Chapter 5 (Introduction of Microsoft Access)

Short Questions

Note: There are No long questions from this chapter in board exam

Q1. What is MS-Access? / What are the advantages of MS-Access?

Ans. It is one of the most popular and powerful DBMS. It provides the features to the users to create and maintain databases. We can create tables, forms, queries and reports using MS-Access. It has sample database, wizard and MS-Office integration and many more features.

Q2. What is a wizard? / purpose / Use / advantages of wizard.

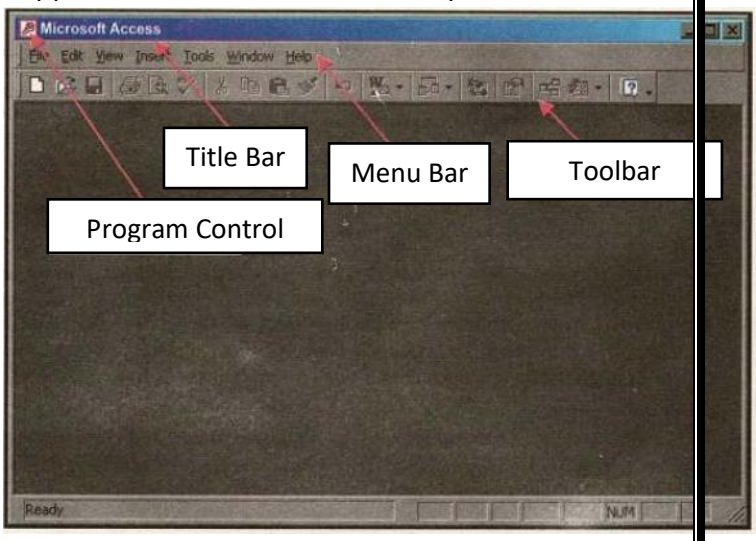
Ans. In Microsoft Access, a "wizard" typically refers to a tool or feature that guides users through a step-by-step process to perform a specific task. Wizards are designed to simplify complex operations and make them more accessible to users who may not be familiar with the interface of the database system. A few common wizards in MS Access are table wizard and form wizard etc.

Q3. What is an IDE? / purpose / Use / advantages of IDE.

Ans. IDE Stands for Integrated Development Environment. It Provides facility to create database application easily. It has graphical interface Details of database creation are hidden to user and User does not detailed knowledge to create database application. MS ACESS is an example of IDE.

Q4. What is menu bar?

Ans. It contains different menus that are used to issue commands. Each word on menu bar represents a different menu. Menu provide groups of related command to perform different functions.



Q5. What is Toolbar?

Ans. Toolbar contains the icons that are quick and easy shortcuts. User can execute different commands easily and quickly using toolbar.
It normally appears below the menu bar.

Q6. What is Status and scrollbar?

Ans. Scroll Bar

Scroll Bars are used to move around the window if its contents do not fit on screen. Scrolling is performed the clicking arrows at the either end of scroll bar. The user can also drag the scroll button on scroll bar.

Status Bar

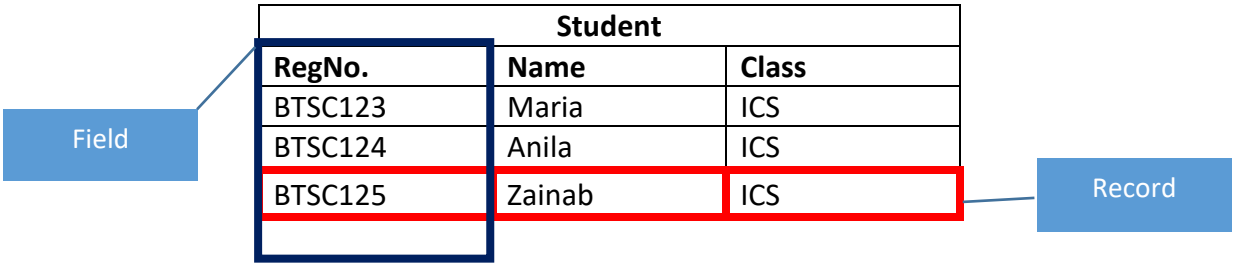
It appears the bottom of MS Access window. It displays different information while user is working on an object. It also shows the status of some special keys. Example of keys Num Lock, Caps Lock.

Q7. What is a database object? What are the components of database?

Ans. A component of database system is known as the database object. These database objects are used to manage data. The four major database objects are as follows. Tables, Queries, Forms and Reports.

Q8. What is a Table? / What is a Relation?

Ans. Table is a collection of rows and columns. All the intersection points of rows and columns are called cells. In these cells data can be stored. Each column of table represents a field. Rows are also called records. Table is also called relation. For Example.



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Q9. What is a Query?

Ans. A statement that extracts specific information from database. Queries are used to retrieve data from database. Data is retrieved according to criteria given by user. More flexible way of selecting, filtering and sorting records. Query is written in database language. Output of a query can be used as source of records for forms and reports.

Q10. Define SQL?

Ans. SQL is a most commonly database language. SQL stands for Structured Query Language. Database queries are written in SQL.

Q11. What is a form? / Uses of form in database.

Ans. The window that is used to enter data into the database is called form. Using form data can be entered, edited and even viewed in Microsoft Access. Data entered in forms directly goes to the tables. Forms are always made after table creation. The fields on form are linked to the table fields**.**

Q12. What are reports? / what is the purpose/uses/ advantages of reports?

Ans. Reports are the outputs of database application. Reports are used to retrieve and present data in predefined format way. We can apply formatting on the report to make them more presentable and understandable. Reports can display processed data using graphs and charts. Reports can be printed or emailed easily

Q13. Define Relational Database Management System RDBMS?

Ans. A relational database management system (RDBMS) is a program used to create, update, and manage relational databases. Some of the most well-known RDBMSs include MySQL and MS-Access.

Q14. Write the steps to create database in MS Access

- Start Microsoft Access.
- Select Access database wizards, pages and project option and click OK.
- Select the database type in Database tab.
- Click OK. The Files New Database will appear.
- Type the name and location for the database.
- Type name of database and press Create.
- The database will be created and Database Wizard will start