CLASS 8
CHAPTER 3: MICROSOFT ACCESS 2010

1. Circle the correct option.
   a. (iii)  b. (iii)  c. (i)  d. (ii)  e. (ii)

2. Name the data types that can be used in MS Access to store the following types of information.
   a. Text  b. Yes/No  c. Date/Time
   d. Text  e. Number  f. Currency

3. Fill in the blanks.
   a. database  b. table  c. primary key
   d. .accdb  e. Datasheet  f. field grid, Field Properties

4. Put a tick (✔) for the correct statements and a cross (✘) for the wrong ones.
   a. ✔  b. ✔  c. ✘  d. ✔  e. ✘  f. ✘

5. Answer the questions.
   a. A database is an organised collection of related (similar) data or information. A Database Management System (DBMS) is a collection of programs that allows to create, add, modify, delete and retrieve data to and from a database in an effective and efficient manner so that data can be updated and presented in the desired format.
   b. The basic components of a DBMS are table, record and field.
   c. Three advantages of a DBMS are given below.
      - Easy to learn
      - Reduced redundancy
      - Reduced inconsistency
   d. The commonly used objects of Microsoft Access are explained below.
      - **Table**: It represents the data in the form of a grid, which comprises rows (records) and columns (fields). It is the main object used in MS Access.
      - **Form**: It provides a medium of entering, editing and viewing the information in the tables.
      - **Query**: It defines a mechanism to retrieve and process the data stored in the database. It enables the users to obtain a ‘subset’ of data from a table. A query can be based on one table or multiple related tables.
      - **Report**: It defines a medium through which data can be presented in a professional format. Generally, a report is used to obtain a ‘printed copy’ of the data.
   e. Different parts of the Design view window of a table are described below.
      - **Field grid area**: This area is used to define three main components, namely, Field Name, Data Type and Description. A Field Name defines the name of the fields, the Data Type determines the kind of values that can be stored in the field and the Description describes the purpose of the particular field, which is optional.
      - **Field Properties area**: This area is used to define the properties of the fields in a table. The properties of the fields are dependent on the data types. Each data type has a different set of properties.
To create a table in the Design view, follow these steps.
1. Click the Create tab.
2. Click the Table Design button present in the Tables group. The Design view of the newly created table appears.
3. In the field grid area, enter the name of the field in the Field Name column.
4. Select the required data type from the Data Type drop-down list box.
5. Provide a description about the field, if required, in the Description column.
6. Select the desired field properties from the Field Properties area.
7. Repeat steps 3 to 6 for the remaining fields.
8. Once the table is created, click the Save button on the Quick Access Toolbar to save the table. The Save As dialog box appears.
9. Enter the name of the table in the Table Name text box and click OK.
10. Access prompts to create a primary key for the table. Click Yes to create a primary key for the table, click No if no primary key is required and click Cancel to remain in the Design view.

To insert a field in a table in the Datasheet view, follow these steps.
1. Select the field before which the new field is to be inserted.
2. Right-click on the selected field and select the Insert Field option from the shortcut menu that appears. A new field is inserted.

To delete a field from a table in the Datasheet view, follow these steps.
1. Select the field to be deleted.
2. Click the Delete button present in the Add & Delete group on the Fields tab. A message box appears.
3. Click Yes to confirm the deletion or No to cancel the deletion.

To sort records in a table, follow these steps.
1. Select the field according to which the records are to be sorted.
2. Click the Ascending or Descending button present in the Sort & Filter group on the Home tab to sort the records in ascending or descending order, respectively.

6. Application-based questions.
   a. Mrs Sumitra Bose should use Microsoft Access software to create the database.
   b. Assuming that there are no siblings in the same class, the Contact Number field should be set as the primary key. This is because the contact number of each student will be unique and no two students will have the same contact number.
      (ii) The Report Wizard option helps to create a report quickly.