

Q.1 Select the correct choice from the following questions.

1. There are ____ types of relational database management systems:
A. Two B. Three C. Four D. Five
2. It is one of the popular database software by Microsoft:
A. Microsoft Access B. Microsoft Word
C. Microsoft PowerPoint D. Microsoft Excel
3. It stores all the data of a database:
A. Report B. Table C. Form D. Query
4. It is a window that displays data for viewing, entering and editing information:
A. Report B. Table C. Form D. Query
5. It is used to gather information based on one or more criteria:
A. Report B. Table C. Form D. Query
6. It is used for printing information from database:
A. Report B. Table C. Form D. Query
7. Microsoft Access is a:
A. RDBMS B. OODBMS
C. ORDBMS D. Network Database Model
8. Access assigns this data type as the default data type:
A. Number B. AutoNumber C. Text D. Memo
9. A Text field can contain _____ characters:
A. 255 B. 200 C. 355 D. 155
10. Access assigns a default length of _____ characters:
A. 40 B. 50 C. 60 D. 70
11. Memo fields ordinarily contain as many as _____ characters:
A. 65,555 B. 75,535 C. 65,535 D. 85,535
12. You use them to provide descriptive comments:
A. Number B. AutoNumber C. Text D. Memo
13. It is a numeric (Long Integer) value that Access automatically fills in for each new record you add to a table:
A. Number B. AutoNumber C. Text D. Memo
14. Access can increment the AutoNumber field by _____ for each new record:
A. 1 B. 2 C. 3 D. 4
15. There are _____ basic types of forms depending on the layout:
A. Three B. Four C. Five D. Six
16. While working in forms, to move back to the previous control press:
A. Shift+Tab B. Ctrl+Tab C. Alt+Tab D. F3+Tab
17. This query is used to change, add or delete data in existing records:
A. Select Query B. Update Query C. Delete Query D. Append Query
18. This query is used to delete entire records from tables along with the primary key:
A. Select Query B. Update Query C. Delete Query D. Append Query
19. This query is used to add records from a more source table to a destination table:
A. Select Query B. Update Query C. Delete Query D. Append Query

Answers:

1.	Three	2.	Microsoft Access
3.	Table	4.	Form
5.	Query	6.	Report
7.	RDBMS	8.	Text
9.	255	10.	50
11.	65,535	12.	Memo
13.	AutoNumber	14.	1

15.	Shift+Tab	16.	Update Query
17.	Update Query	18.	Delete Query
19.	Append Query		

Q.2 Give short answers of the following questions.

Q1: Why databases are developed?

Ans. Databases are developed to provide facilities to store, manage and retrieve information in an organized way.

Q2: Why relational databases are successful in organizations?

Ans. Relational databases have been very successful in organizations for managing databases. In relational databases, data is stored in tables. The relations between the tables make it a relational database.

Q3: Which things are included in the creation database objects?

Ans. Database development includes the creation of database objects (tables, forms, queries, reports, etc.), keys and relationships between the tables.

Q4: Name the Types of Relational Database Management Systems (RDBMS).

Ans. There are three types of relational database management systems (RDBMS). These are:

- ⇒ Microsoft Access
- ⇒ OpenOffice Base
- ⇒ SQL Server

Q5: Write down the use of OpenOffice Base.

Ans. OpenOffice Base allows users to create interactive databases where they can manage data related to payroll, inventory, assets, budgets, customers, sales orders and invoices, etc..

Q6: Give a brief introduction of SQL Server.

Ans. SQL Server is a product of Microsoft Office. SQL Server is a relational database management system that offers a variety of tools for database development, maintenance and administration.

Q7: Write down the function and use of SQL Server.

Ans. Main function of SQL Server is to store and retrieve data as requested by other software applications. It is also used to create and manage Web-based databases.

Q8: State the function of Microsoft Office Button.

Ans. The Microsoft Office Button performs tasks such as saving, opening, new file creation and printing, etc..

Q9: Write down the steps for launching Access 2007.

Ans. Following steps are used for launching Access 2007:

1. Click the Start button on the Windows taskbar
2. Click All Programs on the Start menu.
3. Click Microsoft Office on the All Programs submenu.
4. Click Microsoft Office Access 2007 to launch Access 2007 and display the Getting Started with Microsoft Office Access screen

Q10: What are the objects which are used in Access?

Ans. The following are the main objects used in Access:

- ⇒ Tables
- ⇒ Forms
- ⇒ Queries
- ⇒ Reports

Q11: What is a form?

Ans. A form is a window that is used for viewing, modifying or deleting data that is stored in tables and for adding new data.

Q12: Why queries are used?

Ans. Queries are used to gather selected information from a database and organize it either for use in reports or for viewing on screen. A query can combine information from multiple tables.

