

Chapter 2

Introduction to Ms Access

Answer the following questions

1. What is a database?

A database is a collection of data that is organised in such a way that it can easily be accessed, managed, and updated.

2. What is DBMS? Give few examples of DBMS.

A Database Management System (DBMS) is a software package that enables you to store, modify and extract information from a database.

Eg: OpenOffice Base, MySQL, Oracle, Ms Access etc.

3. State the advantages of using the DBMS.

- The ability to update and retrieve data
- Support concurrent updates
- Recovery of data
- Reduction of redundancy
- Sharing of data
- Data integrity
- Data security

4. What is a Table? Also state the difference between Record and Field in a Table.

A table is a collection of data arranged in the form of rows and columns. A row in a table is technically called a record or a tuple and a column in a table is called a field or attribute.

5. What is a relational database?

It is a collection of data items with a predefined relationships between them.

6. What is the significance of database file?

Database file contains the entire data stored in a database created using a DBMS.

7. State the difference between

(I) Cardinality and degree of a table

The number of records in a table is called its cardinality and the number of columns present in the table is called its degree.

(II) Primary key and candidate key

The column in a table which can uniquely identify a record is called a primary key. In case, there are more than one field which are eligible to form the primary key are called candidate keys.

(III) Candidate key and alternate key

In case, there are more than one field which are eligible to form the primary key are called candidate key. Alternate key is a candidate key that does not form the primary key.

8. State the different objects that you can create in Microsoft Access 2013.

- **Table:** Where you can store data in the form of rows and columns.
- **Forms:** Forms are windowed interface that you can create to manage or manipulate data in a table or group of tables.
- **Queries:** Queries are statements that you can use to filter out relevant data according to your need from a table.
- **Reports:** Reports are used to display data in a printable format from a table or a query.

9. What are the steps involved in closing a database?

1. Click on the **File** tab which will make the Backstage view appear.
2. From the left hand panel, click on the **Close** option.
3. To close or quit Access window simply click on the close button on the upper right corner of the Access window.