

**EMMANUEL MISSION SR SEC SCHOOL, BEAWAR**

**ONLINE CLASSES**

**WEEK 1 - 6 (06.07.2020)**

**CLASS - VIII**

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**COMPUTER**

WEEK 1 : [https://youtu.be/Tp\\_ABB6SgIw](https://youtu.be/Tp_ABB6SgIw)

WEEK 2 : <https://youtu.be/lpSeTUIU1is>

WEEK 3 : <https://youtu.be/XUWEgYX43mQ>

WEEK 4 : Kindly see below

WEEK 5 : Kindly see below

WEEK 6 : Kindly see below

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# COMPUTER

## CLASS-VIII

### LESSON 1-Database using Microsoft Access 2010

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#### QI. Answer in one word:

**Ans1:** Record.

**Ans2:** Number, Character, Date.

**Ans3:** Example: Relational database maintained by bank.

**Ans4:** Reports.

**Ans5:** Database Tools Tab.

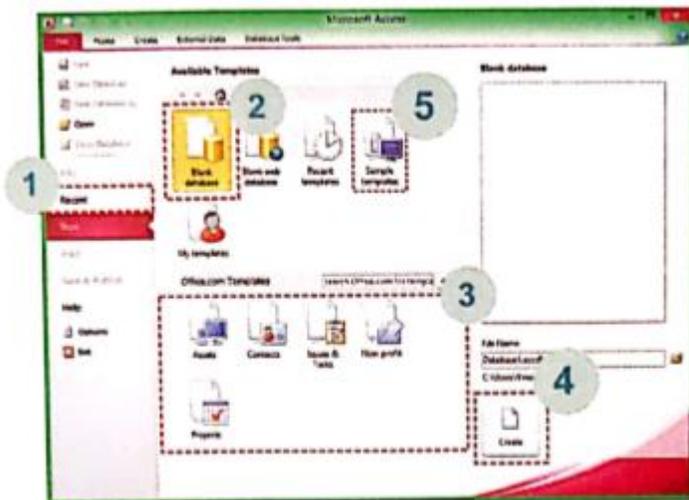
#### QIII. Fill in the blanks:

**Answers:** (i) Structured Query Language    (ii) Microsoft Access    (iii) Queries

(iv) Documents

(v) Character

#### QIV. Label the marked parts:



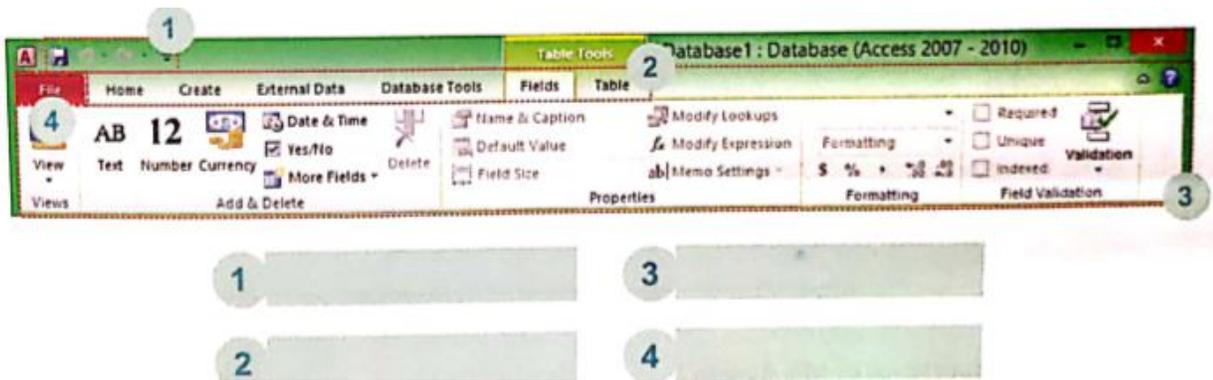
**Answers:** (i) Recent Databases

(ii) Blank Database button

(iii) Office.com templates

(iv) Create button

(v) Sample Database Templates



**Answers:** (1) Quick Access Toolbar (2) Tabs (3) Ribbon (4) File tab

**QV. Answer the following in one line.**

**Ans1:** Database is a collection of information that is organized so that it can be easily accessed, managed and updated.

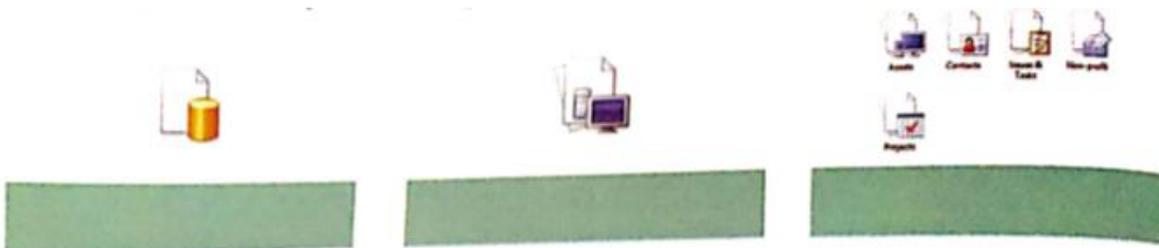
**Ans2:** A set of data arranged in the form of rows and columns is a table.

**Ans3:** Relational database management system.

**Ans4:** Microsoft Access is a relational database management system, it allows information to be stored, organized and manipulated using a computer.

