

CHAPTER -4
INTRODUCTION TO MS ACCESS 2010

Q1. What is DBMS?

Ans: Database Management System(DBMS) is a software using which the data retrieval and entry or edit of data becomes easier.

Q2. Write some examples of DBMS.

Ans: Some examples of DBMS are MS Access, Oracle, Foxpro and SQL Server.

Q3. Name the various views of a table.

Ans: The various views of a table are

1. Design view
2. Data sheet view
3. PivotTable view
4. Pivotchart view

Q4. Name the different data types of DBMS.

Ans: Text, Memo, Number, Date/Time, Currency are different types of data.

Q5. What are the different tasks of MS Access?

Ans:

- Store data
- Search for data

- Add, modify or delete data
- Query data
- Produce reports

Q6. What is MS Access?

Ans: MS Access is a DBMS which is a part of the MS Office suite. It can store and execute data.

Q7. Name the first object that adds to the database.

Ans: The first object to be added to the database is the table.

Q8. Write the steps to start MS Access.

Ans:

1. Click on the 'Start' button.
2. Click on 'All Programs'.
3. Click on Microsoft Office and then click on Microsoft Access

Q9. 'Insert rows' command shows itself up in which tab of the MS-Access Windows?

Ans: Design tab

Q10. Define Record.

Ans: A record is a single data that has been divided into various fields

Q11. Define Query.

Ans: A selective retrieval of the data.
