## A Choose the correct option for each of the following.

1. Which of the following Field properties can be set in MS Access?
   a. Format b. Caption c. Validation Text d. All of these
2. Which of the following is not a valid date format?
   a. Short date b. Long date c. Full date d. General date
3. Which of the following is the General Number format for a Number field?
   a. 9823.888 b. 9,823.89 c. $9,823.89 d. None of these
4. In which of the following tabs will you find the View button?
   a. Create b. Datasheet c. Home d. File
5. Which of the following is the new data type introduced in MS Access 2010?
   a. Text b. Calculated c. Lookup Wizard d. Memo

## B Fill in the blanks using the words given below.

status bar | Tables | input mask | field property | validation text property

1. Tables are the backbone of any database.
2. In the Datasheet View, the description of a field is displayed on the status bar when the insertion point is on that particular field.
3. A field property is an attribute that defines the field's appearance or behaviour within a database.
4. The validation text property field property controls the entry of data by the user.
5. In the status bar input mask, you enter the error message which is displayed when you try to enter a data value that violates the expression given in validation rule property.

## C State whether the following statements are true (T) or false (F).

1. Field Property Pane is present in the upper half of the Design View window. F
2. A 1 byte number field can store only integers ranging from 0 to 255. T
3. Text and Memo fields have fixed field value sizes of 20 characters. F
4. A caption is in the form of a text string. T
5. A lookup field restricts data entry by the user. F

## D Answer the following questions.

1. Name the two views in which a table can be created in MS Access. P-30
2. Explain the two sections of Design View. P-30
3. Define a primary key. What are the two requisites for a field to become a primary key? P-31
4. Write the steps to rename and delete a field from an already existing table. P-32
5. From where can you get the list of values for a lookup field? P-34