



GRADE : VIII

COMPUTER

SPECIMAN COPY

TERM - I

YEAR 2022 – 23

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KEYWORDS:

- **Database:** Collection of electronically stored data.
- **DBMS :** A software program for creating and managing a database.
- **MS Access:** A database management system provided by Microsoft.

ENRICH YOURSELF:

- Right click on Access 2016 on the start menu, click on pin to start. It will add the application icon on the Taskbar for easy future access.
- You can Rename your table. Right click on the table in navigation pane, select the Rename option then type in the desired name.

INFO:

- The Concept of RDBMS was given by E.F. Codd at IBM in 1970.
- Database in Microsoft Access is saved with .accdb extension.

FAST FORWARD:

- **Ctrl + N :** to create a new database.
- **Ctrl + O :** to open an existing database.

EXERCISES:

Q: A Tick (✓) the correct options.

- 1) Which of the following tabs contains the Table option?
a) **Create** b) Tables c) Fields
- 2) The concept of RDBMS was given by
a) **E.F. Codd** b) Bill Gates c) Steve jobs
- 3) Which bar displays the name of the currently opened database?
a) **Title bar** b) Object bar c) Status bar
- 4) Rows are also known as
a) Data b) **Records** c) Fields
- 5) Standard extension of Access files is
a) **.accdb** b) .accds c) .extn

Q: B Fill in the blanks.

- 1) A **database** is an organized way of storing information.
- 2) Column of a table are called **field**.
- 3) **Navigation** pane displays the database objects.
- 4) Ctrl + S is used to to**save** the table.
- 5) **Ribbon** is a set of tabs containing various groups of commands.

Q: C State True or False.

- 1) Titlebar is located in the right corner of the program window. **False**
- 2) Save, Undo and Redo are available on the Quick Access Toolbar. **True**
- 3) Status bar shows the current status of the opened database object. **True**
- 4) DBMS stands for data Retail Managing System. **False**
- 5) Access is the product of Mirrosoft. **True**

Q: D Match the columns.

Column A

- 1) Rows
- 2) Ctrl + O
- 3) Documents tab
- 4) Ctrl + N
- 5) Oracle

Column B

- a. Creates a new database
- b. Contains all the opened objects
- c. RDBMS
- d. Records
- e. Open an existing database.

Ans: 1 – d, 2 – e, 3 – b, 4 – a, 5 - c

Q: E Short Answer questions.

- 1) What is a database?

It is a collection of electronically stored data.

- 2) Write down the name of any DBMS.

The most popular DBMS are Microsoft Access, MySQL, Oracle, DBase, FoxPro etc.

- 3) What are records and fields?

Record: It is a collection of related fields.

Fields: Refers to the column which contains meaningful information

- 4) Define a relation.

Access stores data in the form of tables which are also known as relations.

5) What is Access?

Access is a powerful relational database management system (RDBMS). It helps create database, enter, modify, alter data, etc.

