

Chapter: 5

Introduction to Microsoft Access

Multiple Choice Questions

Q 1: To create a new database there is a button named:

- ☐ (A) Open ☐ (B) Select ☒ (C) Create ☐ (D) Retrieve

Q 2: To create a new database in Microsoft Access, which command is used?

- ☐ (A) Create New Database ☒ (B) File New Database
☐ (C) Create Database Wizard ☐ (D) Open New Database

Q 3: Microsoft Access saves the database with extension:

- ☒ (A) .mbd ☐ (B) .msdb ☐ (C) .madb ☐ (D) None of these

Q 4: It makes very simple to create a database:

- ☐ (A) Sample database ☐ (B) Common standard
☒ (C) Wizard ☐ (D) Easier programming

Q 5: It is simple to create database using:

- ☐ (A) Query ☐ (B) Common standards
☐ (C) Easier programming ☒ (D) Wizard

Q 6: Following represents wizard of DBMS:

- ☐ (A) Database wizard ☐ (B) Form wizard
☐ (C) Table wizard ☒ (D) All of these

Q 7: Following is not included in a database wizard:

- ☐ (A) Template ☐ (B) Selecting Fields
☐ (C) Customizations ☒ (D) Designing Database

Q 8: To create a database without wizard, while opening MS Access a dialog box is displayed:

- ☐ (A) File New Database ☐ (B) Insert Blank Database
☒ (C) Blank Access Database ☐ (D) All of these

Q 9: The _____ gives you the most existing database that you have used recently:

- ☐ (A) Black box ☒ (B) White Box ☐ (C) Check Box ☐ (D) None of these

Q10: To properly exit the MS Access application, Click on File Menu and choose:

- ☐ (A) Close ☒ (B) Exit ☐ (C) Return ☐ (D) Open

Q11: Which of the following is not a database object?

- ☐ (A) Table ☐ (B) Query ☐ (C) Form ☒ (D) MS - Word

Q12: A database consists of various components called:

- ☐ (A) Tools ☐ (B) Properties ☐ (C) Entities ☒ (D) Objects

Q13: Following is a collection of related data organized in rows and columns:

- ☒ (A) Table ☐ (B) Query ☐ (C) Form ☐ (D) Report

Q14: The major database objects in MS Access is / are:

☐ (A) Two☒ (B) Four☐ (C) Three☐ (D) Five

Q15: A record is complete set of the following type of fields:

☐ (A) Distinct☒ (B) Related☐ (C) Designed☐ (D) All of these

Q16: Following is not a database object:

☐ (A) Form☐ (B) Table☒ (C) Window☐ (D) Query

Q17: The following database object which actually stores data is called:

☒ (A) Table☐ (B) Form☐ (C) Query☐ (D) Report

Q18: In a table each row represents:

☒ (A) Record☐ (B) Field☐ (C) Form☐ (D) Data set

Q19: A row of table divided into columns is called:

☐ (A) Records☒ (B) Fields☐ (C) Entities☐ (D) Tuples

Q20: In a table each row represents:

☒ (A) Record☐ (B) Field☐ (C) Form☐ (D) Data set

Q21: Following object is used to display data as well as to change data of a database:

☒ (A) Form☐ (B) Report☐ (C) Both A & B☐ (D) None of these

Q22: A report may be based on:

☐ (A) Query☐ (B) Form☐ (C) Table☒ (D) Both A & C

Q23: Following is a statement that extracts specific information from the database:

☐ (A) Table☒ (B) Query☐ (C) Report☐ (D) Form

Q24: A database consists of various components called the:

☐ (A) Tool☐ (B) Properties☐ (C) Entities☒ (D) Object

Q25: Which of the following object of database is used to retrieve data from database?

☒ (A) Queries☐ (B) Forms☐ (C) Reports☐ (D) Tables

Q26: The output of a query is in the form of a:

☒ (A) Table☐ (B) Form☐ (C) Report☐ (D) Query

Q27: A record is a complete set _____ of field:

☐ (A) Distinct☒ (B) Related☐ (C) Designed☐ (D) All of them

Short Questions**Q1: What is Microsoft 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.

Q2: What is wizard?

Ans: A wizard is a helper application that makes performing complex tasks easier. A wizard has a simple decision in a window, which has back and next buttons underneath. When you have filled in the required data, you click the next button to go to the next window, or you can click the back button to change your previous decision.

Q3: What is a menu bar?

Ans: It is the second bar from the top. It consists of many words. Each word on this bar represents a menu. Every word on this bar also has a character underlined. This underlined character represents the short cut key combination for that particular menu.

Q4: What is a database object?

Ans: A component of a database system is known as database object. These database objects are used to manage data.

Q5: What is a table?

Ans: A 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. Each field is specified to store a particular type of data. Table can be viewed in different ways but most commonly used are datasheet view and design view.

Q6: What is a query?

Ans: A query is a database object used to get data from the database. In query we can specify a certain criteria to get the required data. The actual objective of data storage is that it can be retrieved whenever required. Using query object data can also be deleted and updated.

Q7: What is a form?

Ans: The window that is used to enter data into the database is called a 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 forms are linked to the table fields.

Q8: What are reports?

Ans: Reports are database objects used to represents queried data in a presentable format. Not all but most of the RDBMS provides this facility to its users. Reports can be generated on the basis of tables and queries. We can apply formatting on the reports to make them more presentable and understandable.

Q9: What is an IDE?

Ans: IDE stands for integrated development environment. It is a simple and easy way to do a task. It presents graphical objects like buttons, icons and menus to perform certain operations. Using IDE a new user and programmer can easily do their jobs. MS Access also provides the same facility for its users.