⑤ Database concepts using LibreOffice Base

Q.1. Fill in the Blanks

(1) _____ means all kinds of facts, figures and details related to people, places, things or events.

(2) _____ must be processed in a proper way to generate the useful and meaning information.

(3) _____ is the required result obtained from processing of the data.

(4) _____ is the output generated through processing of raw data.

(5) _____ is important because it forms the foundation for decision making.

(6) _____ is a collection of related data items stored in an organised manner.

(7) A _____ consist of different objects like table, query, form and report.

(8) _____ is a collection of related data.

(9) _____ is used to retrieve information from database.

(10) _____ is used to collect the information from user.

(11) _____ is used to represent the data in printed form.

Ans.	(1) Data	(2) Data	(3) Information	(4) Information
	(5) Information	(6) Database	(7) Database	(8) Table
	(9) Query	(10) Form	(11) Report	

Q.2. True or False

(1) Information means all kinds of facts, figures and details related to people, places, things or events.

(2) Data must be processed in a proper way to generate the useful and meaning information.

(3) Data is the required result obtained from processing of the data.

(4) Information is the output generated through processing of raw data.

(5) Query is important because it forms the foundation for decision making.

(6) Database is a collection of related data items stored in an organised manner.

(7) A Database consist of different objects like table, query, form and report.

(8) Table is a collection of related data.

(9) Information is used to retrieve information from database.

(10) Form is used to collect the information from user.

(11) Report is used to represent the data in printed form.

Ans.	(1) Falsc	(2) Truc	(3) Falsc	(4) Truc	(5) False
	(6) True	(7) True	(8) True	(9) False	(10) True
	(11) True				

Q.3. Multiple Choice Question (Single Choice)

(1) _____ means all kinds of facts, figures and details related to people, places, things or events.

(A) Data   (B) Information   (C) Database   (D) Table

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(2) _____ must be processed in a proper way to generate the useful and meaning information.

(A) Data   (B) Information   (C) Database   (D) Table

(3) _____ is the required result obtained from processing of the data.

(A) Data   (B) Information   (C) Database   (D) Table

(4) _____ is the output generated through processing of raw data.

(A) Data   (B) Information   (C) Database   (D) Table

(5) _____ is important because it forms the foundation for decision making.

(A) Data   (B) Information   (C) Database   (D) Table

(6) _____ is a collection of related data items stored in an organised manner.

(A) Data   (B) Information   (C) Database   (D) Table

(7) A _____ consist of different objects like table, query, form and report.

(A) Data   (B) Information   (C) Database   (D) Table

(8) _____ is a collection of related data.

(A) Data   (B) Information   (C) Database   (D) Table

(9) _____ is used to retrieve information from database.

(A) Query   (B) Form   (C) Report   (D) Table

(10) _____ is used to collect the information from user.

(A) Query   (B) Form   (C) Report   (D) Table

(11) _____ is used to represent the data in printed form.

(A) Query   (B) Form   (C) Report   (D) Table

Ans.	(1)	Data	(2)	Data	(3)	Information	(4)	Information
	(5)	Information	(6)	Database	(7)	Database	(8)	Table
	(9)	Query	(10)	Form	(11)	Report		

Q.4. Multiple Choice Two Correct Answers

(1) Data must be processed in a proper way to generate the _____ and _____ information.

(A) Useful   (B) Meaning   (C) Facts   (D) Figures   (E) Details

Ans. (1)	(A) Useful	(B) Meaning

Q.5. Multiple Choice Three Correct Answers

(1) Data means all kinds of _____, _____ and _____ related to people, places, things or events.

(A) Useful   (B) Meaning   (C) Facts   (D) Figures   (E) Details

Ans. (1)	(C) Facts	(D) Figures	(E) Details

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Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Data	(a)	Facts, figures and details
(2)	Information	(b)	Foundation for decision making
(3)	Database	(c)	Objects like table, query, form and report
(4)	Table	(d)	Collection of related data

(B)	Column 'A'		Column 'B'
(1)	Query	(a)	Retrieve information from database
(2)	Form	(b)	Collect the information from user
(3)	Report	(c)	Represent the data in printed form

Q.7. Answer Briefly

Q.1. Explain the concepts of DBMS.

(1) **Data** means all kinds of facts, figures and details related to people, places, things or events.

(2) **Data** must be processed in a proper way to generate the useful and meaning information.

(3) **Information** is the required result obtained from processing of the data.

(4) **Information** is the output generated through processing of raw data.

(5) **Information** is important because it forms the foundation for decision making.

(6) **Database** is a collection of related data items stored in an organised manner.

(7) A **Database** consist of different objects like table, query, form and report.

(8) **Table** is a collection of related data.

(9) **Query** is used to retrieve information from database.

(10) **Form** is used to collect the information from user.

(11) **Report** is used to represent the data in printed form.

Q.1. Fill in the Blanks

(12) DBMS stands for _____

(13) A _____ is a software designed to define, manipulate, retrieve and manage data in a database.

(14) _____ provides various functions that allow entry, storage and retrieval of large quantities of information and provide ways to manage that information.

(15) _____ also defines rules to validate and manipulate the data.

Ans.	(12)	Database Management System Software	(13)	Database Management System
	(14)	Database Management System	(15)	Database Management System

Q.2. True or False

(12) DBMS stands for Database Management System Software.

(13) A Database Management System is a software designed to define, manipulate, retrieve and manage data in a database.

(14) Database Management System provides various functions that allow entry, storage and retrieval of large quantities of information and provide ways to manage that information.

(15) Database Management System also defines rules to validate and manipulate the data.

Ans. (12) True	(13) True	(14) True	(15) True

Q.3. Multiple Choice Question (Single Choice)

(12) DBMS stands for _____

    (A) Database Management System Software   (B) Database Manager System Software

    (C) Direct Manager System   (D) Database Migrant System

(13) A _____ is a software designed to define, manipulate, retrieve and manage data in a database.

    (A) Database Manager System Software   (B) Database Management System

    (C) Direct Manager System   (D) Database Migrant System

(14) _____ provides various functions that allow entry, storage and retrieval of large quantities of information and provide ways to manage that information.

