

Part-3

Class-8

Answer to the text questions

Chapter-2 : Learn To Use MS Access 2007

A] Multiple Choice Questions:

1. The number of rows multiplied by the number of columns is equal to the total number of values.

(a) records (b) fields (c) **values**

2. A query is used to extract records from a table according to a certain condition.

(a) form (b) **query** (c) report

3. MS Access provides four views to see data in a table.

(a) three (b) **four** (c) five

B] Fill in the blanks:

1. Table is a collection of data related to each other.

2. Field properties are set to control the properties of the data type of a field.

3. Forms are used to inputs information in a more user friendly way than tables.

4. In Access, all objects of a database are stored in a single file

5. A Primary Keys is a field which uniquely identifies each record in a table.

C] Quiz

Q1. Name any two data types available in MS Access.

A1. Text, Number.

Q2. Name the shortcut key to exit form MS Access.

A2. ALT+F4

D] Very Short Answer Questions

Q1. What is RDBMS?

A1. A relational database is a collection of data items organized as a set of formally described tables. RDBMS is a software that is used to create, modify, delete and add data in a database.

Q2. Mention the different ways to create a database.

A2. There are three ways to create a database in MS Access 2007.

(i) Creating a blank database

(ii) Creating a database by using a template

(iii) Creating a database by downloading a template from Microsoft Office Online.

Q3. What are the manipulation operations that can be done on a table?

A3. The manipulation operations that can be done on a table are:

(i) Add a new record (ii) Add a new field (iii) Update a record

(iv) Delete a row (v) Delete a column