

Chapter -3 Microsoft office Access 2016

Exercises

Choose the correct answers.

1. Which of these is an organised way to storing data and Record Keeping in a computer ?
Ans. Database
2. Which of the following is not a DBMS?
Ans. Word
3. Which of the following are building block of a database?
Ans. Tables
4. Which of this is a single piece of information?
Ans. Fields
5. Which of these is one complete set of field?
Ans. Records
6. Data redundancy means:
Ans. Duplication of data
7. Data integrity can be maintained by
Ans. Applying validation checks
8. Data consistency can be maintained by
Ans. Removing duplicity
9. You can display records from a Table that matches certain criteria in a
Ans. Query
10. These are screen for displaying updating data in a table in a user - friendly manner
Ans. Forms

Write (T) for true and (F) for False

1. A relational database consists of fields, record and table. **T**
2. Tables of building block of a database. **T**
3. Tables can be created in a data sheet view and the design view. **T**
4. In the number data field unique sequential increment by 1 is automatically instead when a record is added or decremented by 1 when a record is deleted. **F**
5. In the design view you can easily define the field name and enter data in these in a spreadsheet like view . **F**
6. Why creating a table in the design view the validation rule let you create an expression which is tested against the data entered. **T**

Fill in the blanks.

1. A **Database** is an organised way of storing data and Record Keeping in a computer.
2. **Tables** are block of a database.
3. With a **Query** you can display the records that match certain criteria.
4. A **Report** is the formatted output to display/print batch of record.
5. In the **Design** view you can create tables and specify the field types and field length according to your requirement.
6. The **Primary key** is used to define the data in a field uniquely (there should be no duplicate value)

Answer In One Word /Sentence

1. Give an example of a DBMS.
Ans-1. Oracle, Microsoft Office Access 2007, and Foxpro are some of the popular DBMS software .
2. What are the building blocks of a database?
Ans-2 . Tables are building blocks of a database.

3. What are the screens for displaying and entering/updating

data in tables known as?

Ans-3. Forms are the screens for displaying and entering/updating data in tables.

4. Which view provides a spreadsheet- like format to create a table?

Ans-4. Datasheet view provides a spreadsheet –like format to create a table.

5. Which data type stores the Date or Time fields as required?

Ans-5. Date /Time data type stores the Date or Time fields as required.

6. Which field property lets you create an expression which is tested against the data entered?

Ans-6 . Validation Rule lets you create an expression which is tested against the data entered.

7. What is Validation rule?

Ans -7. Validation Rule lets you create an expression which is tested against the data entered.

8. Which key is used to define the data in a field uniquely (i.e. there should be no duplicate value)?

Ans-8. Primary Key is used to define the Data in a field uniquely (i, e.) there should be no duplicate value .

Give Short Answers.

1. What is DBMS? Write any two advantages of it.

Ans-1. A (DBMS) is a computer program which provides facilities to add, modify or delete data from a database and can produce queries and reports.

Advantages of Database :-

a) A Database Reduces Data Redundancy- In a database System, some data only needs to be entered once and then it is available to all other files. It reduces the problem of duplication of Data and thus reduces data redundancy.

b) Improves Data Security- A Database can limit access only to authorized users for adding ,editing ,deleting or viewing the records.

2. What is RDBMS?

Ans-2. RDBMS – A Relational database consists of fields, records, and Tables. Tables are building blocks of a database. All data is managed in tables consisting of row data s and columns, where data is stored. Each row is one set of information , called a record, and each column stores an individual item called a field.

3. Which are the different ways to create a table in MS Access?

Ans-3 . There are two ways to create a table in MS Access -

Datasheet view – A spreadsheet like format will be provided to create a table.

Design view –The Data type of fields and other properties can be specified.

4. Write about any three data types.

Ans-4. Data types and their uses –

a. Text – Text data type fields store text or combinations of text and numbers, such as names and addresses. Data which does not need any type of calculations, such as names addresses, etc., are stored in the Text fields.

b. Memo –Memo data type fields store short messages or notes. A Memo fields can store up to 64000 characters.

c. Number – Number data type fields store the numeric data to be used for mathematical analysis. Data where calculations are required, such as salary, quantity, etc., are stored here.

5. What is the importance of the primary key?

Ans-5 . The Primary key is used to define the Data in a field uniquely (there should be no duplicate value).It helps to make the searching process faster .
