PARAGON CONVENT SCHOOL

SECTER 24 B CHANDHIGARH

CLASS 8

CH- 4 WORKING WITH TABLES

BRAIN DEVELOPER

A. Fill in the blanks:

1. A **data type** determines the type of data, a specific field can accept.
2. In memo data type, you can store a maximum of **65,536** characters.
3. The **auto number** data type generates a sequential number whenever a new record is added to a table.
4. The **hyper link** data type stores up to 1 GB of data.
5. A **primary** key is a check on the table that uniquely identifies each record in a table.

B. State true or false:

1. DBMS stands for Data and Business Management Software. **False**
2. A table can have only one Primary key. **True**
3. Access saves the table automatically after saving it once. **False**
4. The primary key tab is available on the Design tab. **True**
5. OLE data type stores a link to a web page. **False**

C. Multiple choice Questions:

1. You can find the Save command in _____ group on Home tab to save a record.

   a) Design b) Save c) Records

2. Which key moves the cursor to the previous field in Datasheet view?

   a) Shift + Tab b)Shift + F6 c) Ctrl + Tab

3. What do you call the area where you can view the record numbers you have entered in a table?

   a) Record Bar b) Record Tab c) Record Navigation Bar

4. Which icon indicates the Edit mode in Access?

   a) Eraser b) Pen c) Pencil

5. The _____ view lets you design the structure of a table by specifying the filed names, data types and their properties.

   b) Datasheet b) Design c) Table

D. Answer the following Questions:

1. What are Data types?

Ans. A data type determines the type of data, can accept. Once the data type is defined, you cannot enter a different type of data in it. If you try to do so, an error message will be displayed.

2. What is the use of Primary Key?

Ans. A Primary key is a check on the table that uniquely identifies each record on a table. It does not contain any duplicate data. A table can have only one Primary key.

3. State the difference between OLE and Hyperlink data types.

Ans.**OLE**: - It stands for Object linking and Embedding. It is used to embed an object created in another application such as Microsoft Word document, Excel spreadsheet or PowerPoint presentation into the Access table. It stores up to 2 GB of data.

HYPERLINK: - The Hyperlink data type can store links to web pages, websites, files or an intranet or LAN on your computer. It stores up to 1 GB of data.

4. Name the views in which a table can be displayed.

Ans. You can work on a table in two views: -

1. Design view
2. Datasheet View

5. Describe any one method to add a new record in a table.

Ans. You can add a new record in a table by selecting the New command on the Home tab in the Records group.