पुना International School
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Class -VIII

Super Computer

Exercise Corner

Specimen Copy

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CH-3 Working with Tables in MS ACCESS 2010

❖ **Focus of the chapter**

1. Views of a table

2. Creating a table in Datasheet view

3. Creating a table in Design view

4. Editing records in a table

❖ **Keywords**

➢ **Datasheet View –** view used to enter data in a table

➢ **Design View –** view used to create the table structure

➢ **Primary key –** a field that contains a unique value for each record.

❖ **Checkpoint**

Tick(✓) the correct answers.

1. Data is stored and organized in a table in the form of rows and

A. columns

2. Which of the following is the default view of a table?

A. Datasheet

3. The Pencil icon next to a record indicates that the record is being

A. Both of these(added and modified)

4. Which of the following tabs has the option to set the primary key?

A. Design

❖ **Exercise Corner**

A. Tick(✓) the correct answers.

1. Which of the following is a type of view in MS Access?

A. design

2. The default view when a new table is created in MS Access is.

A. Datasheet view

3. You can create a table with your own declaration of data types using

A. Design view

4. This is a database field in which all the records have a different entry.

A. Primary key

5. You can delete a field in

A. Design View

B. Write T for True of F for False.

1. A table is the basic building block of a database - <u>T</u>

2. Data is stored and organized in tables in the form of rows and columns. - <u>T</u>

3. You can directly enter data in the table in a Design View - <u>F</u>

4. The top half of the Datasheet View is the Field Properties Section - <u>F</u>

5. A Primary key value can never be null – <u>T</u>

6. Deleting field means to rearrange the order of fields. – <u>F</u>

C. Number the steps in correct order to edit records in a table.

 <u>1</u> open the table in Datasheet view.

 <u>3</u> using arrow keys, move the cursor where you want to change data.

 <u>2</u> click on the data cell you want to edit.

 <u>5</u> press the TAB key to move to the next record.

 <u>4</u> type the new data

 <u>6</u> the cell entry will be automatically saved to the table.

D. Suggest suitable data types for the following fields in the table.

   a.   Employee ID – <u>Number</u>

   b.   Employee Name – <u>Text</u>

   c.   Employee Department – <u>Text</u>

   d.   Date of Joining – <u>Date/Time</u>

   e.   Location – <u>Text</u>

Extras

➢ **Tick(✓) the correct answers.**

 1. Which of the following is the basic building block of a database?

   a. Date/Time   <u>b. Table</u>   c. Data   d. None of these

 2. Which of the following views can be used to enter data in a table?

a. Datasheet   b. Design   c. Data   d. All of these

3. Which of the following views is used to create fields and define data types?

   a. Datasheet   b. Design   c. Data   d. All of these

4. Which of the following data types is suitable for Employee Name?

   a. Text   b. Memo   c. Number   d. all of these

5. Which of the following data types is suitable for Employee ID?

   a. Text   b. Currency   c. Number   d. all of these

CH-4 MS ACCESS: QUERIES, FORMS AND REPORTS

❖ **Focus of the chapter**

   1. Setting a relationship between tables

   2. Creating a query

   3. Saving a query

   4. Forms

   5. Reports

❖ **Keywords**

➢ **Relationship** – linking the data between two tables with the help of common fields.

➢ **Foreign key** – a field in a table that acts as the primary key of another table.

➢ **Query** – a question about the data stored in the tables.

➢ **Design grid** – the grid used to design a query or filter in query design view

➢ **Form** – an access database object on which you place controls for entering, displaying and editing data in fields

➢ **Report** – an access database object containing information that is formatted and organized according to your specifications and that can be printed.

❖ **Checkpoint 1**

Tick(✓) the correct answers.

1. All the tables available for creating a query are available under

A. Query Design Window

2. Into how many parts is the Query Design Window divided?

A. 2

❖ **Checkpoint 2**

   Fill in the blanks.

