



Name: _____ Class: _____

I. Identify the cell reference and cell range.

a.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

b.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

c.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

d.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

e.

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

II..

Multiple Choice Questions. (Tick the correct answer). Identify the result for the following formulas in spreadsheet.

a.

	A
1	5
2	3
3	2
4	=SUM(A1:A3)

- a. 2
- b. 3
- c. 5
- d. 10

b.

	A
1	5
2	8
3	10
4	=MAX(A1:A3)

- a. 5
- b. 8
- c. 10
- d. 23

c.

	A
1	1
2	25
3	36
4	=MIN(A1:A3)

- a. 1
- b. 25
- c. 36
- d. None of the above

d.

	A
1	10
2	5
3	=A1*A2

- a. 50
- b. 15
- c. 2
- d. 5

e.

	A
1	5
2	2
3	=A1+A2

- a. 7
- b. 3
- c. 10
- d. 2

III. Using below sample database/table. Write your answers on the space provided.

Employee Database:

Employee ID	First Name	Second Name	Date of Birth	Department
85ASW	Adam	Smith	01-July-1992	Shipping
125WS	Jane	Doe	21-Nov-1991	Finance
348YT	Elizabeth	Cruz	29-Dec-1991	Shipping
909CX	Khalid	Sultan	16-Feb-1992	Operations

1. Write down the **fields** used in the database.

- _____
- _____
- _____
- _____
- _____

2. Write down all the Employee IDs in the record

- _____
- _____
- _____
- _____

3. Write the complete name of the employees in Shipping department.

- _____
- _____

4. Write the complete name of the youngest and the oldest employee

- Youngest Student: _____
- Oldest Student: _____

IV. Using below sample database/table. Write your answers on the space provided.

XYZ Employees

Employee ID	Full Name	Gender	Date of Birth	Department	Salary	Height (cm)	Have car?
85ASW	Adam Smith	Male	01-July-1992	Shipping	AED 10,000.00	160	Yes
125WS	Jane Dow	Female	21-Nov-1991	Finance	AED 15,000.00	155	Yes
348YT	Elizabeth Cruz	Female	29-Dec-1991	Shipping	AED 10,000.00	152	No
909CX	Khalid Sultan	Male	16-Feb-1992	Operations	AED 18,000.00	150	Yes

1. Identify the **data types** for below **fields**:

TEXT

NUMBER

DATE

CURRENCY

BOOLEAN

a) Employee ID : _____

d) Salary: _____

b) Gender: _____

e) Height (cm): _____

c) Date of Birth: _____

f) Have car? : _____

2. Create a query to show only **female** employees

XYZ Employees

*

Employee ID
Full Name
Gender
Date of Birth
Department
Salary
Height (cm)
Have car?

Answer:

Field:	Full Name	
Table:	XYZ Employees	
Sort:	Ascending	
Show:	☒	☒
Criteria:		
Or:		

3. Create a query to **show only** employees with **Height greater than 152**.

XYZ Employees	
*	
	Employee ID
	Full Name
	Gender
	Date of Birth
	Department
	Salary
	Height (cm)
	Have car?

Answer:

Field:	Full Name	
Table:	XYZ Employees	
Sort:	Ascending	
Show:	☒	☒
Criteria:		
Or:		

4. Create a query to arrange the employees' **Salary** marks from **largest to smallest**

XYZ Employees	
*	
	Employee ID
	Full Name
	Gender
	Date of Birth
	Department
	Salary
	Height (cm)
	Have car?

Answer:

Field:	Full Name	
Table:	XYZ Employees	
Sort:	Ascending	
Show:	☒	☒
Criteria:		
Or:		

5. Create a query to show employees in **Shipping department only**.

XYZ Employees	
*	
	Employee ID
	Full Name
	Gender
	Date of Birth
	Department
	Salary
	Height (cm)
	Have car?

Answer:

Field:	Full Name	
Table:	XYZ Employees	
Sort:	Ascending	
Show:	☒	☒
Criteria:		
Or:		