

**ICT questions**

1. An organization has a database containing records on each employee. The field name, Data types and Field sizes (field lengths) of the database are shown below. An example of a record is also given. Complete this table.

Field name	Data type	Field size	Example of a record
Employee ID			00224
First name			Elaine
Surname			Vella
Gender			
Date of employment			
Job title			Teacher

2. Tick the answer that best explains the special property of a key field.

- a. Only two records may have the same value.
- b. Its values must always be a number.
- c. Its values must be unique for all the records.


3. Tick the answer that best explains what querying a database means.

- a. Selects the records from a table that satisfy a certain condition.
- b. Shows all the information found in a table.
- c. Displays the records of a table in a different style and layout.


4. Forms and Reports may be created using the Wizard option. What is a Wizard?

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