

15/7/19

671 = 3

Working with MS ACCESS 2010

A. Answer the following questions:-

Q1. What is database? Give examples of database.

Ans A database is an organised way of storing information. It helps us to manage and access large amount of informations quickly and efficiently.

Telephone diary, a directory, maintaining a list of students and their addresses are some examples of database.

Q2. Explain any four features of MS Access.

Ans Some features of MS Access are:-

- Data redundancy (duplication of data) is reduced.
- It increases the efficiency speed, and flexibility in searching and accessing information.
- Queries help you to get information on a specific topic from the information stored in the data base

Q6. State the difference between OLE and Hyperlink datatypes.

Ans OLE → It is used to embed an object created in another application, ~~such~~ such as Microsoft Word document, Excel, or PPT into Access table. It stores up to 2 GB data.

Hyperlink → The Hyperlink data type can ~~be~~ store links to web pages, web sites, files on an Intranet or LAN ~~or~~ on your computer. It ~~store~~ stores up to 1 GB data.

Q7. Name the views in which a table can be displayed.

Sol the views in which table can be displayed are

- i) Design view.
- ii) ~~Database~~ Datasheet view

Q8. What are the purpose of Datatypes?

Ans Data types are used to declare the fields of a table. A data type determines the type of data a specific field accept. Once the data type is defined, we ~~cannot~~ enter a different type of data in it.

★ Define following terms:

i) ~~tables~~ :- A table is a database object, which is used to store information in an organised manner.

ii) ~~Data~~ :- A data is a set of characters that represents the valid value is known as data.

iii) ~~Reports~~ :- Reports are used to display the selected data in ~~print~~ table form.

~~XXX~~

[Signature]
19/07/19