



Answer the following questions :

Question No. 1 : ( 15 Marks )

a) Define the Following (Five only)

( Server -Data - Information- Database- DBMS - Field- Html- Internet- Entity- worksheet)

b) Write briefly, the basic purpose of the following programs  
 MS word - MS- Excel - MS Access

Question No. 2 : Compare between the following : ( 10 Marks )

- LAN & MAN
- Ms word & MS- Excel
- Extranet & intranet
- < OL > < / UL >

Question No. 3 : (Five only) ( 15 Marks )

- 1) How do you save a document in MS - word ?
- 2) How do you insert a table into a Word document?
- 3) How do you insert Page numbers into my multipage document ?
- 4) Which keyboard shortcut bolds selected text?
- 5) Explain ( 5 ) functions for key (ctrl)
- 6) How do you Replace the word "beautiful" with magnificent?
- 7) How do you Change the bullets points to a numbered list?
- 8) How can you highlight text without using the mouse?

Question No. 4 : ( 15 Marks )

- a) What is an ERD?
- b) What are the Microsoft Access Disadvantages?
- c) Explain data types in the fields?
- d) Explain the basic objects in Ms - Access ?

Question No. 5: ( one only ) ( 15 Marks )

A. Write html code to design the following table:-

<b>Misr Higher Institute</b>	This cell contains a table :-	
	A	B
	C	D
The cell contains a list		<b>HELLO</b>
1. Mouse		
2. Keyboard		
3. Camera		

B. Create the following table and then complete the empty cells

	A	B	C	D	E	F
1	PRODUCT	PRICE	10% discount	price after discount	Annual interest rate 20%	monthly installment
2	camera	250				
3	Fax	666				
4	printer	950				
5	Scanner	400				

*With my best wishes  
 Dr hany khalifa*

Ministry of Higher Education

Misr Higher Institute for Commerce & Computers

Subject : Computer Packages

Dep : Computer Science

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Level : 1

Time : 2 hours

Final -Term Examination- Second Semester 2016/2017

Answer the following questions :

Question No. 1 : ( 15 Marks )

a) Type the term for each of the following statements

1. The programs and applications that tell the computer what to do and how to look.
2. data that has been processed.
- 3- any organized collection of data.
- 4- single item of information in Table .
- 5- The program that can spread from one computer system to another and cause interferences with computer operations.

b) Define the Following (Five only)

- |                          |            |            |
|--------------------------|------------|------------|
| - Utility Programs       | - Database | - Firewall |
| - Information Technology | - Browser  | - URL      |

Question No. 2 : ( 15 Marks )

1. Compare between the following :

- Macro viruses & Overwrite viruses
- Ms access & MS- Excel
- internet & intranet
- Shareware & freeware

2. Complete the following . ...

- a) ##### means in excel : .....
- b) In MS Access "Lookup Wizard" is used to : .....
- c) In MS Access "Hyperlink" Data Type can store : .....
- d) Thesaurus tool in MS Word is used for.....

Question No. 3 : ( 10 Marks )

1. Explain ( 5 ) functions for key (ctrl)
2. How do you Replace the word "beautiful" with magnificent?
3. How do you Change the bullets points to a numbered list?

Question No. 4 : ( 15 Marks )

1. How Computer Viruses are Activated
2. Give some examples of multimedia authoring programs ?
3. What are the advantages of using multimedia ?
4. Explain the advantages and components of the extranet network
5. What are disadvantages of Microsoft Access?

Question No. 5 : (Five only) ( 15 Marks )

1. What would you see while spell checking the phrase "My father was write" ?
2. Why the document you created at home displays with a different font at institute ?
3. Which formula can add the all the numeric values in a range of cells, ignoring those which are not numeric, and place the result in a different cell ?
4. If cells:A1=90A2=85A3=80A4=75A5=75 What will be your formula if you are going to get the average ?
5. Which data type is better to use for storing phone number in the following format "977-1-1234567" ?
6. Which query do you use to answer the question "Which employees earn more than 5000 pounds a month"?

With my best wishes  
Dr hani khalifa