

B.B.S.S.SEC.SCHOOL

SUB - COMPUTER

CLASS - VIII

## L-2 Introduction to MS Access

### Points to Remember

- Database is a collection of data and is made up of fields, records and files.
- MS Access is a relational database management system, which enables you to enter, edit and extract information from the database.
- Access provides templates for creating database.
- MS Access allows you to create, update, modify table at any time.
- Database management system is software for creating and managing databases.
- Database is a vital resource.
- Several templates are displayed in the "Getting Started with Microsoft Office Access" window.
- In MEMO, you can store up to \_\_\_\_\_ characters.
- The Navigation pane appears on the \_\_\_\_\_ side of the Access window.
- The keyboard shortcut to create new database is  $Ctrl+N$ .
- By default, MS Access saves database in the .accdb format.

## Chapter Revision

A. Fill in the blanks.

left vital 64,000 templates databases

1. Database management system is software for creating and managing \_\_\_\_\_.
2. Database is a \_\_\_\_\_ resource.
3. When you start MS Access, several \_\_\_\_\_ are displayed in the 'Getting started with Microsoft Office Access' window.
4. The Navigation Pane appears on the \_\_\_\_\_ side of the Access window.
5. In MEMO, you can store up to \_\_\_\_\_ characters.

B. State True or false.

1. Database is a collection of data.
2. By default, MS Access creates database in the .doc format.
3. Record Navigation bar resides on the top of the Access window.
4. Record, Ctrl + N is a keyboard shortcut to create new database.