

Notes on Chapter 5, Chapter 8 and Chapter 9

CHAPTER – 5 Advance Features of Access 2013

A. Tick the correct option:

1. MS Access is a tool for?

Ans. (a) **Displaying data stored in database tables.**

2. The basic elements in a report are termed as-

Ans. (b) **Reports**

3. A report has _____ views, however a report can be worked in_____.

Ans. (b) **4,4**

4. Which object is used to pull out data from one or more table based on a condition?

Ans. (d) **Form**

B. Fill in the blanks:

1. A **query** is used to retrieve selective data on specified criteria from one or more tables.

2. Form can be viewed in **three** kinds of formats.

3. Reports can be viewed in **four** kinds of formats.

4. Data is not displayed in the **design** view of a report.

5. Queries, form, and reports are **databases** of MS Access.

C. Write true or false:

1. Form and reports let us quickly filter data from one or more tables. **False**

2. Queries are created in Query datasheet, and displayed in Query Design. **True**

3. Forms are made up of elements such as labels and text boxes. **False**

4. Format tables enable us to change the appearance of a form. **True**

5. Reports are used to present data in a format it can be printed in. **True**

D. Answer the following questions:

1. **What is MS Access and what are its applications?**

Ans: Microsoft Access is the most popular RDBMS that comes as a part of the Microsoft Office Suite. The Databases created in Access are saved with the extension .accdb. Databases in Access are composed of four main objects: tables, queries, forms and reports. It helps you store information for reference, reporting and analysis.

2. **Write a note on Query in MS Access.**

Ans: A query is used to retrieve data based on specific criteria from one or more tables. A query may have one or more conditions.

3. **How can we create a simple Query in MS Access?**

Ans: To create a simple Query:

1. Click on create tab

2. Click on the Query Design in the query group.

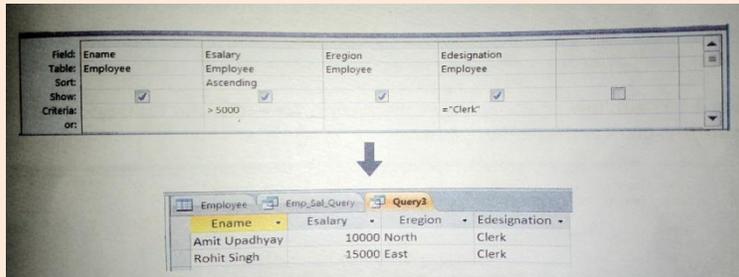
3. Choose the table on which you want to base your query and click on the Add button. After adding the table, click on the close button.

4. Add the fields to be used in the query in the Design Grid.

- Type the search condition in the Criteria row of the field on the basis of which you want to choose or filter the records.
- If you want your query to be sorted, select Ascending or Descending order from the sort box to retrieve query result.

4. What are queries with multiple conditions? Give an example by explaining the process to create one.

Ans: Specifying the condition in the Criteria row for more than one field will result in a query that will select only those records that meet all the conditions are called queries with multiple conditions.



5. What is the difference between a Form and a Report?

Ans: A form provides an interface that allows the user to enter, change and view the data in a database table. Forms are made up of elements such as text boxes and labels. These elements are known as controls.

Forms can be viewed in 3 ways: Form view, Layout view and Design view.

Reports are used to present data from tables or queries in a format that can be printed. A printout of reports cards is an example of report. Report can work in four views: Report view, Print preview, Design view and Layout view.

CHAPTER – 8 More on Photoshop

A. Tick the correct option:

- Adobe Photoshop can be used for which of the following purposes?

Ans. (d) **All of the above**

- Which tool in Adobe Photoshop is used to remove an unwanted object from the image?

Ans. (a) **Patch**

- Which filter in Adobe Photoshop can be used to make an image unclear?

Ans. (b) **Blur**

- Which color panel is located on the bottom-right end of the Photoshop?

Ans. (c) **Colour**

- Which tool can be used to move to different parts of the image if the image is not visible at the same time?

Ans: (c) **Hand**

B. Fill in the blanks:

- The **wrap** tool allows us to apply a twisted effect to the text.
- Spot healing** tool is similar to the spot healing brush tool.
- The **clone** tool acts like a rubber stamp in Photoshop.
- The keyboard shortcut to select Clone stamp or pattern tool is **B**
- The **Custom shape** tool can be used to draw pre- defined images given in Photoshop.

C. Write true or false:

- Patch tool is a hidden tool. **False**
- Spot healing brush tool is used to remove big spots or scratches from an image. **True**

3. Layers in Photoshop cannot be named. **False**
4. Filters are used to change the alignment of an image. **False**
5. Only one filter can be used on an image at one time. **False**

D. Answer the following questions:

1. Write a note on adobe Photoshop and list down its applications?

Ans: Adobe Photoshop is an image editing software developed and published by Adobe systems. It is not only used to create graphics but to give special effects or make changes to an image or a photograph.

2. List down the various painting tools in Adobe Photoshop.

- Ans:**
1. Spot Healing Brush Tool
 2. Patch Tool
 3. Healing Brush Tool
 4. Stamp Tool
 5. Pattern Stamp Tool
 6. Warp Text

3. Explain the following briefly.

- a) Spot Healing Brush: It is used to remove small spots or scratches from an image.
- b) Patch Tool: It is used to remove unwanted elements from an image.
- c) Healing Brush Tool: It is similar to spot Healing Brush tool. The only difference is that in the Spot healing brush tool, you select the area which you want to change and Photoshop automatically changes in according to the neighboring areas.
- d) Clone Stamp Tool: The Clone stamp tool is like a rubber stamp. It creates a duplicate or clone of whatever is stored in the tool as sample.
- e) Warp Text Option: It allows the user to apply or twist the text in limited space.