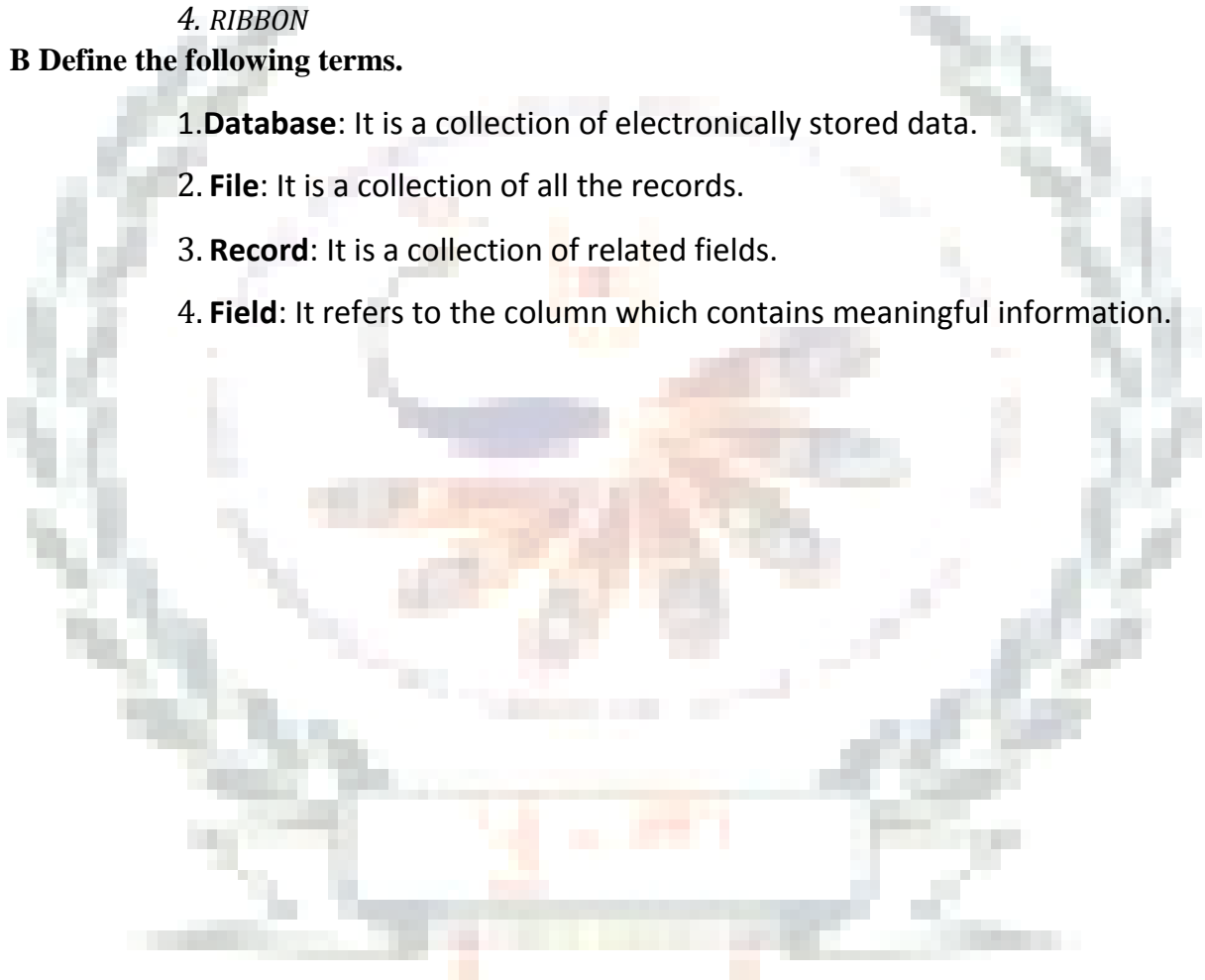
BRAIN TEASER:

Q: A Solvethecrosswordwiththehelpofgivencues.

1. *NAVIGATIONPANE*
2. *STATUSBAR*
3. *RECORDSEARCHBOX*
4. *RIBBON*

Q: B Define the following terms.

1. **Database:** It is a collection of electronically stored data.
2. **File:** It is a collection of all the records.
3. **Record:** It is a collection of related fields.
4. **Field:** It refers to the column which contains meaningful information.



KEYWORDS:

- **Table:** Collection of rows and columns
- **Data types:** Determines the type of value that can be stored in a field.
- **Key constraints:** To apply conditions on data that can be entered into a table.

ENRICH YOURSELF:

- To set a primary key field; Right – click on the field and select the Primary option from the shortcut menu.

INFO:

- The primary key is a toggle key.
- You can also delete a record by selecting the entire row and pressing the Delete key.

FAST FORWARD:

- **Ctrl + + :** to add new record

EXERCISES:**Q: A Tick (✓) the correct options.**

- Columns in a table are known as _____
 - Fields**
 - Grids
 - Records
- Memo field contains _____
 - Currency
 - Symbol
 - Long text**
- Save button resides on _____
 - Quick access toolbar**
 - Home tab
 - Ribbon
- It is a view that represent the structure of a table.
 - Design View**
 - Datasheet View
 - None of these
- It identifies each record in a table uniquely.
 - Primary key**
 - Foreign Key
 - Candidate key

Q: B Fill in the blanks.

- Tab** key is used to move to the next field.
- Date / Time** field is used to store date and time.
- Primary key is a **Toggle** key.
- The **Currency** data type contains symbols for currency, decimals and commas along with the digits.
- The **Numeric** data type does not accept letters or symbols.

Q: C State True or False.

- 1) Tables are the basic building blocks of a database. **True**
- 2) Text field is used to store numbers and texts. **True**
- 3) Once added, you cannot update a record. **False**
- 4) Foreign key links two tables within a database. **True**
- 5) It is not necessary to assign a data type to a field of a table. **False**

Q: D Match the columns.