    (A) Database Manager System Software   (B) Database Management System

    (C) Direct Manager System   (D) Database Migrant System

(15) _____ also defines rules to validate and manipulate the data.

    (A) Database Manager System Software   (B) Database Management System

    (C) Direct Manager System   (D) Database Migrant System

Ans. (12) Database Management System Software	(13) Database Management System
(14) Database Management System	(15) Database Management System

Q.4. Multiple Choice Two Correct Answers

(1) Database Management System also defines rules to _____ and _____ the data.

    (A) Entry   (B) Storage   (C) Retrieval   (D) Validate   (E) Manipulate

Ans. (1)   (D) Validate   (E) Manipulate

Q.5. Multiple Choice Three Correct Answers

(1) Database Management System provides various functions that allow_____, _____ and _____of large quantities of information and provide ways to manage that information.

    (A) Entry   (B) Storage   (C) Retrieval   (D) Validate   (E) Manipulate

Ans. (1)   (A) Entry   (B) Storage   (C) Retrieval

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Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Database Management System	(A)	Defines rules to validate and manipulate the data.

Q.7. Answer Briefly

Q.2. Explain the concepts of DBMS.

(1) DBMS stands for Database Management System Software

(2) A Database Management System is a software designed to define, manipulate, retrieve and manage data in a database.

(3) Database Management System provides various functions that allow entry, storage and retrieval of large quantities of information and provide ways to manage that information.

(4) Database Management System also defines rules to validate and manipulate the data.

Q.1. Fill in the Blanks

(16) _____ is an open source database management system software.

(17) _____ designed to allow users to easily create, access, modify and view database.

(18) RDBMS stands for _____.

(19) _____ is a Relational Database Management Software(RDBMS).

(20) A DBMS that is based on relational data model is called as _____.

(21) A _____ is the internal structure of database which describes way of storing and retrieving of data.

(22) _____ is one of the most popular data model because it is very simple to understand and to manipulate.

(23) In _____ data is stored in the most simple and versatile structure i.e table.

(24) _____ is collection of related data objects known as Tables, Forms, Queries and Reports.

Ans. (16) Base   (17) Base
(18) Relational Database Management Software   (19) Base
(20) Relational Database Management Software   (21) Data Model
(22) Relational data model
(23) Relational Database Management Software   (24) Base

Q.2. True or False

(16) Base is an open source database management system software.

(17) Data Model designed to allow users to easily create, access, modify and view database.

(18) RDBMS stands for Relational Database Management Software.

(19) Base is a Relational Database Management Software(RDBMS).

(20) A DBMS that is based on relational data model is called as Relational Database Management Software.

(21) A Base is the internal structure of database which describes way of storing and retrieving of data.

(22) Base is one of the most popular data model because it is very simple to understand and to manipulate.

(23) In Relational Database Management Software data is stored in the most simple and versatile structure i.e table.

(24) Relational data model is collection of related data objects known as Tables, Forms, Queries and Reports.

Ans.	(16) True	(17) False	(18) True	(19) True	(20) True
	(21) False	(22) False	(23) True	(24) False	

Q.3. Multiple Choice Question (Single Choice)

(16) _____is an open source database management system software.

(A) Base   (B) Relational Database Management Software   (C) Data Model

(D) Relational data model

(17) _____designed to allow users to easily create, access, modify and view database.

(A) Base   (B) Relational Database Management Software   (C) Data Model

(D) Relational data model

(18) RDBMS stands for _____.

(A) Relational Database Management Software   (B) Regional Database Management System

(C) Relational Direct Manager System   (D) Regional Database Management Software

(19) _____is a Relational Database Management Software(RDBMS).

(A) Base   (B) Relational Database Management Software   (C) Data Model

(D) Relational data model

(20) A DBMS that is based on relational data model is called as _____.

(A) Base   (B) Relational Database Management Software   (C) Data Model

(D) Relational data model

(21) A _____is the internal structure of database which describes way of storing and retrieving of data.

(A) Base   (B) Relational Database Management Software   (C) Data Model

(D) Relational data model

(22) _____is one of the most popular data model because it is very simple to understand and to manipulate.

(A) Base   (B) Relational Database Management Software   (C) Data Model

(D) Relational data model

(23) In _____ data is stored in the most simple and versatile structure i.e table.

(A) Base   (B) Relational Database Management Software   (C) Data Model

(D) Relational data model

(24) _____is collection of related data objects known as Tables, Forms, Queries and Reports.

(A) Base   (B) Relational Database Management Software   (C) Data Model

(D) Relational data model

| Ans. (16) | Base | (17) | Base | (18) | Relational Database Management Software |

Ans. (16) Base   (17) Base   (18) Relational Database Management Software
(19) Base   (20) Relational Database Management Software
(21) Data Model   (22) Relational data model
(23) Relational Database Management Software   (24) Base

Q.4. Multiple Choice Two Correct Answers

(1) A data model is the internal structure of database which describes way of _____ and _____ of data.

(A) Understand   (B) Storing   (C) Manipulate   (D) Retrieving   (E) Simple

(2) Relational data model is one of the most popular data model because it is very simple to _____ and to_____.

(A) Understand   (B) Storing   (C) Manipulate   (D) Retrieving   (E) Simple

(3) In RDBMS data is stored in the most _____ and _____ structure i.e table.

(A) Understand   (B) Storing   (C) Manipulate   (D) Simple   (E) Versatile

Ans. (1) (B) Storing   (D) Retrieving   (2) (A) Understand (C) Manipulate
(3) (D) Simple   (E) Versatile

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Base	(a)	Open source database management system software
(2)	Relational Database	(b)	A DBMS that is based on relational data Management Software
(3)	Data Model	(c)	Internal structure of database
(4)	Relational data model	(d)	Simple to understand and to manipulate

Q.7. Answer Briefly

Q.3. What is Base

(1) **Base** is an open source database management system software.

(2) **Base** designed to allow users to easily create, access, modify and view database.

(3) RDBMS stands for **Relational Database Management Software.**

(4) **Base** is a Relational Database Management Software(RDBMS).

(5) A DBMS that is based on relational data model is called as **Relational Database Management Software.**

(6) A **Data Model** is the internal structure of database which describes way of storing and retrieving of data.

(7) **Relational data model** is one of the most popular data model because it is very simple to understand and to manipulate.

