

Q: B Fill in the blanks.

- 1) A **database** is an organized way of storing information.
- 2) Column of a table are called **field**.
- 3) **Navigation** pane displays the database objects.
- 4) Ctrl + S is used to to **save** the table.
- 5) **Ribbon** is a set of tabs containing various groups of commands.

Q: C State True or False.

- 1) Titlebar is located in the right corner of the program window. **False**
- 2) Save, Undo and Redo are available on the Quick Access Toolbar. **True**
- 3) Status bar shows the current status of the opened database object. **True**
- 4) DBMS stands for data Retail Managing System. **False**
- 5) Access is the product of Mircosoft. **True**

Q: D Match the columns.

Column A

- 1) Rows
- 2) Ctrl + O
- 3) Documents tab
- 4) Ctrl + N
- 5) Oracle

Column B

- a. Creates a new database
- b. Contains all the opened objects
- c. RDBMS
- d. Records
- e. Open an existing database.

Ans: 1 – d, 2 – e, 3 – b, 4 – a, 5 - c

Q: E Short Answer questions.

- 1) What is a database?

It is a collection of electronically stored data.

- 2) Write down the name of any DBMS.

The most popular DBMS are Microsoft Access, MySQL, Oracle, DBase, FoxPro etc.

- 3) What are records and fields?

Record: It is a collection of related fields.

Fields: Refers to the column which contains meaningful information

- 4) Define a relation.

Access stores data in the form of tables which are also known as relations.

- 5) What is Access?

Access is a powerful relational database management system (RDBMS). It helps create a database, enter, modify, alter data, etc.

BRAIN TEASER:

Q: A Solve the crossword with the help of given clues.

1. NAVIGATION PANE
2. STATUS BAR
3. RECORD SEARCH BOX
4. RIBBON

Q: B Define the following terms.

1. Database: It is a collection of electronically stored data.
2. File: It is a collection of all the records.
3. Record: It is a collection of related fields.
4. Field: It refers to the column which contains meaningful information.



KEYWORDS:

- **Table:** Collection of rows and columns
- **Data types:** Determines the type of value that can be stored in a field.
- **Key constraints:** To apply conditions on data that can be entered into a table.

ENRICH YOURSELF:

- To set a primary key field; Right – click on the field and select the Primary option from the shortcut menu.

INFO:

- The primary key is a toggle key.
- You can also delete a record by selecting the entire row and pressing the Delete key.

FAST FORWARD:

- **Ctrl + + :** to add new record

EXERCISES:

Q: A Tick (✓) the correct options.

- Columns in a table are known as _____
 - Fields**
 - Grids
 - Records
- Memo field contains _____
 - Currency
 - Symbol
 - Long text**
- Save button resides on _____
 - Quick access toolbar**
 - Home tab
 - Ribbon
- It is a view that represent the structure of a table.
 - Design View**
 - Datasheet View
 - None of these
- It identifies each record in a table uniquely.
 - Primary key**
 - Foreign Key
 - Candidate key

Q: B Fill in the blanks.

- Tab** key is used to move to the next field.
- Date / Time** field is used to store date and time.
- Primary key is a **Toggle** key.
- The **Currency** data type contains symbols for currency, decimals and commas along with the digits.
- The **Numeric** data type does not accept letters or symbols.

Q: C State True or False.

- 1) Tables are the basic building blocks of a database. **True**
- 2) Text field is used to store numbers and texts. **True**
- 3) Once added, you cannot update a record. **False**
- 4) Foreign key links two tables within a database. **True**
- 5) It is not necessary to assign a data type to a field of a table. **False**

Q: D Match the columns.

Column A

1. Table structure
2. Ctrl + +
3. Primary key
4. Records
5. Text field

Column B

- a. cannot be null
- b. Design View
- c. Rows
- d. Numbers and letters of the alphabet
- e. New record

Ans: 1 – b, 2 – e, 3 – a, 4 – c, 5 – d

Q: E Short Answer questions.

1. Define tables in Access

Ans: A table is a collection of rows and columns.

2. What do you understand by data types?

Ans: Data Type determines the type value that can be stored in a field.

3. What is a primary key?

Ans: Primary key identifies each record in a table uniquely. A table cannot have two primary keys.