Column A

1. Table structure
2. Ctrl + +
3. Primary key
4. Records
5. Text field

Column B

- a. cannot be null
- b. Design View
- c. Rows
- d. Numbers and letters of the alphabet
- e. New record

Ans: 1 – b, 2 – e, 3 – a, 4 – c, 5 – d

Q: E Short Answer questions.

1. Define tables in Access

Ans: A table is a collection of rows and columns.

2. What do you understand by data types?

Ans: Data Type determines the type value that can be stored in a field.

3. What is a primary key?

Ans: Primary key identifies each record in a table uniquely. A table cannot have two primary keys.

Primary key field cannot be null.

4. What are different table views?

Ans: Two views available in Access are:

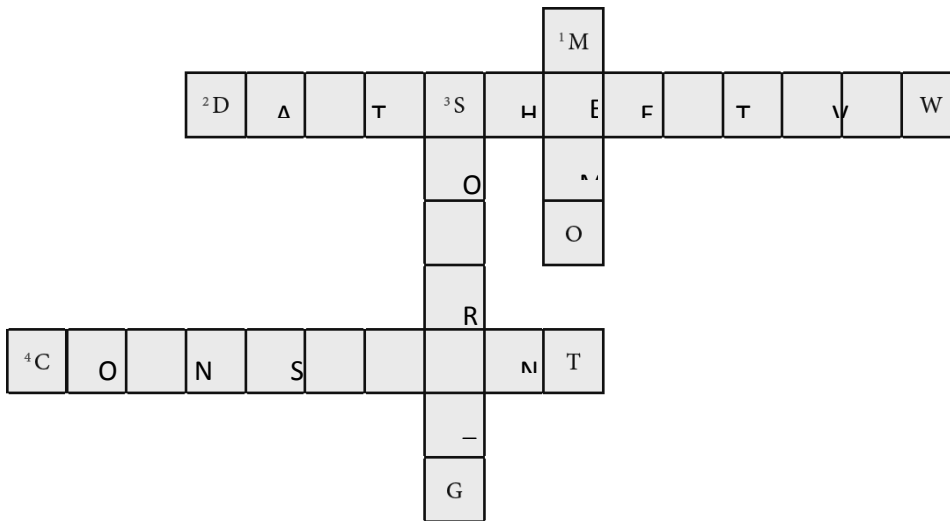
- 1) Datasheet view
- 2) Design view

5. What is a foreign key?

Ans: Foreign key constraint is used to link two tables having one common field.

BRAIN TEASER:

Q: A Solve the crossword with the help of given clues.



Clues:

- 1) It is a data type used to enter long text with all kinds of data.
- 2) It is a table view which allows you to enter data in the table.
- 3) It is a technique used to arrange table data in an order.
- 4) It is applied to restrict the type of data to be entered in a table field.

B. Describe the following:

- 1) **Datasheet View:** Datasheet view shows data in table form. It allows you to enter data in a table.
- 2) **Primary key:** Primary key identifies each record in a table uniquely. A table cannot have two primary keys. Primary key field cannot be null.

KEYWORDS:

- **Computer network:** A set of connected computers for sharing information.
- **Computer architecture:** Defines the arrangement of computers in a network.
- **Network topologies:** Define physical and logical structures of a network.

INFO:

- **ARPANET** launched the world's first successful network on 29 October 1969.
- A **Repeater** is a network device which regenerates and forwards the signals.
- **Wi - Fi** is a wireless computer network technology that allows users to connect to the internet without any wires or cables.
- **PAN and LAN** come under private networks as they can be kept private by restricting communications within the network.

EXERCISES:**Q: A Tick (✓) the correct options.**

- 1) In a network, computers are called
 - a) Resources
 - b) Nodes**
 - c) Workstations
- 2) Which of the following uses a centralized network device?
 - a) Hybrid
 - b) Star**
 - c) Bus
- 3) Which network device regenerates data signals?
 - a) Router
 - b) Hub
 - c) Repeater**
- 4) What does NIC stand for?
 - a) Network interface Card.**
 - b) Network interconnected Card.
 - c) Network interconnection Cable
- 5) In which network topology is TOKEN used?
 - a) Tree
 - b) Ring**
 - c) Star

Q: B Fill in the blanks.

- 1) A powerful centralized device is used in client / server architecture.
- 2) All the nodes are interconnected to each other in mesh topology.
- 3) Wireless medium uses microwave signals for transmitting data.
- 4) Network topology represents physical and logical structures of a network.
- 5) Fibre optic cables transmit data at high speed.

Q: C State True or False.

