

USING EXCEL AS DATABASE

CH-2 PD-4

CHANGING YOUR TOMORROW

 **RECAP**

- A database is a collection of information related to a particular subject.
- A column within a database that contains only one type of data is called Field.
- A row in a database is called a record, which consists of the information about one person or one object.
- Field name is a column label for the field in a database.
- A Form is a window or screen that contains numerous fields or spaces to enter, modify, and view one record at a time.
- Sorting means arranging the data either in an ascending or descending order.
- The Filter feature is one of the interesting features of Excel which helps you to display only those records that meet the specified criteria and hide rest of the records.
- Advanced Filter option is used to filter the data in multiple fields using specified criteria, to copy the filtered records to a different location, or to find unique records.
- Data Validation is used to restrict the type of data or the values that users' enter into a cell.
- The Subtotal feature in a database helps us to manage, analyse, and extract specific information from rows of related data.
- PivotTable is a powerful tool for consolidating, summarising, and presenting the data.

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Fill in the Blanks

A. Fill in the blanks.

1. A database helps the user to, retrieve, sort and edit data as needed.
2. A window or a screen that contains numerous fields or spaces to enter, modify, and view one record at a time.
3. is a column label for the field in a database.
4. To restrict the type of data and the values while entering data in a cell, use option.
5. To search for a record with specific value, click on the button in a form.
6. provides an easy way to present the data in a summarised way.

HINTS

- PivotTable
- Organise
- Form
- Field Name
- Criteria
- Data Validation

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True/False

B. State True or False.

1. Records refer to the rows in the database.
2. Field names can be duplicated in the database.
3. You can sort the data only on one field.
4. Field represents a column in the database.
5. Subtotal values in the database are calculated with Count function.
6. In a database, one cannot rearrange the data as per the need.
7. Conditional Formatting sets a cells format according to the condition that you specify.

Application based questions

C. Application-based questions.

1. Kanika is a Chartered Accountant. She looks after the accounts of various companies and keeps their records in Microsoft Excel. She does not have any idea on how to view only those records that she wants to see. Suggest the feature of Microsoft Excel, using which she can perform this task.

2. Varun is maintaining the marksheet of his class in Microsoft Excel. The teacher has asked him to restrict the marks entries between 1 and 100 in all the subjects. Which feature of Microsoft Excel should Varun use in order to accomplish the task?

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MCQS

A. Multiple-choice questions.

1. Which among the following features is used to filter the data in multiple fields using a specified criteria?
a. Advanced Filter b. Criteria c. Sorting
2. Which button under Data tab is used to remove a duplicate value from one or more columns?
a. Remove b. Remove Data c. Remove Duplicates
3. Which feature in a database provides an easy way to enter, modify, and view one record at a time?
a. Form b. Adding Subtotal c. Filter
4. Which feature helps you to display only those records that meet the specified criteria?
a. Data Validation b. Sort c. Filter
5. Which feature allows us to arrange the given data according to a particular field either in an ascending or descending order?
a. Data Form b. Filter c. Sort

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Long Questions

B. Answer the following questions.

1. Describe the term Database.

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2. What is the utility of a Form in a database?

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3. What is the use of the Sorting feature in Excel?

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4. How is Filter useful?

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5. What is a PivotTable? Describe its utility.

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6. How is Advanced Filter different from Filter?

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7. State the difference between a Field and Record.

THANKING YOU

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