

**Multiple Choice Questions**

1. How many views are available to view a table in MS-Access?

(a) 4

(b) 3

(c) 2

2. Can we enter data in a table in Design view?

(a) Yes

(b) No

(c) Sometimes

3. Fill up the blank;

"To enter data click on the particular box in the Datasheet view. Press tab from the keyboard to move to the \_\_\_\_\_ field."

(a) next

(b) previews

(c) top most



## EXERCISES

A. Choose the correct option and write in the space provided.

1. Table consists of rows and \_\_\_\_\_.  
(a) clothes (b) files (c) columns
2. DBMS helps avoid \_\_\_\_\_.  
(a) Data redundancy (b) Data inconsistency (c) Both (a) and (b)
3. Memo data type can store \_\_\_\_\_.  
(a) 25 characters (b) 500 characters (c) 65, 536 characters
4. Datasheet and design are two kinds of \_\_\_\_\_.  
(a) tables (b) views of table (c) none of these

B. Fill in the blanks.

Pivot chart

MS Office

Forms

1. MS Access is a DBMS which is part of the MS Office suite.
2. Forms are ways to view the contents of the table, one record at a time.
3. The Pivot Chart view creates a chart from the associated Pivot Table view.

C. Tick (✓) the correct and Cross (X) the wrong ones.

1. DBMS is a software. ✓
2. Some examples of DBMS are C, C++ and Java. X
3. Currency data type of MS-Access allows the rounding off in calculations. X
4. We cannot query for data in MS Access. X