(8) In **Relational Database Management Software** data is stored in the most simple and versatile structure i.e table.

(9) **Base** is collection of related data objects known as Tables, Forms, Queries and Reports.

Q.1. Fill in the Blanks

(25) _____ is the topmost bar present on the screen of Base.

(26) _____ displays icon of the application, name of the file and name of the application.

(27) _____ consist of three buttons on right corner as minimize, maximize/ restore and close.

(28) _____ is present below Title bar.

(29) _____ displays names of different menus as File, Edit, View, Insert, Tools, Windows, Help etc.

(30) _____ consist of different icons which are used for standard operations.

(31) Rest of the part below standard tool bar is called as_____.

(32) _____ is divided into two panes - Left pane and Right pane.

(33) _____ displays name of database objects like tables, queries, forms and reports.

(34) _____ displays activities related to that particular object.

Ans.	(25) Title Bar	(26) Title Bar	(27) Title Bar
	(28) Menu Bar	(29) Menu Bar	(30) Standard tool bar
	(31) Working Area	(32) Working Area	(33) Left pane
	(34) Right pane		

Q.2. True or False

(25) Title Bar is the topmost bar present on the screen of Base.

(26) Title Bar displays icon of the application, name of the file and name of the application.

(27) Title Bar consist of three buttons on right corner as minimize, maximize/ restore and close.

(28) Standard tool bar is present below Title bar.

(29) Menu Bar displays names of different menus as File, Edit, View, Insert, Tools, Windows, Help etc.

(30) Menu Bar consist of different icons which are used for standard operations.

(31) Rest of the part below standard tool bar is called as Working Area.

(32) Working Area is divided into two panes- Left pane and Right pane.

(33) Right pane displays name of database objects like tables, queries, forms and reports.

(34) Left pane displays activities related to that particular object.

Ans.	(25) True	(26) True	(27) True	(28) False	(29) True
	(30) False	(31) True	(32) True	(33) False	(34) False

Q.3. Multiple Choice Question (Single Choice)

(25) _____ is the topmost bar present on the screen of Base.

    (A) Title Bar   (B) Menu Bar   (C) Standard tool bar   (D) Working Area

(26) _____ displays icon of the application, name of the file and name of the application.

    (A) Title Bar   (B) Menu Bar   (C) Standard tool bar   (D) Working Area

(27) _____ consist of three buttons on right corner as minimize, maximize/ restore and close.

    (A) Title Bar   (B) Menu Bar   (C) Standard tool bar   (D) Working Area

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(28) _____is present below Title bar.

  (A) Title Bar   (B) Menu Bar   (C) Standard tool bar   (D) Working Area

(29) _____displays names of different menus as File, Edit, View, Insert, Tools, Windows, Help etc.

  (A) Title Bar   (B) Menu Bar   (C) Standard tool bar   (D) Working Area

(30) _____consist of different icons which are used for standard operations.

  (A) Title Bar   (B) Menu Bar   (C) Standard tool bar   (D) Working Area

(31) Rest of the part below standard tool bar is called as_____.

  (A) Title Bar   (B) Menu Bar   (C) Standard tool bar   (D) Working Area

(32) _____is divided into two panes- Left pane and Right pane.

  (A) Title Bar   (B) Menu Bar   (C) Standard tool bar   (D) Working Area

(33) _____displays name of database objects like tables, queries, forms and reports.

  (A) Left pane   (B) Right pane   (C) Standard tool bar   (D) Working Area

(34) _____displays activities related to that particular object.

  (A) Left pane   (B) Right pane   (C) Standard tool bar   (D) Working Area

Ans.	(25) Title Bar	(26) Title Bar	(27) Title Bar
	(28) Menu Bar	(29) Menu Bar	(30) Standard tool bar
	(31) Working Area	(32) Working Area	(33) Left pane
	(34) Right pane		

Q.4. Multiple Choice Two Correct Answers

(1) Working Area is divided into two panes _____and_____.

  (A) Left pane   (B) Icon of the application   (C) Name of the file

  (D) Name of the application   (E) Right pane

Ans. (1)   (A) Left pane   (E) Right pane

Q.5. Multiple Choice Three Correct Answers

(1) Title Bar displays_____, _____and_____.

  (A) Left pane   (B) Icon of the application   (C) Name of the file

  (D) Name of the application   (E) Right pane

(2) Title Bar consist of three buttons on right corner as_____, _____ &_____.

  (A) Minimize   (B) Maximize/ Restore   (C) Close

  (D) Name of the application   (E) Right pane

Ans. (1)	(B) Icon of the application	(C) Name of the file	(D) Name of the application
(2)	(A) Minimize	(B) Maximize / Restore	(C) Close

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Title Bar	(a)	Topmost bar present on the screen of Base
(2)	Menu Bar	(b)	Present below Title bar.
(3)	Standard tool bar	(c)	Consist of different icons which are used for standard operations.
(4)	Working Area	(d)	Divided into two panes- Left pane and Right pane.

(B)	Column 'A'		Column 'B'
(1)	Left pane	(a)	Database objects like tables, queries, forms and reports
(2)	Right pane	(b)	Displays activities related to that particular object.

Q.7. Answer Briefly

Q.4. Discuss the screen of Base consist of following parts.

(1) **Title Bar** is the topmost bar present on the screen of Base.

(2) **Title Bar** displays icon of the application, name of the file and name of the application.

(3) **Title Bar** consist of three buttons on right corner as minimize, maximize/ restore and close.

(4) **Menu Bar** is present below Title bar.

(5) **Menu Bar** displays names of different menus as File, Edit, View, Insert, Tools, Windows, Help etc.

(6) **Standard tool bar** consist of different icons which are used for standard operations.

(7) Rest of the part below standard tool bar is called as **Working Area**.

(8) **Working Area** is divided into two panes- Left pane and Right pane.

(9) **Left pane** displays name of database objects like tables, queries, forms and reports.

(10) **Right pane** displays activities related to that particular object.

Q.1. Fill in the Blanks

(35) _____ is a basic unit for storing data in database.

(36) _____ are organised in the form of columns and rows.

(37) Before creating a table user should first decide the _____.

(38) _____ is any real world object about which data is to be stored.

