

1. Create the following Book\_list table, which stores data about books in a school library system with the following:

Field Name	Data Type	Description
Book id	Text	Primary Key
Date of Purchase	Date/Time	Purchase date of the book
Book Name	Text	Book Name
Author	Text	Author Name
Category	Text	Book Category like Novel, Comics etc.
Cover Page	Attachment	Image of the cover page
Book Summary	Memo	Will have the summary of the book
Cost	Memo	Purchase price of the book.

2. Design a table for a telephone directory database. Analyse the data required to be stored in this directory and accordingly create fields and records in it. Select a suitable field as the primary key of the table and give the reason for selecting it. The table should contain a minimum of 4 relevant fields and 5 records in it.
3. Create a presentation of 4-5 slides on the topic, 'healthy Diet' by applying all the effectives that you have learnt. Apply beautiful themes, various transitions, and animation effects to your presentation. Take a printout for handouts of slides of your presentation.
4. Write the steps to Design a banner for Admission in new session 2019-2020.(Appropriate bullets symbols are included)
5. Create workbook Rio Olympics Medals showing the medals of the top 5 countries.

Make another workbook Rio Olympics Summary, as shown in the figure. Calculate the total medals country-wise using link formula to connect the two workbooks. Using the maximum and minimum functions, calculate the highest and lowest number of gold, silver and bronze medals earned by countries from the data present in the source workbook in the form of a link formula in the Rio Olympics Summary workbook.

	A	B	C	D
1	Rio Olympics Medals 2016			
2	Medals Tally – Top 5 countries			
3		Gold	Silver	Bronze
4	USA	46	37	38
5	Great Britain	27	23	17
6	China	25	18	26
7	Russia	19	18	19
8	Germany	17	10	15

Rio Olympics Medals

	A	B
1	Rio Olympics Medals 2016	
2	Medals Tally – Top 5 countries	
3		Total
4	USA	
5	Great Britain	
6	China	
7	Russia	
8	Germany	

	A	B	C	D
		Gold	Silver	Bronze
Maximum				
Minimum				

Rio Olympics Summary

6. What is blog? Write the feature of blog and steps to create blog on topic stay bit & stay Healthy.
7. Explain different types of Transmission medium with example (figure are included).
8. What is cybercrime? Explain different steps to control the cybercrime in our society (figures are included).