





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.