MINISTRY OF EDUCATION, HERITAGE & ARTS
2021 WORKSHEET 3
YEAR 13
OFFICE TECHNOLOGY

Instructions:
Write all your answers in the activity book. Please do not write the questions.

Short Answer Questions

1. The table below shows a student database for Fiji High School.

Student ID No.	Name	DOB	Year	Father's Name	Phone
110001	John Doe	28/02/03	1102	Jone Doe	5559559
110002	Jerry Car	03/03/03	1101	Tom Car	3356558
110003	Peter Read	05/06/03	1103	Ken Read	6696969
110004	Anna Read	05/06/03	1103	Ken Read	6696969
110005	Merida Fox	01/02/03	1104	Simba Fox	2252566

    (i)   Which field is the keyfield?   **(1 mark)**

    (ii)   State **one** reason for your answer in (i).   **(1 mark)**

    (iii)   If the Name field is sorted in **descending order** of first name,
           which student will be the **third**?   **(1 mark)**

    (iv)   State the number of records in the student database.   **(1 mark)**

2. Given below is a Student Table containing a typical class database.

Student ID	First Name	Surname	Date of Birth	Gender	Dayscholar	School Fees Balance
101	Peter	Pan	15-Jun-94	Male	☐	$150.00
102	Mohinesh	Prasad	02-Mar-94	Male	☑	$0.00
103	Mika	Dau	11-Oct-94	Male	☑	$200.00
104	Sherlyn	Tolo	01-Dec-95	Female	☑	$0.00
105	Akuila	Drua	28-Feb-94	Male	☐	$10.00
106	Renuka	Devi	23-Aug-95	Female	☑	$15.00

    Design the Data Dictionary for the above database using MS-Access data type. **(3 marks)**

3. Discuss **two** advantages of using an e-mail.   **(4 marks)**
4. Discuss **two** uses of Zip files.   **(4 marks)**
5. Discuss **two** advantages of Electronic Calendars.   **(4 marks)**
6. Define **Telecommuting.**   **(1 mark)**