**SUMMATIVE ASSIGNMENT – 1** 

2022-23

GRADE 8 SUB: COMPUTER SCIENCE

CHAPTERS – 2 INTRODUCTION TO MICROSOFT ACCESS

FROM TEXTBOOK

### **KEYWORDS:**

- Database: Collection of electronically stored data.
- DBMS : A software program for creating and managing a database.
- MS Access: A database management system provided by Microsoft.

### **ENRICH YOURSELF:**

- Right click on Access 2016 on the start menu, click on pin to start. It will add the application icon on the Taskbar for easy future access.
- You can Rename your table. Right click on the table in navigation pane, select the Rename option then type in the desired name.

#### **INFO:**

- The Concept of RDBMS was given by E.F. Codd at IBM in 1970.
- Database in Microsoft Access is saved with .accdb extension.

### **FAST FORWARD:**

- Ctrl + N: to create a new database.
- Ctrl + O: to open an existing database.

#### **EXERCISES:**

Q: A Tick ( $$ ) the correct op	ptions.
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- Which of the following tabs contains the Table option?

   a) Create
   b) Tables
   c) Fields

   The concept of RDBMS was given by

   a) E.F. Codd
   b) Bill Gates
   c) Steve jobs

   Which bas displays the name of the currently opened database?

   a) Title bar
   b) Object bar
   c) Status bar
- 4) Rows are also known as
- a) Data b) **Records** c) Fields
- 5) Standard extension of Access files is
  - a) **.accdb** b) .accds c) .extn

#### 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. <u>False</u>

2) Save, Undo and Redo are available on the Quick Access Toolbar. <u>True</u>

3) Status bar shows the current status of the opened database object. <u>True</u>

4) DBMS stands for data Retail Managing System. False

5) Access is the product of Mircosoft. <u>True</u>

### 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.



# 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.	
1) Columns in a table are known as _	

1	Fields
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c) Records

2) Memo field contains

a) Currency

c) Long text

3) Save button resides on

a) Quick access toolbar

b) Home tab

c) Ribbon

- 4) It is a view that represent the structure of a table.
  - a) **Design View**

- b) Datasheet View
- c) None of these

- 5) It identifies each record in a table uniquely.
  - a) Primary key

- b) Foreign Key
- c) Candidate key

#### Q: B Fill in the blanks.

- 1) **Tab** key is used to move to the next field.
- 2) <u>Date / Time</u> field is used to store date and time.
- 3) Primary key is a **Toggle** key.
- 4) The <u>Currency</u> data type contains symbols for currency, decimals and commas along with the digits.
- 5) 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. <u>True</u>

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

#### O: D Match the columns.

### Column A

1. Table structure a. cannot be null

2. Ctrl ++ b. Design View

3. Primary key c. Rows

4. Records d. Numbers and letters of the alphabet

Column B

5. Text field 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:

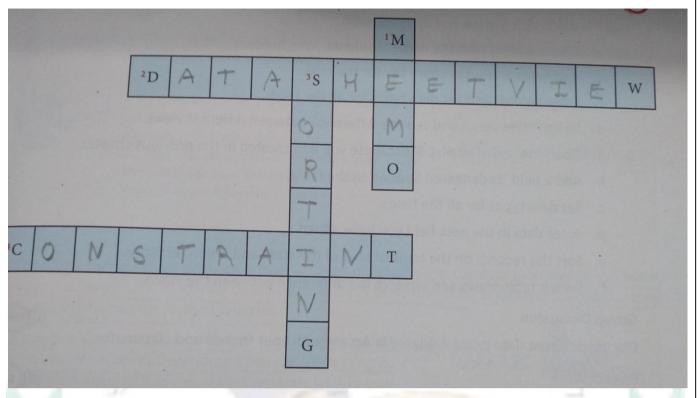
1) Datasheet view 2) Design view

5. What is a foreign key?

Ans: Foreign key contstraint 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.