

CHAPTER 2 – INTRODUCTION TO MS ACCESS 2016



A. Multiple Choice Questions

- Access is an example of :
(a) Spreadsheet software
(b) RDBMS ✓
(c) Animation Software
- What extension does MS Access 2016 file have?
(a) .accdb ✓ (b) .mdb (c) .xmdb
- A row of information in a table is called a :
(a) Record ✓ (b) Field (c) Value
- Which of the following objects in Access is used to perform actions based upon some criteria?
(a) Tables (b) Queries ✓ (c) Forms
- Which option displays the name of the database and the program?
(a) Status bar (b) Object Tabs (c) Title bar ✓

B. Fill in the blanks.

- A database is an organized collection of data stored on a computer.
- Each data entry in a cell of a table is called a Data item
- Every field has some properties that define its characteristics and behaviour.

- A Primary key field cannot have repetitive values and cannot be left blank.
- We can add records in the table in the datasheet view.

C. State True or False.

- Microsoft Access is a Database Management System. True
- Tables, queries, reports and forms can be created in Microsoft Access. True
- The rows in a table are called records. True
- We can add data to a table in the Design view. false
- The primary key identifies each record in a table uniquely. True

D. Write one word for the following.

- The software program that allow us to create, access, update and query a database. DBMS
- A database object that stores data in the form of records and fields. TABLE
- These buttons display the current record in an object. NAVIGATION
- This property determines how many characters we can enter in a field. FIELD SIZE

Define the following-

- (a) **Data Base:** A database is an organized collection of data, generally stored and accessed electronically from a computer system. Where databases are more complex they are often developed using formal design and modeling techniques.
- (b) **DBMS:** A database is a collection of data organized in a manner that allows access retrieval and use of that data. Database software also known as database management system. It allows us to create, add, change, and delete data from database.
- (c) **Table:** A table is a data structure that organizes information into rows and columns. It can be used to both store and display data in a structured format.

What are the advantages of using a DBMS?

DBMS stands for database management system.

Advantages are:

- Improved data sharing.
- Improved data security.
- Better data integration.
- Minimized data inconsistency.
- Improved data access.
- Improved decision making.

What is Primary Key? How do we set the primary key in MS Access?

A primary key is a field or set of fields with values that are unique throughout a table. Values of the key can be used to refer to entire records, because each record has a different value for the key. Each table can only have one primary key.

To set a table's primary key, open the table in Design view. Select the field (or fields) that you want to use, and then on the ribbon, click Primary Key.

Write the steps to add records in a table?

- To add records to a table in datasheet view, open the desired table in datasheet view.
- Click the "New Record" button at the right end of the record navigation button group.
- Then enter the information into the fields in the "New Record" row.
- When you have finished entering the new record, you can move down to enter the next new record into the new row that has appeared.
- Close the table when you are finished adding records.

How can you move a field in a table?

To move a field:

- Locate the field you want to move, and then hover your mouse over the bottom border of the field header. The cursor will become a four-sided arrow. Hovering the mouse over the field.
- Click and drag the field to its new location. Moving a field.
- Release the mouse. The field will appear in the new location.