(39) Each _____ has collection of attributes associated with it.

(40) _____ of an entity are stored in the form of columns.

(41) The information stored under each column forms a row which is called as_____.

Ans.	(35) Table	(36) Tables	(37) Entity	(38) Entity
	(39) Entity	(40) Attributes	(41) Record or Tuple	

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Q.2. True or False

(35) Entity is a basic unit for storing data in database.

(36) Tables are organised in the form of columns and rows.

(37) Before creating a table user should first decide the Table.

(38) Entity is any real world object about which data is to be stored.

(39) Each Entity has collection of attributes associated with it.

(40) Record or Tuple of an entity are stored in the form of columns.

(41) The information stored under each column forms a row which is called as Attributes.

Ans.	(35) False	(36) True	(37) False	(38) True	(39) True
	(40) False	(41) False			

Q.3. Multiple Choice Question (Single Choice)

(35) _____ is a basic unit for storing data in database.

    (A) Table   (B) Entity   (C) Attributes   (D) Record or Tuple

(36) _____ are organised in the form of columns and rows.

    (A) Tables   (B) Entity   (C) Attributes   (D) Record or Tuple

(37) Before creating a table user should first decide the _____.

    (A) Tables   (B) Entity   (C) Attributes   (D) Record or Tuple

(38) _____ is any real world object about which data is to be stored.

    (A) Tables   (B) Entity   (C) Attributes   (D) Record or Tuple

(39) Each _____ has collection of attributes associated with it.

    (A) Tables   (B) Entity   (C) Attributes   (D) Record or Tuple

(40) _____ of an entity are stored in the form of columns.

    (A) Tables   (B) Entity   (C) Attributes   (D) Record or Tuple

(41) The information stored under each column forms a row which is called as_____.

    (A) Tables   (B) Entity   (C) Attributes   (D) Record or Tuple

Ans.	(35) Table	(36) Tables	(37) Entity	(38) Entity
	(39) Entity	(40) Attributes	(41) Record or Tuple	

Q.4. Multiple Choice Two Correct Answers

(1) Tables are organised in the form of _____ and_____.

    (A) Columns   (B) Rows   (C) Tables

    (D) Entity   (E) Attributes

Ans.	(1) (A) Columns	(B) Rows

Q.6.Match the following

(A)	Column 'A'		Column 'B'
(1)	Table	(a)	Basic unit for storing data in database
(2)	Entity	(b)	Real world object about which data is to be stored
(3)	Attributes	(c)	Entity are stored in the form of columns
(4)	Record or Tuple	(d)	The information stored under each column forms a row

Q.7. Answer Briefly

Q.5. What is Table?

(1) **Table** is a basic unit for storing data in database.

(2) **Tables** are organised in the form of columns and rows.

(3) Before creating a table user should first decide the **Entity**.

(4) **Entity** is any real world object about which data is to be stored.

(5) Each **Entity** has collection of attributes associated with it.

(6) **Attributes** of an entity are stored in the form of columns.

(7) The information stored under each column forms a row which is called as **Record or Tuple**.

Q.1. Fill in the Blanks

(42) _____ available in Base can be divided into three categories as alphanumeric, numeric, calender (date and time) and binary type.

(43) _____ data type name stores small Integer.

(44) _____ data type name stores Big Integer.

(45) _____ data type name stores Image.

(46) _____ data type name stores descriptive type of information.

(47) _____ data type name stores a number with or without decimal point.

(48) _____ data type name stores original length and allow to set decimal.

(49) _____ data type name stores a number with decimal point.

(50) _____ data type name stores a number with or without decimal point. It is used when approximate result required.

(51) _____ data type name stores boolean type of data.

(52) _____ data type name stores date in mm/dd/yy format.

(53) _____ data type name stores time in hh:mm:ss format.

(54) _____ data type name stores date as well as time.

(55) _____ data type name stores any other object.

Ans.	(42) Data types	(43) Tiny Integer	(44) BigInt	(45) Image
	(46) Memo	(47) Number	(48) Decimal	(49) Float
	(50) Real	(51) Yes/No	(52) Date	(53) Time
	(54) Date/Time	(55) Other		

Q.2. True or False

(42) Tiny Integer available in Base can be divided into three categories as alphanumeric, numeric, calender (date and time) and binary type.

(43) Char types data type name stores small Integer.

(44) BigInt data type name stores Big Integer.

(45) Number data type name stores Image.

(46) Memo data type name stores descriptive type of information.

(47) Image data type name stores a number with or without decimal point.

(48) Decimal data type name stores original length and allow to set decimal.

(49) Float data type name stores a number with decimal point.

(50) Real data type name stores a number with or without decimal point. It is used when approximate result required.

(51) Yes/No data type name stores boolean type of data.

(52) Date data type name stores date in mm/dd/yy format.

(53) Other data type name stores time in hh:mm:ss format.

(54) Date/Time data type name stores date as well as time.

(55) Time data type name stores any other object.

Ans.	(42) False	(43) False	(44) True	(45) False	(46) True
	(47) False	(48) True	(49) True	(50) True	(51) True
	(52) True	(53) False	(54) True	(55) False	

Q.3. Multiple Choice Question (Single Choice)

(42) _____ available in Base can be divided into three categories as alphanumeric, numeric, calender (date and time) and binary type.

   (A) Data types   (B) Tiny Integer   (C) BigInt   (D) Image

(43) _____ data type name stores small Integer.

   (A) Data types   (B) Tiny Integer   (C) BigInt   (D) Image

(44) _____ data type name stores Big Integer.

   (A) Data types   (B) Tiny Integer   (C) BigInt   (D) Imagc

(45) _____ data type name stores Image.

   (A) Data types   (B) Tiny Integer   (C) BigInt   (D) Image

(46) _____ data type name stores descriptive type of information.

   (A) Memo   (B) Number   (C) Decimal   (D) Float

(47) _____ data type name stores a number with or without decimal point.

   (A) Memo   (B) Number   (C) Decimal   (D) Float

(48) _____ data type name stores original length and allow to set decimal.

   (A) Memo   (B) Number   (C) Decimal   (D) Float

(49) _____ data type name stores a number with decimal point.

