Chapter- 2

LOG ON TO ACCESS

Level-1   1 Mark

A. Fill in the Blanks
1. -------------------is a collection of information stored in an organised way.
2. A computerised record keeping system that enables you to store, modify, and extract information from a database is known as------------
3. Microsoft Access is a----------------database.
4. ------------------- refers to the arrangement of data in an ascending or descending order.
5. A-------------------- key is a sort of check on the table that uniquely identifies each record in a table.
6. ---------------data type is used for descriptive fields.
7. The ----------------------------generates a sequential number, whenever a new record is added to a table.
8. ---------------view displays the table as a grid.
9. ---------------. are the user friendly interfaces that facilitate the process of entering data in tables.
10. ------------- collects the summarised data from one or more tables/queries and organise it in a printable form.

B. STATE TRUE/FULSE

1. The rows in a table are called records.

2. Currency data type is used to store monetary data.

3. An Access template helps in creating a complete database application, which is ready to use.

4. DBMS stands for Data Binding Management Software.

5. Atable can have only one primary key.

6. It is not essential to specify data type for a field name.

7. OLE data type stores a link to a web page.

8. Toggle Filter button is located in the Sort and Filter group.

C. Multiple Choice Questions :

1. The standard file name extension for database in Access 2016 is
a. .accdb
b. .abbcd
c. .addbc

2. There are mainly--------types of database,
a four
b. two
c, three

3.is an application software which is used to create, modify and extract data from a database,
a. DBMS
b. DBBS
c. DDMS

4.Which data type has the largest storage capacity?
a. Short text
b. Long text
c. Memo

5.What is the maximum number of characters that can be used to define a field name?
a. 62
b. 64
C. 46

6.Which icon indicates the edit mode in Access?
a. Clip
b. Pen
c. Pencil

7. The area which displays the list of new or existing database objects like Tables, Forms
is called

a Work area
b. Navigation Pane
c. Ribbon

Level-2   **2 Marks**

1. What is Database?
2. What is DBMS?
3. What are the types Of Database?
4. What are the advantages of DBMS?
5. . What is Ms Access?
6. What is Table?
7. What is Quick Access Tool bar?
8. How many way you can create Table?
9. What are the rules for naming a field?
10. .What is Primary key?
11. What are the datatypes of Access 2016?
12. How to set field properties?
13. What is a Database? Give examples.

14. Differentiate between Flat File Database and Relational Database.

15. 15 Define Tables. List the different elements of a Table.

16. What are Data Types? List the various data types available in Access 2016.