Answer Keys
MS Access 2010 / Grade 8

A. 1. False   2. False   3. True   4. True   5. True

B. 1. d   2. e   3. b   4. c   5. A

C. 1. Record and Field

Record includes complete information pertaining to a particular record arranged horizontally in a table whereas field is a column arranged vertically in a table that stores information of the same type.

2. Table and Queries

Table stores information in the form of rows (records) and columns (fields). For example, one table could store a list of friends along with their details, while another table could store their marks. Queries are used for sorting, grouping or filtering data in the database. For example, a query might only display a list of students in class 7 out of all the school students.

3. Forms and Reports

Forms are customised screens to provide an easy way to enter and view data in a table or query. For example, when you apply for admission in a school, you fill out an online
form. The data that you enter in the admission form is stored inside the school's database. Reports represent the data from a table or query in printed format. For example, teachers can create simple report of all the students opting for fine arts as an elective subject.

4. Field Grid pane and Field Properties pane

Field Grid pane is used to define the fields in the tables along with their data types and an optional description of the field. You can change the data type of the field in this view
whereas Field Properties pane can be used to give additional properties to the field name. It is used to specify the field properties in detail such as field size and validation.

5. Datasheet View and Design View

The Design View can help in changing the design of the form whereas the result for the query appears in the Query window in the Datasheet view.

D. 1. A DBMS is a set of computer programs that controls the creation, maintenance and use of the computerised database by the user. Some popular DBMS software is MS Access, FoxPro, FoxBASE, etc.

Functions of a DBMS are discussed below.

a. A DBMS ensure the integrity and consistency of data in the database.

b. It reduces duplication of data called data redundancy.

c. It facilitates data sharing.

d. It controls data inconsistency.

e. In a DBMS, certain standards can be applied in data representation. Here standards may relate to the naming of data, structure of data, format of data, etc.

f. It ensures data security.

g. A DBMS maintains integrity by keeping some constraints when the data is entered.

In MS Access 2010, a database can be created in 2 ways.

a. Using a Blank database

b. Using Sample templates

3. MS Access 2010 provides two ways of creating tables.

a. Using Datasheet View

b. Using Design View

4. The Data Type for every Field Name describes the form in which the data is accepted. Descriptions of some of the commonly used Data Type values that appear in the drop- down list are given below.

a. AutoNumber: It is an integer that automatically generates an increasing or decreasing order of numbers when records are added or deleted. For example, roll number of a student can be an AutoNumber.

b. Text: It stores alphanumeric values that is, both numbers and letters.

Maximum 255 characters can be stored. For example, a product ID or an address.

c. Memo: It is used for lengthy text and numbers such as definitions or descriptive notes. A maximum of 65536 characters are allowed.

d. Number: It holds **numeric** data that is used for calculations. Both decimals and non-decimal digits are allowed.

e. Date/Time: It stores the date and time values in different formats.

f. Currency: It specifies different currencies and displays them in different formats.

g. Yes/No: This can have only one of the two values that is, True/False, Yes/No or on/Off.

h. Hyperlink: It is a link to an Internet resource.

5. Primary key in the database have at least one field that uniquely identifies each record in the table. Thus, this key always has a value that is not repeated for any other record.