



# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VIII</b>	<b>Department : Computer Science</b>	<b>Year :2022-2023</b>
<b>HANDOUT</b>	<b>Topic: MS ACCESS CREATING DATABASE</b>	

## Differentiate between:

- Record and Field
  - A Record is a row in a table that contains information about a person, product or a event
  - Field is a column in a table that contains a specific piece of information within a record
- Data Sheet View and Design View
  - Datasheet view is useful when you need to create a table quickly consisting of few fields
  - In design view for greater control on its structure. You can describe the structure of the table before creating it.

## Answer in 1 or 2 sentences:

1. What is Microsoft Access?

Microsoft access is a relational database management system(RDBMS) that allows you to create, manage and process data in the form of multiple tables.

2. Why do we use templates in Access tables?

A new database can be created using a template which includes pre-built tables and form that can be used to fill our own data very easily.

3. Why do we need a primary key?

A primary key is a key that differentiates the records in a file. The data stored in the key field is unique to a specific record. Access uses this key to relate records of this table to those of another table.

4. What is the use of default value in the properties?

To speed up data entry for fields that usually contain the same value by making that value as the default.

## Answer in Brief:

1. What is the role of tables in Database?

Ans. Data base table is composed of records and fields that hold data. Tables are also called datasheet. Which is known as building blocks of Database.

2. Name different data types in Access

Ans. Text, Number, Date/ Time, Currency, Auto number Yes/No, OLE object.

3. Name the different field properties of database

Ans. Properties pane ,General Tab,Lookup tab , Drop-down list ,Property information ,Yes/no properties

4. What do you mean by changing the field size

Ans. Each field has a size that limits the amount of data you can store in it. There are different ways of expressing the field size depending on the type of field.

Field Type	Field size	Meaning
Text	255	You can specify any number of characters from 0 to 255
Number	Long integer	Byte, integer, Long integer, single, Double, Replication ID and decimal
Auto number	Long integer	To generate numbers automatically this field type is selected