

ASSURANCE SALVATION JERRY
JSS 3B
SUBJECT: CBT
HOLIDAY ASSIGNMENT

1. *What is a Database?*

Answer:

A database is an organized collection of structured information, or data, typically stored electronically in a computer system.

2. *Explain the following terms (a) Fields (b) Query (c) Column (d) Table.*

Answer:

(a) *Fields* - In computer science, data that has several parts, known as a record, can be divided into fields. Examples of fields: name, gender, hair colour. In object-oriented programming, a field (also called data member or member variable) is a particular piece of data summarised within a class or object.

A field is an area in a fixed or known location in a unit of data such as a record, message header, or computer instruction that has a purpose and usually a fixed size. In some contexts, a field can be subdivided into smaller fields.

(b) *Query*

A query is a way of requesting information from the database. A database query can be either a select query or an action query. A select query is a query for retrieving data, while an action query requests additional actions to be performed on the data, like deletion, insertion, and updating.

(c) *Column*

In a relational database, a column is a set of data values of a particular type, one value for each row of the database. ... A column can also be called an attribute. Each row would provide a data value for each column and would then be understood as a single structured data value.

(d) *Table*

Tables are database objects that contain all the data in a database. In tables, data is logically organized in a row-and-column format similar to a spreadsheet. Each row represents a unique record, and each column represents a field in the record.

The database table is where all the data in a database is stored, and without tables, there would not be much use for relational databases.

3. *Explain a spreadsheet and state its function(s).*

Answer:

A spreadsheet is a file that exists of cells in rows and columns and can help arrange, calculate and sort data. Data in a spreadsheet can be numeric values, as well as text, formulas, references and functions.

Its function(s)

The common general uses for spreadsheet software are;

- i. to create budgets,
- ii. produce graphs charts
- iii. for storing and sorting data.
- iv. used to forecast future performance,
- v. calculate tax,
- vi. completing basic payroll,
- vii. producing charts
- viii. calculating revenues.
- ix. Arithmetic functions: offer basic tools to process numerical data.
- x. Statistical functions: have analysis tools, averaging tools.
- xi. Date functions: process and convert dates.
- xii. Logic functions: process logic data (AND, OR, etc.).
- xiii. Financial functions: process monetary data.

4. *Briefly Explain a/an Cell, Active cell, Rows and Column, and Workbook.*

Answer:

A Cell: is a rectangular box that occurs at the intersection of a vertical column and a horizontal row in a worksheet. Vertical columns are numbered with alphabetic values such as A, B, C. Horizontal rows are numbered with numeric values such

Active cell: The active cell is the cell in the spreadsheet that is currently selected for data entry. You can change which cell is the active cell by clicking the left mouse button once or using the arrow keys on the keyboard.

Rows and Column: Spreadsheet is in tabular format consisting of **rows** and **columns**. **Row** runs horizontally while **Column** runs vertically. Each **row** is identified by **row** number, which runs vertically at the left side of the **sheet**. Each **column** is identified by **column** header, which runs horizontally at the top of the **sheet**.

Workbook: is single page spreadsheet or page in Spreadsheet, where you can write, edit and manipulate data, whereas the collection of such worksheets is referred as a workbook. It is very similar to a single page (worksheet) and a complete book (workbook).

A workbook usually covers important concepts and tasks related to syllabus. They are used for solving extra problems and concepts which students have already studied from textbook. Workbooks are often used in schools for younger students, either in middle school or elementary school.