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Chapter-2
Log on to Access

Answer the following -

Ques-1 Define the term Database. Give some examples also.

Ans= A database is an organised collection of information and records. It helps us to store a large amount of information efficiently. A database is maintained everywhere from grocery store to malls, school to university, small companies to big companies and so on.

A telephone diary, a dictionary, a address book, a catlog book, attendance register, library register etc are the example of the database.

Ques-2 What is database management system? List any two benifits of DBMS.

Ans= A database management system is a software that provides all the necessary tools to help the users to organise data into a database. It provides facilities to add, modify or delete data from a database, query about stored database data and produce reports electronically.

Benifits of DBMS -

i) Data Sharing - DBMS facilitates the users by allowing them to share and extract data from the centralised database as per their requirements.

ii) Eliminates Duplication of Data - It reduces data redundancy or duplication. A DBMS integrates multiple files into a single database file.

Ques-3 Differentiate between Flat File database and Relational database.

Ans. Flat File Database - This type of database refers to the data files that contain small amounts of data with fixed numbers of fields. In the Flat File Database, the data is stored in an unstructured file. In Flat File, tables and records have no relation with other tables. Example - M.S. Excel.

Relational Database - This type of Database stores the data and informations in multiple tables. A Relational database establishes a relational ship between different database tables. Examples:- Microsoft Access, MySQL (Structured Query Language), and Oracle.

Ques-4 Explain the elements of a table in Access database.

Ans - Elements of a Table - A table is formed with three basic elements which are described below -

i) Field - A column within a table that contains only single piece of information is known as a field. Example - Date of Birth will only be used to store DOB value.

ii) Record - A row in a table is known as a record. It is formed with two or more fields, and contains the data and information about a single person or an entity in a database.

iii) Data - A collection of facts and information is known as a data. Data refers to a cell value in the database.

Ques-5 Discuss the various elements of a DBMS (or M.S Access).

Ans = The elements of M.S Access database are as follows -

i) Table - A table is a database object that consists of rows and columns. In DBMS, data is stored in a tabular format. Tables are also referred as relation. It is the primary location where data is stored.

ii) Form - This database object helps to enter and display data in a user friendly format. It helps the user to input data and then pass it on to the associated table.

iii) Query - This database object is used to retrieve (extract) data from the database based on certain conditions.

iv) Report - This database object helps to display data in easy to read format which can be used for printing.

Ques-6 What do you understand by Data Types? Explain the AutoNumber data type.

Ans- Data Type classifies the type of value that the field can have and also establish what type of mathematical or logical operation can be performed on it. Various data types in M.S Access 2013 are -

1. Short Text
2. Long Text
3. Number
4. Date/Time
5. Currency
6. Auto Number
7. Yes/No
8. OLE Object
9. Hyperlink
10. Attachment
11. Calculated
12. Lookup Wizard

⇒ Auto Number - It stores an integer that increments automatically whenever a new record is added to a table.

Ques-7 Define Primary Key. How does a Primary key help in a organising a database?

Ans- An attribute or field that uniquely identifies each record in a database, is known as primary key. It is an important feature of DBMS. Few features of primary key are as follows -

- A table can have only one primary key.
- A primary key field can not be left blank (null).
- A primary key field can not have duplicate values.

- A primary key field can be used to relate different tables in a database.

Ques - 8 Describe design view of the table.

Ans= In this view, we can enter the field names, specify their data type and add the relevant description. This design view is mainly divided into two sections -

- Field Definition Grid - We can specify the field name, data type and description for each field.

- Field Properties Pane - Here we can set properties for each field defined in the table. Field properties are - field size, caption, validation rules etc.