   1. In a query, the Criteria property is used to extract records based on a certain condition.

   2. Form is used to enter, edit and display data in an easy-to-understand format.

❖ **Exercise Corner**

A. Tick(✓) the correct answers.

1. The _____key field is used to uniquely identify records in a table.

A. primary

2. To delete a relationship, _____on the relationship line and choose the Delete option from the menu.

A. Right click

3. The bottom half of the Query Design window is known as the?

A. Design grid

4. The option to run a query is available on the ?

A. Design tab

5. Which of the following options will you select from the View menu before entering a new record in a form?

A. Form view

B. Name the tab used to do the following.

1. To set a relationship between two tables – Database tools

2. To create a query - Create

3. To run a query - Design

4. To create a form - Create

5. To format a report – Format

Extras

➢ **Tick(✓) the correct answers.**

1. Which of the following is linking the data between two tables with the help of two common fields?

a. Foreign key   b. Relationship   c. Query   d. Form

2. Which of the following is an access database object containing information that is formatted and organized according to your specifications and that can be printed?

a. Foreign key   b. Report   c. Query   d. Form

3. Which of the following is a field in a table that acts as the primary key of another table?

<u>a. Foreign key</u>	b. Report	c. Query	d. Form

4. Which of the following can be used to filter data, perform calculations on it and summarize it?

a. Foreign key	b. Report	<u>c. Query</u>	d. Form

5. Which of the following option is used to delete the relationship?

<u>a. Delete</u>	b. Cut	c. Remove	d. Drop

CH-5 Working with Lists, Images and Tables in HTML

❖ **Focus of the chapter**

1. Lists

2. Inserting images in a web page

3. Inserting tables in a web page

❖ **Keywords**

➤ **Rowspan-colspan** – extent of a row and column, respectively.

➤ **Align-valign** – horizontal and vertical alignment of text in a cell

➤ **Tag** – a code that describes how a web page is formatted.

➤ **Ordered list** – a list in which each item is represented by a number or letter

➤ **Unordered list** – a list in which each item is represented by a bullet.

➤ **Attribute** – characteristics of an HTML element

➤ **Tooltip** – text displayed when the mouse is hovered over on an image

❖ **Checkpoint**

Answer these questions.

1. Which tag is used to represent an ordered list?

A.

2. What is another name for an unordered list?

A. bulleted list

3. Which type attribute sets a list with empty circles?

A. circle

4. Name any two file formats of images supported by a web browser.

A. gif, png

❖ **Exercise Corner**

A. Tick(✓) the correct answers.

1. Which of the following is another name for an ordered list?

A. Numbered list

2. Which of the following attributes sets a list with filled circles?

A. disc

3. Which of the following attributes of the <img> tag specifies the path or URL of an image to be inserted on a web page?

A. src

4. Which of the following attributes is used to add a border around an inserted image?

A. Border

5. Which of the following is not an attribute of the <tr> tag?

A. rowspan

B. Write T for True of F for False.

1. The type="A" attribute is used for roman numerals. - <u>F</u>

2. The <img> tag can be used to insert an image in a web page. - <u>T</u>

3. The align attribute is used to specify the size of an image in a web page. <u>F</u>

4. The <td bgcolor> attribute is used to give a background color to an individual cell - <u>T</u>

5. You can use the rowspan and colspan attributes with the <tr> tag. – <u>F</u>

C. Give an attribute and its role for each of the following tags.

1. <img> <u>src</u>

2.   <u>type</u>

3.   <u>type</u>

4. <th>   <u>align</u>

D. Give an example for each of the following.

1. The Type attribute of an unordered list – <u>type="circle"</u>

2. Attributes of the <td> tag – <u>bgcolor</u>

3. Attributes of the <table> tag – <u>Bordercolor</u>

4. Tags used for creating tables - <u><table></u>

5. Empty tags - <u><img></u>

Extras

➢ **Tick(✓) the correct answers.**

1. Which of the following tags is used to insert an image in a web page?

   a. <image>   b. <img>   c. <picture>   d. <pics>

2. Which of the following tags is used to define the title of the table?

   a. <th>   b. <caption>   c. <table>   d. <heading>

3. Which of the following tags is used to define table rows?

   a. <th>   b. <caption>   c. <table>   d. <tr>

4. Which of the following attributes of table tag is used to adjust the space between the border and

   the contents of a cell?

   a. Cellpadding   b. Cellspacing   c. Cellborder   d. None of these

5. Which of the following attributes of table tag is used to adjust the space between two adjacent cells?

   a. Cellpadding   b. Cellspacing   c. Cellborder   d. None of these