- 1) Bus topology is easy to maintain and troubleshoot. **True**
- 2) A switch is more intelligent than a hub. **True**
- 3) There is no centralized device in a peer-to-peer network. **True**
- 4) Computers are not required to create a network. **False**
- 5) Coaxial cables cover more distance than twisted pair. **True**

Q: D Match the columns.

Column A

- 1) NOS
- 2) Router
- 3) Wi-Fi
- 4) PAN
- 5) Server

Column B

- a) Wireless Fidelity
- b) Personal Area Network
- c) Centralized computer that acts as a hub
- d) Network operating system
- e) A network device

Ans: 1 – d, 2 – e, 3 – a, 4 – b, 5 – c

Q: E Short Answer questions.

- 1) What is networking?

Networking is a set up of computer network for sharing data and resources.

- 2) Define network devices.

The devices that are responsible for transferring data are called network devices. Example: hub, switch, router etc.

- 3) Differentiate between LAN and WAN

LAN	WAN
1. Local Area Network	1. Wide Area Network
2. A Local Area Network is designed for small areas such as offices, group of buildings, schools, college-campus, etc.	2. A Wide Area Network connects computers on a larger scale, geographically.
3. LANs can be built using inexpensive hardware, such as hubs, NICs and cables.	3. WAN is the combination of multiple LANs and MANs.

- 4) Define a peer-to-peer network.

In peer-to-peer architecture, all the nodes are connected to each other to exchange information.

- 5) What is communication medium?

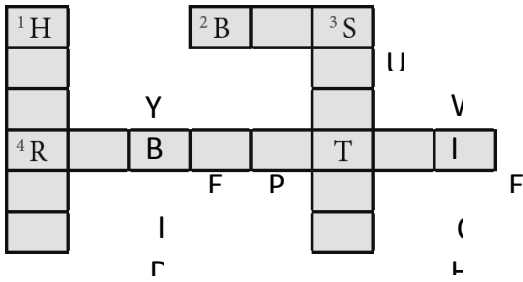
Communication medium provides the channel over which data is transmitted

BRAIN TEASER

A. Identify the following cables and write their names.

Twisted Pair Cable, Coaxial Cable, Fiber optic Cable

B. Solve the crossword with the help of the given clues.



Clues:

- It is a combination of two or more topologies.
- A single cable is the backbone of the whole network.
- A network broadcasting device which is intelligent than a simple hub.

C. Identify and name the network topologies given below.

**Bus topologies,
Hybrid topologies**

**Ring Topologies
Star topologies**



WORKSHEET 1

Q: A Answer in one word.

- 1) It is a set of connected computers for sharing data and resources. **Computer network**
- 2) It is a network device responsible for sharing data among different networks. **Router**
- 3) In this topology, all the nodes are connected to a single cable. **Bus Topology**
- 4) It is a collection of data. **Database**
- 5) It is a software used for creating and managing a database. **DBMS**

Q: B Identify the following picture. Describe it in your own words.

Ring Topology

In ring topology, all the nodes are connected in a circular fashion. Each node is directly connected to the adjacent node. Exchange of data takes place by the help of a Token.

Advantages :	Disadvantages :
Cheap to install and expand	If one node fails, complete network goes down
Each node has equal access to resources	Network is highly dependent on cables

KEYWORDS:

- **Query** : Database object used to retrieve data from one or multiple tables depending on a given condition.
- **Form** : Used to create a user interface for a database application.
- **Report**: Used to view and print data from the tables in an organized way.

INFO :

- To extract data from multiple tables using a query, you have to create a relationship among tables first.

EXERCISE:**Q: A Tick (✓) the correct options.**

- 1) Query is used to _____.
 - a) **Retrieve data**
 - b) Filter data
 - c) Arrange data
- 2) The Form option is available under the _____.
 - a) **Create tab**
 - b) Design tab
 - c) Home tab
- 3) The Run button resides on the _____.
 - a) **Design tab**
 - b) Home tab
 - c) Layout tab
- 4) The Criteria option is used for applying _____.
 - a) **Condition**
 - b) Settings
 - c) Keys
- 5) The Sort option is used to _____.
 - a) Data collection
 - b) Filter data
 - c) **Sort data**

Q : B Fill in the blanks.

- 1) You can see the report before printing in **print preview toolbar**.
- 2) **Record navigation pane** is used to navigate through the table record.
- 3) **Bound** forms are connected directly to the data source.
- 4) **Layout view** is the default view of a report.
- 5) To retrieve data from multiple tables, **Relationship** must be set among tables.

