

THE ASIAN SCHOOL
FOUNDATION OF INFORMATION TECHNOLOGY
Class-10
ch4 Working with tables

A. Answer the following

(2*8)

1 Explain the Datasheet View and Design View.

Ans:

Design view enables you to design and set up your database (kind of a "behind the scenes" view of your database). This is where you set up and configure your tables, forms, reports, etc.

Date sheet view: To see many records of data in your Access app at the same time, use a Datasheet view. When you add a new table to your Access app or import data into your app, Access automatically creates a **Datasheet view** for each table but you can create additional Datasheet views for your tables. The Datasheet view has built-in filtering and sorting options available when you want to search or filter for specific data. The Datasheet view is also useful for quickly viewing the details of many records, adding new records, and deleting records from a table.

2: Write the steps to move a column.

Ans: To move a row or column using the mouse, follow these steps:

Select the entire row or column that you want to move.

Click on the highlighted row or column, and hold down the mouse button. Shortly the pointer should change to a "ghost" insertion point with a small box next to the pointer arrow.

Drag the row or column to the place where you want it to be. You should position the insertion point in the row or column before which your moved row or column will appear.

Release the mouse button. The row or column is moved.

2 What do you understand by Data Validation? What is the role of Field Properties in this process?

Ans: **Validating data in Microsoft Access** allows you to check data whilst it is being entered by the database user and will enable you to not save the data if it breaks any validation rules or routines. It is easy for an end user to make a mistake when they are entering data or even to leave out important details that must be entered, so we need to check this data when it is being entered into the database. Allowing invalid data to be entered into the database ensures that the database and the data available will become less valuable and harder for the user to use.

we can apply a validation rule to a field or to a record. At the field level, the rule checks the data for only the field constrained by the rule. For example, you might restrict an hours worked field to values between 0 and 40

3 What do you understand by Index property?

Ans :Records in base tables aren't stored in any particular order. Setting the **Index** property changes the order of records returned from the database; it doesn't affect the order in which the records are stored.

The specified **Index** object must already be defined. If you set the **Index** property to an **Index** object that doesn't exist or

4: What do you mean by Default value? Explain with the help of an example.

Ans: Default values, in the context of databases, are preset values defined for a column type. Default values are used when many records hold similar data.

For eg in a boys school in a boys school the gender of all students will be male

6: Explain the process to remove a Primary key.

Ans: Click the row selector for the current primary key.

If the primary key consists of a single field, click the row selector for that field.

If the primary key consists of multiple fields, click the row selector for any field in the primary key.

On the **Design** tab, in the **Tools** group, click **Primary Key**.

The key indicator is removed from the field or fields that you previously specified as the primary key.

7: What do you understand by Sorting? How can you sort data in Access?

Ans : Sorting is arranging of database either in ascending or descending on a specific feield or attribute of a column.

Steps to sort data

Select the field you want to be sorted.

Go to the Home tab and click on the Ribbon, and click on Sort and Filter Group.

Make a selection between Ascending or Descending, to sort out the selected fields.

The selected field in the table will be now be sorted, in the order you selected.

8: How will you rename a field?

Ans open a database in design view

Double click on field name

Give new name of feild

B. Check the Right Answer

(1*5)

1: Which key is pressed to insert a new field in a table?

a. Ctrl+V b. Ctrl+Shift c. Ctrl+Enter

Ans: Ctrl+Shift

2: Which key is pressed to save the database?

a. Ctrl+S b. Ctrl+V c. Ctrl+C

Ans: Ctrl+S

3: How many default Column headers are present for tables in Design View?

a. One b. Two c. Three

Ans: Three

4: Which Data Type has the largest storage capacity?

a. Text b. Memo c. Hyperlink

Ans: Memo

5: Which property is used to add Tag into a field?

a. Smart tag b. Validation Text c. Validation Rule

Ans: Smart tag

C. Application Based the following

(1*2)

1. AmEx corporation is designing a database for all its employees. The designers want to store the passport number of each employee linked to their respective names. Can you suggest which DataType should they use?

Ans: text

2. Class X is going for a picnic to Jaipur. The class teacher has asked you to prepare a database with the following fields for storing the students' information: Student Name, Admission Number, Section and Teacher Incharge (i) Select a Primary key for the table. (ii) Ensure that the field of Admission Number should not be left blank.

Ans: admission number

D. Answer The Following

1 Explain the steps to Filter data in a Datasheet.

Ans: The filter icon in the column header and the record navigator bar indicates that the current view is filtered on the BirthDate column.

2. In the datasheet view, when you hover, the mouse, over the column heading, you will see the current filter criterion.

2: What are Data Types? Explain any two of them.

Ans:

Data type	Description	Storage
Memo	Memo is used for larger amounts of text. Stores up to 65,536 characters. Note: You cannot sort a memo field. However, they are searchable	
Byte	Allows whole numbers from 0 to 255	1 byte
Integer	Allows whole numbers between -32,768 and 32,767	2 bytes

3: Describe the term Advanced Filter

Ans: Open a table, query, form, or report in any of the following views: Datasheet, Form, Report, or Layout. Make sure that the view is not already filtered. ... On the Home tab, in the Sort & Filter group, click Advanced and then click Advanced Filter/Sort on the shortcut menu.

4: Write the steps to change the view of your table.

Ans: Home tab, in the **Views** group, click **View**, and then click Design **View**. / other view

5: What is the difference between Freezing and Hiding columns?

Ans: when we hide a column it is no more visible to us until and unless we unhide it while if we freeze a column even if we scroll the screen even then that is visible to us

6: How is Sorting data different from Filtering data?

Ans: sorting is arranging of data either in ascending or descending order on a specific field.

Filtering is displaying of selected records that satisfy the given condition.

7: Write the steps to insert and delete a row in Design View.

Ans: In the Navigation Pane, locate and double-click the table to which you want to add the field.

Access opens the table in Datasheet view.

Scroll to the right or left side of the datasheet (depending on your Windows Regional and Language settings), and locate the blank column.

By default, the words **Add New Field** appear in the column header of the blank column. This figure illustrates a typical blank column.



- Double-click the column header and enter a name for the new field.

8: Explain the use of each icon present on the Record Navigation toolbar

Ans:

Record	◀	◀	1 of 1	▶	▶	▶0	No Filter	Search	
	1	2	3	4	5	6			

1 takes you on first record

2 moves to previous record

3 moves to specific record

4 takes you to next record

5 moves to last record

6 Go to a new record