   (A) Memo   (B) Number   (C) Decimal   (D) Float

(50) _____ data type name stores a number with or without decimal point. It is used when approximate result required.

    (A) Real   (B) Yes/No   (C) Date   (D) Time

(51) _____ data type name stores boolean type of data.

    (A) Real   (B) Yes/No   (C) Date   (D) Time

(52) _____ data type name stores date in mm/dd/yy format.

    (A) Real   (B) Yes/No   (C) Date   (D) Time

(53) _____ data type name stores time in hh:mm:ss format.

    (A) Real   (B) Yes/No   (C) Date   (D) Time

(54) _____ data type name stores date as well as time.

    (A) Date/Time   (B) Other   (C) Yes/No   (D) Date

(55) _____ data type name stores any other object.

    (A) Date/Time   (B) Other   (C) Yes/No   (D) Date

Ans.	(42) Data types	(43) Tiny Integer	(44) BigInt
	(45) Image	(46) Memo	(47) Number
	(48) Decimal	(49) Float	(50) Real
	(51) Yes/No	(52) Date	(53) Time
	(54) Date/Time	(55) Other	

Q.5. Multiple Choice Three Correct Answers

(1) Data types available in Base can be divided into three categories as_____, _____, calender (date and time) and_____.

    (A) Alphanumeric   (B) Numeric   (C) Binary type   (D) Memo   (E) Number

Ans. (1)	(A) Alphanumeric	(B) Numeric	(C) Binary type

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Data types	(a)	Alphanumeric, Numeric, and Binary type.
(2)	Tiny Integer	(b)	Stores Small Integer.
(3)	BigInt	(c)	Stores Big Integer.
(4)	Image	(d)	Stores Image

(B)	Column 'A'		Column 'B'
(1)	Binary (Var)	(a)	Stores binary information of variable length.
(2)	Memo	(b)	Stores descriptive type of information.
(3)	Text (fix)	(c)	Stores fix sized text
(4)	Number	(d)	Stores a number with or without decimal point.

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(C)	Column 'A'		Column 'B'
(1)	Decimal	(a)	Stores original length and allow to set decimal.
(2)	Integer	(b)	Stores integer most commonly used data type.
(3)	Real	(c)	Stores a number with or without decimal point.
(4)	Yes/No	(d)	Stores boolean type of data.

(D)	Column 'A'		Column 'B'
(1)	Date	(a)	Stores date in mm/dd/yy format.
(2)	Time	(b)	Stores time in hh:mm:ss format.
(3)	Date/Time	(c)	Stores date as well as time.
(4)	Other	(d)	Stores any other object

Q.7. Answer Briefly

Q.6. Discuss data types in Base.

(1) **Data types** available in Base can be divided into three categories as alphanumeric, numeric, calender (date and time) and binary type.

(2) **Tiny Integer** data type name stores small Integer.

(3) **BigInt** data type name stores Big Integer.

(4) **Image** data type name stores Image.

(5) **Memo** data type name stores descriptive type of information.

(6) **Number** data type name stores a number with or without decimal point.

(7) **Decimal** data type name stores original length and allow to set decimal.

(8) **Float** data type name stores a number with decimal point.

(9) **Real** data type name stores a number with or without decimal point. It is used when approximate result required.

(10) **Yes/No** data type name stores boolean type of data.

(11) **Date** data type name stores date in mm/dd/yy format.

(12) **Time** data type name stores time in hh:mm:ss format.

(13) **Date/Time** data type name stores date as well as time.

(14) **Other** data type name stores any other object.

Q.1. Fill in the Blanks

(56) A _____ is a question asked within the database environment.

(57) _____ displays subset of data contained in various tables of database.

(58) _____ is used to retrieve records from the table.

Ans.	(56) Query	(57) Query	(58) Query

Q.2. True or False

(56) A Query is a question asked within the database environment.

(57) Query displays subset of data contained in various tables of database.

(58) Query is used to retrieve records from the table.

Ans. (56) True	(57) True	(58) True

Q.3. Multiple Choice Question (Single Choice)

(56) A _____ is a question asked within the database environment.

   (A) Query (B) Memo (C) Number (D) Decimal

(57) _____ displays subset of data contained in various tables of database.

   (A) Query (B) Memo (C) Number (D) Decimal

(58) _____ is used to retrieve records from the table.

   (A) Query (B) Memo (C) Number (D) Decimal

Ans.(56) Query	(57) Query	(58) Query

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Query	(a)	Retrieve records from the table

Q.7. Answer Briefly

Q.7. Explain Query in Database.

 (1) A **Query** is a question asked within the database environment.

 (2) **Query** displays subset of data contained in various tables of database.

 (3) **Query** is used to retrieve records from the table.

Q.1. Fill in the Blanks

(59) _____is an object which allows entering the data and editing or deleting existing data in the table.

(60) _____is used to collect the data from the user.

Ans. (59) Form	(60) Form

Q.2. True or False

(59) Form is an object which allows entering the data and editing or deleting existing data in the table.

(60) Table is used to collect the data from the user.

Ans. (59) True	(60) False

Q.3. Multiple Choice Question (Single Choice)

(59) _____is an object which allows entering the data and editing or deleting existing data in the table.

   (A) Form (B) Query (C) Memo (D) Number

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(60) _____ is used to collect the data from the user.

    (A) Query   (B) Memo   (C) Number   (D) Form

Ans.	**(59)** Form	**(60)** Form

Q.5. Multiple Choice Three Correct Answers

(1) Form is an object which allows _____the data and _____or _____existing data in the table.

    (A) Entering   (B) Editing   (C) Deleting   (D) Query   (E) Memo

Ans. (A) Entering (B) Editing   (C) Deleting

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Form	(a)	Used to collect the data from the user

Q.7. Answer Briefly

Q.8. What is Form in Database.

(1) **Form** is an object which allows entering the data and editing or deleting existing data in the table.

(2) **Form** is used to collect the data from the user.

Q.1. Fill in the Blanks

(61) The presentation of information in an organised and readable format as per the user's requirement is known as_____.

(62) Various complex _____can be generated that can help in taking decisions by the management.

(63) _____is the representation of data in printed form.

Ans.	**(61)** Report	**(62)** Reports	**(63)** Report

Q.2. True or False

(61) The presentation of information in an organised and readable format as per the user's requirement is known as Report.

