

- a. Currency b. Memo c. Hyperlink d. Text

8. Which of the following is used to store text or numbers that do not require calculations?

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

9. Which of the following is used to store lengthy text and numbers such as notes?

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

10. Which of the following is used to store values involving money?

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

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

- a. Date/Time b. Table c. Data d. None of these

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

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

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

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

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

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

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

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

Q -2 Fill in the Blank

[10-Marks]

1. A _____ is a device that converts digital information into analog and vice versa.
2. A _____ is commonly used to connect different networks.
3. In _____ topology, all the network devices are connected to a single cable called the bus.

4. A _____ covers larger area than a LAN.
5. An example of a Personal Area Network is _____
6. A _____ is a collection of data related to a particular subject or purpose, arranged in an organized way.
7. _____ developed the first DBMS called Integrated Data Store.
8. A column in a table is called a _____.
9. To start MS Access 2010 : click on start > All Programs > _____ > _____
10. A database is saved with the extension _____

Q -3 [A] Match the columns.

[5 - Marks]

1	Text	a	Stores websites or email addresses
2	Number	b	Used when there are two possible answers – Yes or No
3	Currency	C	Stores text or numbers that do not require calculations
4	Hyperlink	D	Stores values involving money
5	Yes/No	E	Stores numbers on which a calculation has to be done

Q -4 Write T for True or F for False.

[10-Marks]

1. A client is a computer or electronic device connected to a network.
2. A computer in a network cannot be attacked by a virus.
3. A modem is used to connect one network device to another.
4. A router is used to exchange data across different networks.
5. A table is the basic building block of a database -
6. Data is stored and organized in tables in the form of rows and columns.
7. You can directly enter data in the table in a Design View
8. The top half of the Datasheet View is the Field Properties Section

9. A Primary key value can never be null –

10. Deleting field means to rearrange the order of fields.

Q – 5 Suggest suitable data types for the following fields in the table.

[5 - Marks]

1. Employee ID – _____
2. Employee Name – _____
3. Employee Department – _____
4. Date of Joining – _____
5. Location – _____

Q -6 Name the tab used to do the following

[5 - Marks]

1. To set a relationship between two tables – _____
2. To create a query - _____
3. To run a query - _____
4. To create a form - _____
5. To format a report – _____