

- 1) The design view is divided into two parts Field Grid Pane and Field Properties Pane.
- 2) Long text stores text and number upto to 65,536 characters.
- 3) The maximum size of number field is 16 byte.
- 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 Object datatype is used to embed an object created in another application.
- 8) We can add images by using ~~any~~ formula field.
- 9) Calculated datatype is used when a user creates a table fields that calculated values.
- 10) Access sets lookup fields to 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 database and relational database.
- 14) The star topology handles large no of traffic.

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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 ~~colours~~ two types.

19) Wi-fi use radio waves signals.

20) Data ~~converter~~ ^{converter} 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 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 maintained without using wires is called wireless networking.

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) Wi-fi routers is a device that connects wireless communication devices to form a

Wireless network.

- 31) Data base is a collection of information stored in an organised way.
- 32) A computerised record keeping system that enables you to store, modify and extract information from a database is known as DBMS.
- 33) Microsoft 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 identifies each record in a table.
- 36) Long Text data type is used for descriptive fields.
- 37) The 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 one or more tables/queries and organise it in a printable form.