(62) Various complex forms can be generated that can help in taking decisions by the management.

(63) Report is the representation of data in printed form.

Ans.	**(61)** True	**(62)** False	**(63)** True

Q.3. Multiple Choice Question (Single Choice)

(61) The presentation of information in an organised and readable format as per the user's requirement is known as_____.

    (A) Entering   (B) Editing   (C) Deleting   (D)Report

(62) Various complex _____ can be generated that can help in taking decisions by the management.

(A) Entering	(B) Editing	(C) Deleting	(D) Reports

(63) _____ is the representation of data in printed form.

(A) Entering	(B) Editing	(C) Deleting	(D) Report

Ans.	**(61)** Report	**(62)** Reports	**(63)** Report

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Report	(a)	Representation of data in printed form.

Q.7. Answer Briefly

Q.9. What is Report in database.

(1) The presentation of information in an organised and readable format as per the user's requirement is known as **Report.**

(2) Various complex **Reports** can be generated that can help in taking decisions by the management.

(3) **Report** is the representation of data in printed form.

Q.1. Fill in the blanks

(64) _____ defines how the logical structure of a database is modelled.

(65) _____ defines how data is connected to each other and how they are processed and stored inside the system.

(66) Different types of DBMS are available and their classification is done based on the underlying _____.

(67) The DBMS following relational data model is called as _____.

(68) A _____ refers to a database that stores data in a structured format, using rows and columns.

(69) In _____, tables are called relations that store data for different columns.

(70) The columns of a relation are the _____ which are also referred as fields.

(71) Each row of data in a relation (table) is called a _____.

(72) In a table with n columns, a _____ is a relationship between the n related values.

(73) _____ is a set of values from which an attribute can take a value in each row.

(74) A data type is used to specify _____ for an attribute.

(75) Every attribute has some pre-defined value scope, known as _____.

(76) The number of attributes in a relation is called the _____ of the relation.

(77) The number of tuples in a relation is called the _____ of the relation.

Ans.	**(64)** Data model		**(65)** Data model	**(66)** Data model
	(67) Relational Database Management System			**(68)** Relational Database
	(69) Relational model	**(70)** Attributes		**(71)** Tuple
	(72) Tuple	**(73)** Domain		**(74)** Domain
	(75) Attribute Domain	**(76)** Degree		**(77)** Cardinality

Q.2. True or False

(64) Relational Database Management System defines how the logical structure of a database is modelled.

(65) Data model defines how data is connected to each other and how they are processed and stored inside the system.

(66) Different types of DBMS are available and their classification is done based on the underlying Data Model.

(67) The DBMS following relational data model is called as Data model.

(68) Attributes refers to a database that stores data in a structured format, using rows and columns.

(69) In Relational model, tables are called relations that store data for different columns.

(70) The columns of a relation are the Relational Database which are also referred as fields.

(71) Each row of data in a relation (table) is called a Domain.

(72) In a table with n columns, a Tuple is a relationship between the n related values.

(73) Tuple is a set of values from which an attribute can take a value in each row.

(74) A data type is used to specify Domain for an attribute.

(75) Every attribute has some pre-defined value scope, known as Attribute Domain.

(76) The number of attributes in a relation is called the Degree of the relation.

(77) The number of tuples in a relation is called the Cardinality of the relation.

Ans.	**(64)** False	**(65)** True	**(66)** True	**(67)** False	**(68)** False
	(69) True	**(70)** False	**(71)** False	**(72)** True	**(73)** False
	(74) True	**(75)** True	**(76)** True	**(77)** True	

Q.3. Multiple Choice Question (Single Choice)

(64) _____defines how the logical structure of a database is modelled.

(A) Data model   (B) Relational Database Management System

(C) Relational Database   (D) Relational model

(65) _____defines how data is connected to each other and how they are processed and stored inside the system.

(A) Data model   (B) Relational Database Management System

(C) Relational Database   (D) Relational model

(66) Different types of DBMS are available and their classification is done based on the underlying_____.

(A) Data model   (B) Relational Database Management System

(C) Relational Database   (D) Relational model

(67) The DBMS following relational data model is called as_____.

(A) Data model   (B) Relational Database Management System

(C) Relational Database   (D) Relational model

(68) A _____refers to a database that stores data in a structured format, using rows and columns.

(A) Data model   (B) Relational Database Management System

(C) Relational Database   (D) Relational model

(69) In_____, tables are called relations that store data for different columns.
    (A) Data model   (B) Relational Database Management System
    (C) Relational Database   (D) Relational model

(70) The columns of a relation are the _____ which are also referred as fields.
    (A) Attributes   (B) Tuple   (C) Domain   (D) Attribute Domain

(71) Each row of data in a relation (table) is called a_____.
    (A) Tuple   (B) Domain   (C) Attribute Domain   (D) Degree

(72) In a table with n columns, a _____ is a relationship between the n related values.
    (A) Tuple   (B) Domain   (C) Attribute Domain   (D) Degree

(73) _____is a set of values from which an attribute can take a value in each row.
    (A) Tuple   (B) Domain   (C) Attribute Domain   (D) Degree

(74) A data type is used to specify _____ for an attribute.
    (A) Tuple   (B) Domain   (C) Attribute Domain   (D) Degree

(75) Every attribute has some pre-defined value scope, known as_____.
    (A) Tuple   (B) Domain   (C) Attribute Domain   (D) Degree

(76) The number of attributes in a relation is called the _____ of the relation.
    (A) Tuple   (B) Domain   (C) Attribute Domain   (D) Degree

(77) The number of tuples in a relation is called the _____ of the relation.
    (A) Cardinality   (B) Domain   (C) Attribute Domain   (D) Degree

Ans.	**(64)** Data model	**(65)** Data model	**(66)** Data model
	(67) Relational Database Management System		**(68)** Relational Database
	(69) Relational model	**(70)** Attributes	**(71)** Tuple
	(72) Tuple	**(73)** Domain	**(74)** Domain
	(75) Attribute Domain	**(76)** Degree	**(77)** Cardinality

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Data model	(a)	Logical structure of a database is modelled.
(2)	Relational Database	(b)	DBMS following relational data model Management System
(3)	Relational Database	(c)	Stores data in a structured format
(4)	Relational model	(d)	Store data for different columns.

