. DBMS | * 1. Virus |

1. Identify and label the components of the following window

|  |  |
| --- | --- |
| * 1. Navigation pane | * 1. Title bar |
| * 1. Quick access toolbar | * 1. Navigation toolbar |
| * 1. Status bar | * 1. Work area |

1. Expand the following
   1. Relational Data Base Management System
   2. Vital Information Resources under seize
2. Define the following
   1. Antivirus – detect and remove virus from computers
   2. Database – collection of data, related tables
3. Answer the following in a word

|  |  |
| --- | --- |
| * 1. Multipartite virus | * 1. Query |
| * 1. Spyware | * 1. Create tab and forms group |

1. 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
      1. Data sheet view – *enter data*
      2. Design View – *fields, data types and description.*
2. 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.*
3. 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.
4. 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