## SECTION-A

A. Fill in the blanks.

1. Database 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 DBMS.

3. Microsoft Access is a relational database.

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

5. A Primary key is a sort of check on the table that uniquely identifies each record in a table.

6. Long text data type is used for descriptive fields.

7. The Autonumber generates a sequential number, whenever a new record is added to a table.

8. Datasheet view displays the table as a grid.

9. **Forms** are the user friendly interfaces that facilitate the process of entering data in tables.

10. **Report** collects the summarised data from one or more tables / queries and organise it in a printable form.

B. State True or False.

1. The rows in a table are called records. [ ]

2. Currency data type is used to store monetary data. [T]

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

4. DBMS stands for Data Binding Management Software. [F]

5. A table can have only one primary key. [T]

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

7. OLE data type stores a link to a web page. [F]

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