(B)	Column 'A'		Column 'B'
(1)	Attributes	(a)	Referred as fields
(2)	Tuple	(b)	Each row of data in a relation (table)
(3)	Domain	(c)	An attribute can take a value in each row.
(4)	Degree	(d)	The number of attributes in a relation
(5)	Cardinality	(e)	The number of tuples in a relation

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Q.4. Multiple Choice Two Correct Answers

(1) A relational database refers to a database that stores data in a structured format, using _____ and _____.

(A) Rows   (B) Columns   (C) Domain   (D) Attribute Domain   (E) Degree

Ans. (1) (A) Rows   (B) Columns

Q.7. Answer Briefly

Q.10. What is Data Model and Relational Data Model.

(1) **Data model** defines how the logical structure of a database is modelled.

(2) **Data model** defines how data is connected to each other and how they are processed and stored inside the system.

(3) Different types of DBMS are available and their classification is done based on the underlying **Data model.**

(4) The DBMS following relational data model is called as **Relational Database Management System.**

(5) A **Relational Database** refers to a database that stores data in a structured format, using rows and columns.

(6) In **Relational model,** tables are called relations that store data for different columns.

(7) The columns of a relation are the **Attributes** which are also referred as fields.

(8) Each row of data in a relation (table) is called a **Tuple.**

(9) In a table with n columns, a **Tuple** is a relationship between the n related values.

(10) **Domain** is a set of values from which an attribute can take a value in each row.

(11) A data type is used to specify **Domain** for an attribute.

(12) Every attribute has some pre-defined value scope, known as **Attribute Domain.**

(13) The number of attributes in a relation is called the **Degree** of the relation.

(14) The number of tuples in a relation is called the **Cardinality** of the relation.

Q.1. Fill in the blanks.

(78) A relation can have one or more attributes that takes unique values. Any of these attributes can be used to uniquely identify the tuples in the relation. Such attributes are called _____

(79) Out of one or more candidate keys, the attribute used to uniquely identify the tuples in a relation is called the _____ of that relation.

(80) Primary key consisting of more than one attribute is called_____.

(81) A _____ is used to represent the relationship between two relations.

(82) A_____ is an attribute whose value is derived from the primary key of another relation.

Ans. (78) Candidate keys   (79) Primary key   (80) Composite Primary key

(81) Foreign key   (82) Foreign key

Q.2. True or False

(78) A relation can have one or more attributes that takes unique values. Any of these attributes can be used to uniquely identify the tuples in the relation. Such attributes are called Candidate keys.

(79) Out of one or more candidate keys, the attribute used to uniquely identify the tuples in a relation is called the Foreign key of that relation.

(80) Primary key consisting of more than one attribute is called Primary key.

(81) A Foreign key is used to represent the relationship between two relations.

(82) A Composite Primary key is an attribute whose value is derived from the primary key of another relation.

Ans.	(78) True	(79) False	(80) False	(81) True	(82) False

Q3. Multiple Choice Question (Single Choice)

(78) A relation can have one or more attributes that takes unique values. Any of these attributes can be used to uniquely identify the tuples in the relation. Such attributes are called _____

    (A) Candidate keys   (B) Primary key   (C) Composite Primary key   (D) Foreign key

(79) Out of one or more candidate keys, the attribute used to uniquely identify the tuples in a relation is called the _____ of that relation.

    (A) Candidate keys   (B) Primary key   (C) Composite Primary key   (D) Foreign key

(80) Primary key consisting of more than one attribute is called_____.

    (A) Candidate keys   (B) Primary key   (C) Composite Primary key   (D) Foreign key

(81) A _____is used to represent the relationship between two relations.

    (A) Candidate keys   (B) Primary key   (C) Composite Primary key   (D) Foreign key

(82) A_____ is an attribute whose value is derived from the primary key of another relation.

    (A) Candidate keys   (B) Primary key   (C) Composite Primary key   (D) Foreign key

Ans.	(78) Candidate keys	(79) Primary key	(80) Composite Primary key
	(81) Foreign key	(82) Foreign key	

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	Candidate keys	(a)	Attributes can be used to uniquely identify the tuples in the relation.
(2)	Primary key	(b)	Attribute used to uniquely identify the tuples in a relation
(3)	Composite Primary key	(c)	Stores data in a structured format
(4)	Foreign key	(d)	Attribute whose value is derived from the primary key of another relation

Q.7. Answer Briefly

Q. 11. Explain the Keys in a Relational Database

(1) A relation can have one or more attributes that takes unique values. Any of these attributes can be used to uniquely identify the tuples in the relation. Such attributes are called **Candidate keys.**

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(2) Out of one or more candidate keys, the attribute used to uniquely identify the tuples in a relation is called the **Primary key** of that relation.

(3) Primary key consisting of more than one attribute is called Composite **Primary key**.

(4) A **Foreign key** is used to represent the relationship between two relations.

(5) A **Foreign key** is an attribute whose value is derived from the primary key of another relation.

Q.1. Fill in the blanks.

(83) A _____ can be used for security purposes, to divide a large table, and various other specific purposes.

(84) A _____ can also be viewed as Many-to-One relationships, depending on which way we look at it.

(85) A _____ could be thought of as two one-to-many relationships, linked by an intermediary table.

(86) The intermediary table is typically referred to as a "_____"

(87) The _____ (tables) with one field common which must be a primary key of first table and the same key is referenced in another relation and called as foreign key in that table.

Ans.	**(83)** One-to-One relationship	**(84)** One-to-Many relationships
	(85) Many-to-Many relationship	**(86)** Junction table	**(87)** Relations

Q.2. True or False

(83) A Many-to-Many relationship can be used for security purposes, to divide a large table, and various other specific purposes.

(84) A One-to-Many relationships can also be viewed as Many-to-One relationships, depending on which way we look at it.

(85) A One-to-One relationship could be thought of as two one-to-many relationships, linked by an intermediary table.

(86) The intermediary table is typically referred to as a "Junction table".

(87) The Relations (tables) with one field common which must be a primary key of first table and the same key is referenced in another relation and called as foreign key in that table.