Q: C State True or False.

- 1) Forms are the graphical representation of data. **True**
- 2) You can edit table data in reports. **True**
- 3) Multiple queries can be created in one table. **True**
- 4) Query window is divided into four parts. **False**
- 5) Forms can be of two types. **True**

Q: D Match the following columns.

Column A

- 1) Field
- 2) Show
- 3) Unbound form
- 4) Table
- 5) Or

Column B

- a. Selected table for creating a query.
- b. To add second condition for the query.
- c. Table field to be added in a query.
- d. Check boxes in design grid.
- e. Not connected to the data source directly.

Ans: 1 – c, 2 – d, 3 – e, 4 – a, 5 – b

Q: E Short answer questions.

- 1) Define Queries in Access.

Ans: A query is a database object which is used to retrieve data from one or multiple tables depending on a given condition.

- 2) What do you understand by Design Grid?

Ans : Design Grid contains columns where you can set up the field.

- 3) What are different types of Forms?

Ans: 1) Bound

2) Unbound

- 4) What are the different Report views?

Ans: Access provide four report views:

1) Report View

2) Print Preview

3) Layout view

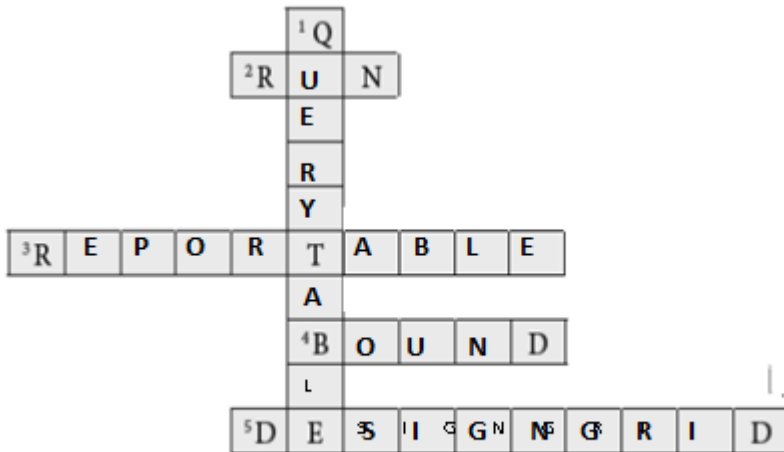
4) Design view

- 5) What is a Report?

Ans : A report offers a way to view, format and summarize the information in a database. A report can be used to view or print data online.

BRAIN TEASER

A. Solve the crossword with the help of given clues.



Clues:

- 1) It stores Query or Query data.
- 2) It is an option used to execute a Query.
- 3) It is a view in which reports are edited.
- 4) It is a type of form, directly connected to the data source.
- 5) It is used to design the report.

B. Describe the following.

- 1) **Criteria field:** It contains the criteria on which records are to be filtered in the query output.
- 2) **Report view:** It is used to enter and edit the data in the report.

KEYWORDS:

- CSS: Cascading Style Sheet
- Inline Style: Used to define style for an individual element.

INFO:

- CSS is platform independent and can support latest browsers as well.
- You can also set the background position to left, right, top and bottom.

EXERCISES:**Q: A Tick (✓) the correct options.**

- Text decoration property is not used for _____.
 - Underline
 - Align
 - Over line
- Background – position property is used for setting _____.
 - Attachment
 - Text
 - Image
- Text – transform property make the text _____.
 - Capitalized
 - Italic
 - Bold
- Font variant is used to create _____.
 - Small – caps effects
 - Boldness
 - Oblique
- Margins are used for defining _____ around the edges of a document.
 - Lines
 - Spaces
 - Breaks

Q: B Fill in the blanks.

- You can style your text normal, italic and oblique
- Shorthand is used to set all the styles at once.
- You can set the weight of the text.
- Repeat defines the repetition of an image.
- You can set the direction of an image and text.

Q: C State True or False.

- CSS is platform dependent. False
- CSS enhances the visibility of HTML code. True
- Background – color property of CSS is used to set the color of the text. False
- You can set color, style and width of the border. True
- You cannot align your text using CSS. False

Q: D Match the following columns.**Column A**

- Text – transform
- Font – weight

Column B

- controls flow and formatting of the text.
- Set shadow around the text

- 3) White – space
- 4) Font – variant
- 5) Text – shadow
- c. to create small – caps effects
- d. Capitalize text to upper or lower case
- e. Increase or decrease the boldness of the text.

