



Class:VII:

CHAPTER – 4
USING EXCEL AS DATABASE

Subject:Computer

Q.1 Answer the following questions:

1 | Define the term Record and Field

2 | What do you mean by Sorting ?

3 | What is a Pivot table ?

Q.2 Fill in the blanks :

1. _____ is a collection of information related to a particular subject.
2. . _____ is used to filter the data in multiple fields using specified criteria.
3. _____ provides an easy way to enter or display a complete row of information, or record.
4. _____ Which button is used in Form to search the records with specific values.
5. _____ tool in Excel is used for consolidating, summarizing and presenting a large amount of data.

Q.3 State True of False.



1	Field names should be common in all the cells.	
2	We can delete a record in a Form using Delete button.	
3	Data validation is a useful feature to analyse the data.	
4	We can filter the data in only one field.	

Q.4 Multiple Choice Question.

1	Which tab contains the Filter option in Excel?			
	a. Data	b. Edit	c. Insert	d. View

2	What is the column label for a field known as?			
	a. Field	b. Column	c. Record	d. Field name

3	Which option in the Data tab is used to arrange the records either in Ascending/Descending order?			
	a. Arrange	b. Manage	c. Sort	d. Align

4	Which button is used in a Form to search the records with specific values?			
	a. Criteria Button	b. Compare Button	c. Find Button	d. None