4. What are the various viewing tools in Photoshop? How are they different from each other?

Ans: The various viewing tools in Photoshop are:

1. Hand tool
2. Rotate view tool
3. Zoom tool
4. Custom Shape tool

They are different to each other because each tool has its own way of viewing images.

5. What are layers? How can a user work with different layers at the same time?

Ans: Layers are used for control display and editing of images in Photoshop. User can use with different layers at the same time by moving the layers up by clicking on it and without releasing the mouse button, drag the mouse to move the layer upward and downward.

6. Write a note on filters and explain the different filters in Photoshop.

Ans: Filters are used to change the appearance of images and are placed images. It is not certain that applying filters would produce the expected changes.

Below are the different filters in Photoshop:

1. Blur: It is used to make image unclear or indirect.
2. Distort: It changes the shape of the image.
3. Noise: Noise in the Photoshop refers to spots in an image. It makes the image neater.
4. Pixelate: It is used to convert the image into pixel or red dots.
5. Render: It is used to give camera effects such as clouds, lightening, lens, appearance, etc to image.
6. Sharpen: This is used to highlight the outlines of the objects or to put focus on an object in the image.
7. Stylize: The filter is used to give 3D effects such as emboss, engrave, etc to the image.

E. Match the columns:

Column A

1. Blur, distort, noise
2. Hand, zoom
3. Clone stamp, eraser
4. Ctrl + Shift + N
5. Ctrl + Z

Column B

- : Filter
- : Viewing tools
- : Filters
- : New layer
- : Undo

CHAPTER – 9 Computer Ethics and the World of Internet

A. Tick the correct option:

1. Which of the following is a part of e- commerce?

Ans. **(d) All of the above**

2. Which of the following is not a part of e- commerce?

Ans. **(c) Business to business**

3. Which of the following is a mean to safeguard intellectual property?

Ans. **(c) Copyrights**

4. What feature of e- commerce makes products available to consumers at any time and any place?

Ans. **(b) 24X7 availability**

5. Which of the following is a means of attacking someone's intellectual property?

Ans: **(b) Copyrights**

B. Fill in the blanks:

1. **B2G** is a type of e- commerce where services or transactions are provided by a business to the government.

2. **Intellectual** of a person is any work which is the result of his/ her creativity and unique to that person.

3. The illegal use of work which has been copyrighted to someone is called **piracy**.

4. Trademarks, logos, artworks, photographs, etc. Are all protected by **intellectual property**.

5. **Internet ethic** lay down the guidelines which one must follow as a good value while using the internet.

C. Write true or false:

1. E- Commerce is an ancient concept under which we can purchase consumable items from the market.

False

2. E- Commerce is a means of promoting cashless payment methods. **True**

3. There are several categories of e- commerce ranging between consumers, business and government. **True**

4. C2C is an e- commerce method that directly connects two consumers' two consumers with each other.

False

5. E- Commerce has an efficient delivery system, and the product is never delayed. **False**

D. Answer the following questions:

1. Write a short note on e-commerce, and list its advantages and disadvantages.

Ans: E- Commerce or Electronic Commerce is a methodology of modern business which addresses the need of business organisation to reduce cost and improve the quality of goods and services while increasing the speed of delivery.

ADVANTAGES OF E- COMMERCE

- Time Saving
- Wide Variety
- Wide Market
- Business Open all year round
- Protection against Frauds and Thefts

DIS ADVANTAGES OF E- COMMERCE

- Delayed Delivery
- Quality of Delivered Goods
- Less Confidentiality
- Every company and consumer cannot take benefit

2. What are the features of E-commerce?

Ans: The features of E- Commerce are:

- 1) Non cash payment
- 2) 24X 7 Availability
- 3) Advertising
- 4) Improved Sales
- 5) Support
- 6) Inventory Management
- 7) Communication Improvement

3. What are the several types of e-commerce?

Ans: The several types of E- Commerce are:

- 1) Business to Business (B2B)
- 2) Business to Consumer (B2C)
- 3) Business to Employee (B2E)
- 4) Business to Government (B2G)
- 5) Consumer to Business (C2B)
- 6) Consumer to Consumer (C2C)
- 7) Government to Business (G2B)
- 8) Government to Citizen (G2C)
- 9) Government to Government (G2G)

4. Write a note on intellectual properties? What are the means to safeguard one's intellectual ethics?

Ans: The term intellectual property is used for any work that is result of a person's creativity and is unique to that person. The creator of the property has the power to stop others from using that work without his/ her permission. To safeguard one's intellectual ethics and to prevent misuse of these creative works, the website generally contains notices stating that unauthorized use of any intellectual property is illegal.

5. How can someone's intellectual property be misused due to internet?

Ans: Due to internet, cyber crime such as defamation, hacking, cyber attack, indentify theft and phishing can misuse someone's intellectual properties.

6. What are internet ethics?

Ans: Internet ethics is a term applied to good values and practices that you should follow while using internet. It also states that nobody should be harmed or hurt due to our conduct over the internet.

7. What do you mean by cyber crimes? Are there any laws and regulations against internet crimes?

Ans: Cyber crime is defined as any online activity involving computer and internet that is done with the intention of harming a person, a group of people or the world at large. Yes there are laws and regulations against internet crime such as Indian Panel code (IPC) and Information Technology Act.

E. Match the columns:

Column A

- 1. Phishing
- 2. B2B
- 3. Intellectual property safety
- 4. Electronic fund transfer
- 5. C2C

Column B

- : Cyber crime
- : Business to Business
- : Copyright
- : Transaction without cash
- : Consumer to Consumer
