

PARAGON CONVENT SCHOOL
SECTER 24 B CHANDHIGARH
CLASS 8
CH- 3 LOG ON TO MS ACCESS 2010

BRAIN DEVELOPER

A. Fill in the blanks:

1. A **database** is an organized way of storing information.
2. All the columns in a table are called **fields**.
3. A **record** contains the value for all the fields that belong to a single person or an entity.
4. **Reports** are used to display the selected data in a printable form.
5. **Queries** help you to get information on a specific topic from the information stored in the database.

B. State true or false:

1. You can create a relationship between two tables by using common fields. **True**
2. Tables, queries, reports and forms can be created in Microsoft Access. **True**
3. DBMS stands for Data and Business Management Software. **False**
4. Access provides many automated wizards that help in making a database. **True**
5. Access saves the table automatically after saving it once. **True**

C. Multiple choice Questions:

1. _____ is an application software, which is used to create, modify, and extract data from a database.

a) **DBMS**b) DBBSc) DDMS
2. _____ is the standard file name extension for database in Access 2010.

a).abcdb) **.accd**c) .accdb
3. _____ are the user-friendly interfaces that facilitate the process of entering data in tables and queries.

a) Report

b) **Forms**

c) Queries

4. _____ collect the summarized data from one as more tables and queries and organize it in a printable form.

a) Forms

b) **Reports**

c) Queries

D. Answer the following Questions:

1. What is a Database? Give examples of a database.

Ans. A database is an organized way of storing information quickly and efficiently.

It helps us to manage and access large amount of information.

Telephone diary is an example of commonly used database.

2. Explain any four features of Microsoft Access.

Ans. Features of Microsoft Access: -

- i) Access provides the facility to break large information into small parts so that it is easy to access the information.
- ii) Data redundancy (duplication of data) is reduced.
- iii) It increases the efficiency, speed and flexibility in searching and accessing information.
- iv) Access facilitates sharing of data. Different users can use the same database to extract data according to their needs.

3. What are the different types of Databases? Explain each of them briefly.

Ans. There are mainly two types of databases: -

- i) **Flat File Databases:** - A Flat file database refers to data files that contain records, which have a small, fixed number of fields, without any structured relationship. For example: Microsoft Excel.
- ii) **Relational Databases:** - A Relational database stores data in several tables and link those tables together to get a common piece of information. For example: Microsoft Access, Microsoft SQL, Oracle etc.

4. Name any four components of MS Access 2010.

Ans. Four Components of MS Access 2010 are : - Title bar, Quick Access toolbar, Ribbon and Navigation pane.

E. Define the following terms.

1. **Tables**: Tables are the building blocks of a database. They store the complete data in a structured manner i.e. in the form of rows and columns. Every table has a finite number of rows and columns.
2. **Data**: - A set of characters that represent a valid value is known as data.
3. **Reports**: - Reports are used to display the selected data in a printable form. Reports collect the summarized data from one or more tables and queries and organize it in a printable form.