

H.W
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Revision



- 1) The design view is divided into two parts: field grid pane and field properties pane.
- 2) Long text stores text and number up to 65,536 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 object datatype is used to embed 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 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 Point-to-Point topology two nodes are directly connected.
- 18) Network architecture is divided into 2 types.
- 19) Wifi use Radio signals
- 20) Modem 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.
- 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) Data is a collection of information stored in an organized 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) Sort refers to the arrangement of data in an ascending or descending order.
- 35) A Primary key is a set 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.
- 38) Datasheet view displays the table a grid.
- 39) Form are the user friendly "interfaces".
- 40) Report collects information data from one or more queries and organizes them.