

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.

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

2. Write down all the Employee IDs in the record

- a) _____
- b) _____
- c) _____
- d) _____

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

- a) _____
- b) _____

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

- a) Youngest Student: _____
- b) 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:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		
Or:		