1) The design view is divided into 2 parts: field grid pane and field properties.

2) Long text stores text and number upto 65536 characters

3) The maximum size of number field is 16 bytes.

4) The maximum size used by date datatype is 8 bytes.

5) Currency datatype stores monetary data.

6) 'Autonumber datatype generate sequential number whenever record is added.

7) OLE datatype is used to embedded an object created in another application.

8) We can add images by using attachment fields.

9) Calculated datatype is used when a user creates a table fields that calculate values.

10) Access sets lookup fields to the the number datatype.

11) Input mask specifies the pattern for the data to be entered in the field.

12) Toggle filter button is available in the sort and filter group.

13) Database is categorised as flat file and relational.

14) The mesh topology handles large no. of traffic.

15) In ring topology all the nodes in the network are connected in a circular manner.

16) In star topology the central server act as a hub.

17) In mesh topology 2 nodes are directly connected.

18) Network architecture is divided into 2 types.

19) Wi-fi use radio signals.

20) Modem converts analog signal to digital and vice versa.

21) PAN is a computer network created for an individual person.

23) Communication system allows us to exist in any person in the absence of any time.

23) A computer network enables two or more computers to share data and hardware resources.

24) In a network, modification and upgradation of the software or data is done at a single point only.

25) The computers that communicate with each other are called nodes.

26) A network constructed without using wires is called wireless.

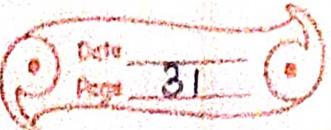27) LAN and MAN are the different types of networking.

28) Network topology refers to the layout in which various components of the network are connected and communicate with each other.

29) Network security means protecting data and resources from any unauthorized access.

30) WAP is a device that connects wireless communication devices to form a wireless network.

31) Database is a collection of information stored in an organised way.

32) A computerized record keeping system that enables you to store, modify and extract information from a database is called DBMS.

33) MS Access is a relational database.

34) Sorting refers to the arrangement of data in an ascending or descending order.

35) A primary key is a sort of check on the table that uniquely define identifies each record in a table.

36) Long text data type is used for descriptive fields.

37) .accdb is the file extension of MS Access.

38) Datasheet view displays the table as a grid.

39) Forms are the user friendly interfaces that facilitate the process of entering data in tables.

40) Report collects the summarised data from 1 or more tables / queries and organise it in a printable form.

Revision Test

1) A query is a simplified question that ask you to find specific information from database.

2) Foreign key is a value in 1 table must match with primary key of another table.

3) A parameter query type of select query statement that prompts you fore input before it runs.

4) An action query creates a new table or alerts your data/database by adding, deleting and appe appending data to it.

5) Query design button is available on queries group.

6) The Report can be displayed in 14 different views.

7) In report view we can view data of report but can't modify the design.

8) Ms Access provides 4 types of queries such as select queries, parameter queries, crosstab queries, action queries.

9) Criteria property contains the condition in the basis of which the records will be filtered in query output.

10) A form is a piece of paper on which a user fills the required information in specific fields.

11) A query is a database object that helps you to retrieve and view information from one or more database tables.

12) In a query, the criteria property is used to set the condition on the basis of which the records are filtered.

13) You can set multiple criteria in a query using or property.

14) Sort property is used to filter the data either in an ascending / descending order.

15) Form allows you to add and update data in a table, one record at a time.

16) A report is an effective way to organize and summarize data in a printed form.

17) Photoshop (18.0.1) is popularly called adobe photoshop cc

18) Removing the unwanted object from the picture using the vanishing paint tool in photoshop cc.

19) Layer effect preserve the original state of an image while manipulating an other version.

20) Photo Shop is develped on 1987 and the name was Display program.

21) The default extension of Adobe Photo Shop is .psd.

22) If the tool panel is not visible on the screen, choose window from the menu bar.

23) A selected area is indicated on the screen by the blinking selection border is called marque.

24) Lasso tool is used for free hand selection.

25) In quick selection tool as you drag the mouse, the selection expands outwards.

26) The magic wand tool can make and merge selections if you press shift key.

27) To undo more than once in Photoshop press ctrl +
Alt + z short-cut key combination.

28) Anti-alias produces a smooth edge by partially
filling the edged pixels.

29) To copy selected part of an image within the same
image, press alt key while raging the selection.

30) Press Esc key to cancel the cropping of an image.

31) The swaches panel stores the most frequently used colours.

32) Healing brush allows you to heal undesirable portions
of an image.

33) The Crop tool is used to select a specific area
that wants to focus on and removes the unwanted part.

34) Some of the tool have a small white rectangle at the
bottom right corner.

35) The Gradient tool creates a blend between 2 or
more colours.