

COMPUTER

CH-2 LOG ON TO ACCESS

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17/5/2024
HW

HOME ASSIGNMENT

① What is Ms Access?

Ans → *Ms Access is the most popular and powerful Relational Database Management System (RDBMS).

* It serves as an integral part of the Microsoft Office suite application.

* It is used to organize and manipulate a large volume of data efficiently.

② What is Table?

* Tables are the building blocks of a database.

* They store the complete data in a structured manner (in the form of rows & columns)

* Every table has a finite no. of columns and rows.

③ What is Quick Access Tool bar?

Ans → * The toolbar is present at the top-left corner of the Access window.

* It contains the most frequently used command buttons.

* By default, it has buttons which are Save, Undo, and Redo.

④ How many way you can create Table?

Datasheet View :-

⇒ After opening the database we can go to the Create Tab and go to Tables group and insert a Table by clicking the table button.

Design view :-

⇒ We can also create table and open in the design view by clicking on the Table Design button on the Create tab in the Tables group.