Primary key field cannot be null.

4. What are different table views?

Ans: Two views available in Access are:

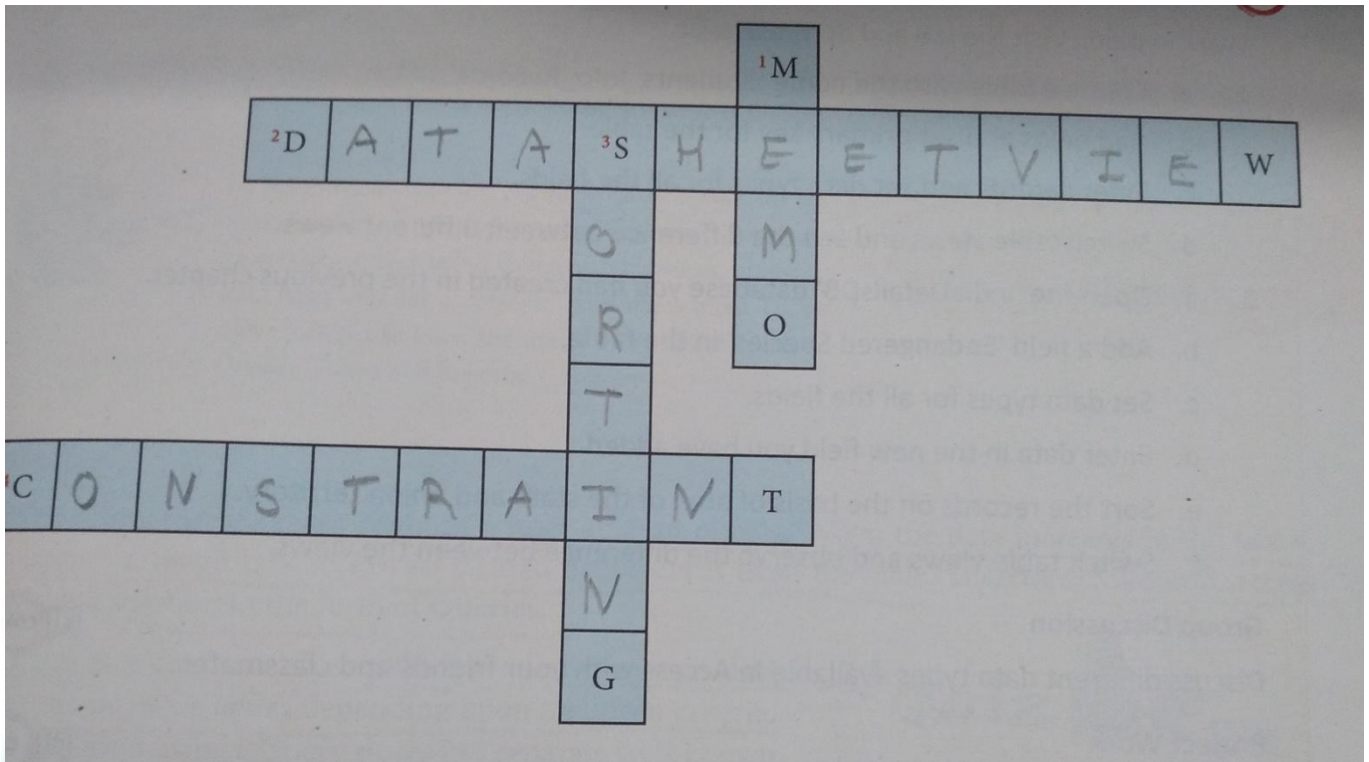
- 1) Datasheet view
- 2) Design view

5. What is a foreign key?

Ans: Foreign key constraint is used to link two tables having one common field.

BRAIN TEASER:

Q: A Solve the crossword with the help of given clues.



Clues:

- 1) It is a data type used to enter long text with all kinds of data.
- 2) It is a table view which allows you to enter data in the table.
- 3) It is a technique used to arrange table data in an order.
- 4) It is applied to restrict the type of data to be entered in a table field.

B. Describe the following:

- 1) Datasheet View: Datasheet view shows data in table form. It allows you to enter data in a table.
- 2) Primary key: Primary key identifies each record in a table uniquely. A table cannot have two primary keys. Primary key field cannot be null.