

Worksheet – Chapter 2: Log on to Access

Multiple-choice questions

1. A structured collection of information is called a _____.
a) Table b) Database c) Folder d) Document
2. MS Access is an example of a _____.
a) Word Processor b) Operating System c) RDBMS d) Search Engine
3. Which toolbar contains the Save, Undo and Redo buttons?
a) Status Bar b) Ribbon c) Quick Access Toolbar d) Navigation Pane
4. A field that uniquely identifies a record is known as _____.
a) Key field b) Primary key c) Master field d) Data key
5. The default view in which a table opens in Access is _____.
a) Design View b) Layout View c) Form View d) Datasheet View

Fill in the blanks

1. A _____ is used to organise data in an organised way.
2. Access stores data in the form of _____.
3. The _____ displays the name of objects used in the database.
4. A _____ helps you create a field whose values come from another table.
5. A _____ value is automatically entered when a new record is created.

True/False

1. MS Access is a relational database management system. (True/False)
2. OLE Object can store up to 2 GB of data. (True/False)
3. Navigation Pane displays the active view of the database object. (True/False)
4. Primary key fields can have duplicate values. (True/False)
5. Short Text fields in Access can store a maximum of 255 characters. (True/False)

Match the following

- | | |
|------------------|------------------------------------|
| A. Table | 1. Defines field behaviour |
| B. Field Size | 2. Stores data in rows and columns |
| C. Primary Key | 3. Unique identifier |
| D. Caption | 4. Column heading |
| E. Lookup Wizard | 5. Creates list-based fields |

Short answer questions

1. What is a database?
2. What is the purpose of Microsoft Access?
3. What is the difference between a field and a table?
4. What is the use of a primary key?
5. Name any three data types used in MS Access.