Ans: 1 – d, 2 – e, 3 – a, 4 – c, 5 – b

Q: E Short answer questions.

1) What is CSS?

Ans: CSS is cascading style sheet that helps to make HTML document more stylish and presentable.

2) What is word and letter spacing?

Ans: **Word Spacing:** Used to add or subtract spaces between the words of a sentence

Letter Spacing: Used to add or subtract spaces between the letters that make up a word.

3) What is background image position?

Ans: Background image position is a CSS property. Background properties help to set the

background image and its position of HTML element.

4) What is text indent?

Ans: Text indent is used to indent the text of a paragraph.

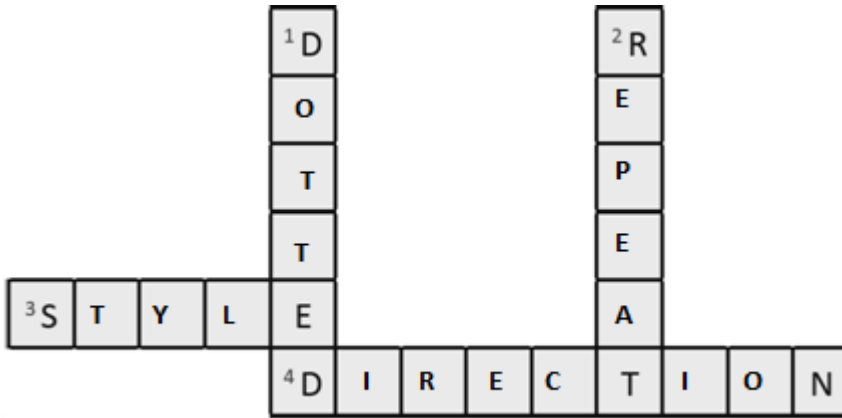
5) Write down the syntax rule for using CSS.

Ans: Syntax of CSS style rule:

Selector	Declaration
h1	{ Color:blue; font-size: 12px;}

BRAIN TEASER

A. Solve the crossword with the help of given clues.

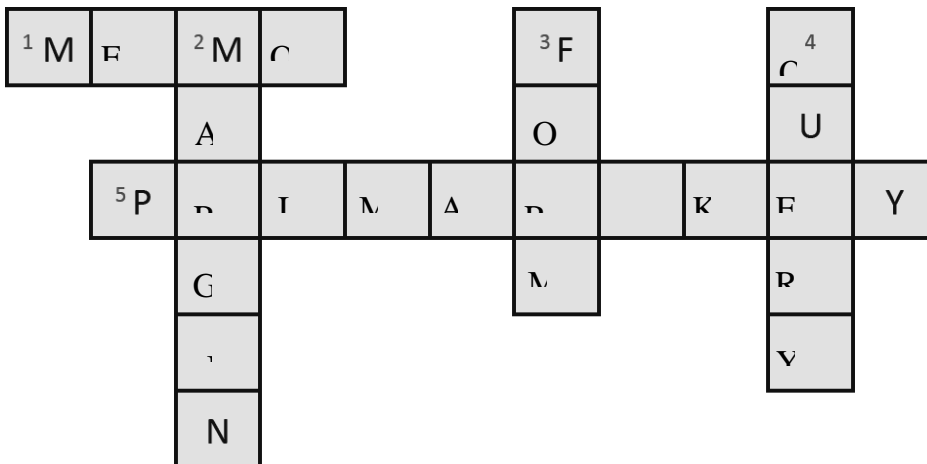


B. Describe the following.

- 1) **Border Top Style:** changes the style of top border.
- 2) **Border Width:** Used to specify the width of the border.
- 3) **Margin Right:** Used to set right margin.

WORKSHEET 2

Q: A Solve the following crossword with the help of the given clues.



Hints:

- 1) It is a data type in Access that contains long text with all kinds of data.
- 2) It is a property in CSS that defines the space around an HTML element.
- 3) It is an object in Access that allow users to perform data entry.
- 4) It is used to extract data from one or more tables depending upon the given criteria.
- 5) It is a key used to uniquely identify each record in a table.

Q: B Explain the following.

- 1) **Database** – It is a collection of data that stores information in an specified areas.
- 2) **Access** – It is a database management system used to create manipulate and organise database.
- 3) **Table** – It is a key object in a database made up of rows and columns.
- 4) **Query**– It is a database object used to extract data from one or more tables depending on given criteria.
- 5) **CSS** – It stands for Cascading Style Sheet. It works with HTML to control presentation of a web page.