**Ans5:** Home tab contains controls for changing fonts, performing queries, cut/copy/paste etc.

**QVI. Identify the startup screen options and write down their uses.**



**Answers:** (i) Blank Database (ii) Sample templates (iii) Office.com templates

**QVII. Answer the following:**

**Ans1:** Primary key is used to uniquely identify a record in a table.

**Ans2:** The tabs available in Ms Access are: Home tab, Create tab, External Data tab, Database Tools Tab, Table tools tab.

**Ans3:** The groups have an arrow in the bottom right corner, when we click them a box will open is known as Dialog box Launcher.

**Ans4:** Database is used according to our understanding so that we can easily access it.

**Ans5:** Relational Database is a database system in which any field can be a component of more than one database table.

**QVIII. Answer the following briefly.**

**Ans1:** The steps to launch Ms Access are: Click the start button→All programs→Microsoft office→Microsoft Access 2010.

**Ans2:** The main database objects in Ms Access are:



- (i) Tables are used to store information.
- (ii) To get Information from the table Queries are used.
- (iii) Reports are used to print result of a query.
- (iv) Data input and querying can be done using forms.

**Ans3: The steps to create database are:**

Ans3: The steps to create a database are:

- (i) Click the blank Database button.
- (ii) Type a name for the Database.
- (iii) Choose a location to save the database.

**Assignment: Section II do it in your text book.**

# COMPUTER

## CLASS-VIII

### LESSON-2- Tables in Ms Access 2010

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#### QI. Fill in the blanks:

**Answers:** (i) Rows and Columns (ii) Primary Key (iii) Create  
(iv) Totals button (v) Sorting

#### QII. Answer the following in one word:

**Ans1:** Primary key

**Ans2:** Design View

**Ans3:** Tools group

**Ans4:** Tab key

**Ans5:** Records group

#### QIV. Identify the tabs for the following button.

**Answers:** (1). Delete button – Home tab  
(2). Relationships button -Database Tools tab  
(3). Table button - Create tab  
(4). Primary key button - Design tab  
(5). Remove sort button -Home tab

#### QV. Choose the correct answers:

**Answers:** (i) Sorting records (ii) Filtering (iii) Sort & Filter group  
(v) To build a new relationship (vi) Delete

#### QVI. Answer the following in one line.

**Ans1:** Datasheet view is used to create a table, enter data, retrieve data and perform some other task.

**Ans2:** Design view and Datasheet view.

**Ans3:** A primary key is a key that uniquely identifies a record in a table.

**Ans4:** In two ways we can sort the column that is ascending order and descending order.

**Ans5:** A table is a set of rows and columns where data is arranged.

**QVII. Answer the following.**

**Ans1:** Sorting is arranging the data either in ascending or descending order.

**Ans2:** There are two types of views: Design view and Datasheet view.

<b>Design view</b>	<b>Datasheet view</b>
<ol style="list-style-type: none"><li>1. Design view allows you to create or change the table, form or any other database object.</li><li>2. It is used to design the structure of a table.</li></ol>	<ol style="list-style-type: none"><li>1. A datasheet view displays the information stored in a table in columns and rows.</li><li>2. It is used to enter data, retrieve data and perform some other task.</li></ol>

**Ans3:** Yes we can add data to the table. To add data to the table we must switch to the datasheet view for this we have to

- (i) Click on Home tab.
- (ii) Click on the View button.
- (iii) Click on the Datasheet View option from the list of views displayed.

**Ans4:** In relational database tables are related to one another to show such relationship among the tables we use to build relationship between them.

**Assignment:** Section III and VIII of lesson-2 of your book, do it in your textbook itself.

# COMPUTER

## CLASS –VIII

### LESSON-3-Queries in Ms Access 2010

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#### QI. Fill in the blanks:

**Answers:** (1) Query Design View or Query Wizard      (2) Queries      (3) Create tab  
(4) Quick Access      (5) Query Design View

#### QII. Answer the following in one word.

**Ans1:** Sorting.

**Ans2:** The first step to create a query is to open the table on which you are going to create your query in Query Design view.

**Ans3:** Design tab.

**Ans4:** Navigation pane helps you to access the saved query.

**Ans5:** Criteria field indicate how to filter the records in the query output.

#### QIV. Answer the following.

**Ans1:** To change from Datasheet view to Query design view:

1. Activate the Home tab.
2. Click the down arrow below View in the Views group.
3. Click on the Design View.

**Ans2:** The fields available in Query Design View are: Field, Table, Sort, Show, Criteria.

**Ans3:** Queries are a fundamental means of accessing and displaying data from tables.

**Ans4:** The three main sections are:

1. Table/Queries
2. Available fields
3. Selected fields

**Ans5:** The two major sections in Query Design View are:

1. Top section- The table used for the query are displayed along with the available fields.
2. Bottom section- Those fields that have been selected for use in the query are displayed.

**QV. Answer the following in detail.**

**Q1. Write the uses of Single Table Query.**

**Ans1:** Single table queries are useful to gain a view of the data in a table that:

1. Only display certain fields in the output.
2. Sort the records in a particular order.
3. Perform some statistics on the record such as calculating the sum, counting the number of records.
4. Filter the records by showing only those records that match some criteria.

**Assignment: Section III and VI do it in your text book itself.**