1 Choose the correct answer from a, b, c or d.

1. Data can be entered through the spreadsheet or through ..... .

a. student grades b. queries c. form d. information

2. All the following are the usages of databases except for ..... .

a. saving students' information b. saving medical records

c. tracking inventory in stores d. Writing text documents

3. ..... is a video conferencing service developed by Google that enables users to conduct group video calls, share screens and collaborate.

a. Google Meet b. Google Account c. Google play d. YouTube

4. The "Google Meet" application is considered one of the ways of ..... communication.

a. indirect b. direct c. slow d. difficult

5. ..... is used to create custom applications to manage data and if you have a large quantity of complex data.

a. Word b. Excel c. Access d. Paint

2 Put (✓) or (✗) for the following sentences.

1. Choose "Table Design" to display the data view window. ( )
2. Word is used to arrange and sort students' grades and perform simple calculations. ( )
3. While one participant is speaking, the rest of the participants must listen, and turn off the microphone. ( )
4. To express your opinion in an organized manner during a Google Meet session, you can speak at any time. ( )
5. We use the query design view (Query Design) to display query results. ( )

3 Complete the following sentences.

1. To access Google Meet services, you must have a ..... .
2. A ..... consists of rows and columns.
3. The form allows the user to ..... , ... or ..... the information in an organized way.
4. If you are invited to a meet through a link, you should not sent the ..... to someone else, and you must ask the meeting owner's permission.
5. ..... is a field in a database table that is used to uniquely identify each record in that table.

LIVEWORKSHEETS