

1. The design view is divided into two parts field Grid pane and field properties pane.
2. Long text stores text and numbers up to 65,536 characters.
3. The maximum size of number field is 16 byte.
4. The maximum size used by date datatype is 8 byte.
5. Currency datatype stores monetary data.
6. Auto number datatype generate sequential number when ever record is added.
7. OLE Object datatype is used to embed an object created in ~~an~~ another application.
8. We can add images by using formula fields.
9. Calculated datatype is used when a user creates a table fields that calculate values.
10. Access sets lookup fields to the numbers datatype.
11. Input mask specifies the pattern for the data to be entered in the field.
12. Toggle filter button is available in the Sorts 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 point-to-point topology two nodes are directly connected.
18. Network architecture is divided into two types.
19. Wi-fi use radio signals.
20. Modem further converts analog signal to digital and vice versa.

21. Pan is a computer network created for an individual person.
22. Communication system allows us to talk to any person in the world at any time.
23. A computer network enables two or more computers to share data and resources 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 mentioned without using wires is called Wireless networking.
27. LAN and MAN are the different types of networks.
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 computerised keeping system that enables you to store, modify, and extract information from a database is known as relation database DBMS.
33. Microsoft Access is a relation 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 identifies each record.

in a table.

36. Long text datatype is used for descriptive fields.
37. The accdb is the file extension of Ms Access
38. Datasheet view displays the table as grid.
39. Forms are the user friendly interfaces that facilitate the process of entering data in tables.
40. Reports collect the summarised data from one or more tables / queries and organise it in a printable form.