**Part 1**

1. **Use of Access**

Many companies or firms use Access for numerous reasons and motives. These might include tracking orders of the clients, for marketing purposes, managing the files of customer and to track customer inventory. The MS Access permits to retrieve analyze and store the information.

1. **Hierarchy of data**

 The hierarchy of data starts from Bits than Characters, Fields, Records, and Files comes respectively. Data Base lies at the base of hierarchy.

1. **Define**

**Field**

The numerical information or descriptive data of organization is called field.

**Record**

The collection or assortment of the associated fields is called record.

**Table**

The set or collection of concerned or related records is known as table.

**Database**

The assortment of the related tables is called database.

1. **Access table**

MS Access tables are the source for the database. These tables are used for storing data. Every table contains information for specific item which is arranged by fields and depict in headings of the column.

1. **relational database mean**

Relational database means that Access tables can be connected to each other in order to compare or gather information.

1. **Create a table**

In order to create a table, follow the steps.

* Name a field which is needed.
* Explain the data type in every field.
* Define the field length.
* Define the decimal place numbers.
* Give a name to every file.
1. **Forms**

The windows through which individuals observe and reach the database is are called forms.

1. **Query**

Query is a method of answering any question about the information or provided data in the tables. A query is generated when it is difficult for someone to answer a question by looking only at the data table.

1. **Report**

MS Access ports are the formal demonstration of data or information from the database. The report can be wizard or it can also be made a customized.

1. **security and privacy**
* Access handles privacy and security in the following ways.
* Data and information are only accessible to the authorized individuals.
* Encryption of data is available.
* Files are protected by passwords and file locking.

**Part 2**

1. **GUI**

Graphical User Interface or GUI is a type or user interface that permits users to communicate with gadgets using icons and visual signs rather than using typical method of typing commands and secondary notations.

1. **Can MacOSX run on the IBM PC?**

OSX is a functioning system. It works like windows. This operating system is designed for MAC processors by Apple. Yes, it can be used on IBM pc through virtualization process.

1. **Open Software**

This software comes with a source code that anyone modifies, inspect and enhance. The code f the source is the segment of the software. It is mostly ignored by the pc users. The coder or programmer can manipulate to alter how a segment or part of software, which might be an application, works.

1. **LAN**

LAN which is also called Local Area Network is a network of processors that distances a smaller zone. It is restricted to a single abode as well as to some buildings. Different LANs can e connected to each other using cables.

1. **Difference between server and a client**

A connection point for handling request of numerous clients is said to be a server. Whereas, who connects to the server for performing actions is said to be a client.

1. **Difference between a router and a switch**

Switch is device which connects computers to the networks. On the other hand, router is a device which is used to connect different networks together. Both devices are different but they can be used interchangeably.

1. **TCP/IP**

It is a collection or set of protocols that are used in the computer systems which are connected to the internet. It is a communication protocol of the network. It is also called Transmission Control Protocol.

1. **HTTP**

It is also called “Hypertext Transfer Protocol”. This protocol is used for transferring files. These files might include graphical images, sounds, multimedia files or text files on www.

1. **POP3**

It is also called Post Office Protocol 3. It is the mostly used wide spread method of receiving emails. The functioning of POP 3 is same like a functioning of clerk working in post office.

1. **What are the 6 steps of how data moves across the Internet**

 1. Message to be sent is selected.

2. Breaking up of message in packets.

3. Start of packet’s journey on the specified path.

4. Packets reaching the destination (the targeted system).

5. Destination (computer) receiving the packets.

6. Conversion of packets back into the message.