Chapter 5

WORKSHEET

I. Tick (✓) the correct option.

1. A set of various fields is called:

   (a) File ☐   (b) Database ☐

   (c) Record ☐   (d) None of these ☐

2. _____ is located at the right-side of the Record Navigation bar and is used to search for any term in the current object.

   (a) Status bar ☐   (b) Record search box ☐

   (c) Ribbon ☐   (d) Field box ☐

3. Functions of a DBMS include:

   (a) Searching for data ☐   (b) Storing the data ☐

   (c) Arranging the data ☐   (d) All of these ☐

4. Which of the following is not a data type in MS Access?

   (a) Number ☐   (b) Short text ☐

   (c) Long text ☐   (d) Very short text ☐

5. Which of the following defines a primary key?

   (a) It contains unique data. ☐

   (b) It is required to save a database. ☐

   (c) It is a key to open or close a table. ☐

   (d) It is a compulsory component of a table. ☐

II. Fill in the blanks.

1. A _____ is an organised collection of data and information in a systematic way.

2. A DBMS maintains _____ by ensuring different views for different users in the database.

3. A _____ is a column within a table that contains only one type of information.

4. _____ is the smallest unit of a database.

5. _____ is a software package that allows a user to create, update and extract a database.