Ans. **(83)** False **(84)** True   **(85)** False **(86)** True **(87)** True

Q.3. Multiple Choice Question (Single Choice)

(83) A _____ can be used for security purposes, to divide a large table, and various other specific purposes.

(A) One-to-One relationship   (B) Many-to-Many relationship
(C) Junction table   (D) Relations

(84) A _____ can also be viewed as Many-to-One relationships, depending on which way we look at it.

(A) One-to-One relationship   (B) Many-to-Many relationship
(C) Junction table   (D) Relations

(85) A _____ could be thought of as two one-to-many relationships, linked by an intermediary table.

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(A) One-to-One relationship   (B) Many-to-Many relationship
(C) Junction table   (D) Relations

(86) The intermediary table is typically referred to as a "_____"

(A) One-to-One relationship   (B) Many-to-Many relationship
(C) Junction table   (D) Relations

(87) The _____(tables) with one field common which must be a primary key of first table and the same key is referenced in another relation and called as foreign key in that table.

(A) One-to-One relationship   (B) Many-to-Many relationship
(C) Junction table   (D) Relations

Ans. **(83)** One-to-One relationship	**(84)** One-to-One relationship	
(85) Many-to-Many relationship	**(86)** Junction table	
(87) Relations		

Q.4. Multiple Choice Two Correct Answers

(1) Create relations (tables) with one field common which must be a _____of first table and the same key is referenced in another relation and called as _____in that table.

(A) Primary key   (B) Security purposes   (C) To divide a large table
(D) Foreign key   (E) Various other specific purposes

Ans. (1) (A) Primary key   (D) Foreign key

Q.4. Multiple Choice Three Correct Answers

(1) A one-to-one relationship can be used for_____, _____, and_____.

(A) Primary key   (B) Security purposes   (C) To divide a large table
(D) Foreign key   (E) Various other specific purposes

Ans. (1) (B) Security purposes   (C) To divide a large table   (E) Various other specific purposes

Q.6. Match the following

(A)	Column 'A'		Column 'B'
(1)	One-to-One relationship	(a)	Security purposes, to divide a large table, and various other specific purposes.
(2)	One-to-Many relationships	(b)	Can also be viewed as Many-to-One relationships
(3)	Many-to-Many relationship	(c)	One-to-many relationships, linked by an intermediary table.
(4)	Junction table	(d)	Intermediary table

Q.7. Answer Briefly

Q.12. Explain the types of relationships in relational database design.

(1) A **One-to-One relationship** can be used for security purposes, to divide a large table, and various other specific purposes.

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(2) A **One-to-Many relationships** can also be viewed as Many-to-One relationships, depending on which way we look at it.

(3) A **Many-to-Many relationship** could be thought of as two one-to-many relationships, linked by an intermediary table.

(4) The intermediary table is typically referred to as a **"Junction table"**

(5) The **Relations** (tables) with one field common which must be a primary key of first table and the same key is referenced in another relation and called as foreign key in that table.

Textbook Exercise

Q.1. Fill in the blanks.

(1) _____ is a collection of related data.

Ans : Database

(2) Queries are used to _____ information from database.

Ans : Retrieve

(3) The representation of data in printed form is called as _____

Ans : Report

Q.2. State True/False.

(1) Form is used to collect the data from the user.

Ans : True

(2) Menu bar is present below Title bar.

Ans : True

(3) Columns are called as records.

Ans : False

Q.3. Multiple Choice Question. (1 Correct Answer)

(1) Rows in Base are called as ....
   (a) records   (b) fields   (c) table   (d) database

Ans : (a)

(2) File extension of Base is ....
   (a) .odt   (b) .ods   (c) .odb   (d) .odp

Ans : (c)

Q.5. Match the following

(A)	Column 'A'		Column 'B'
(1)	Query	(a)	Collect information from user.
(2)	Report	(b)	Collection of related data.
(3)	Form	(c)	Retrieve data from database.
(4)	Table	(d)	Printed form of data.

Ans. (1-c) , (2-d), (3-a), (4-b)

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<center>SOP Practical's</center>

SOP1 : Create a table student with filednames-rollno , studname ,class ,div ,city ,dob etc. Insert minimum 8 records.

Create a form based on student table.

Steps :

(i) **Steps for Creating a Database :**
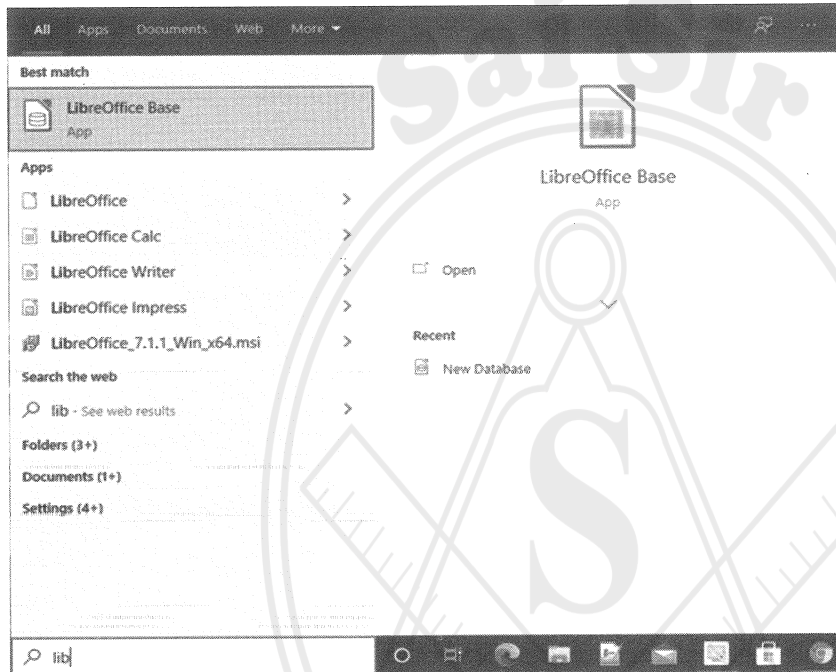
a. Click On Start -> All Programs -> Libre Office -> Libre Office Base .

b. Database wizard window , appears , select Save and Proceed -> Click on Finish button select proper location where you wish to save the database with appropriate name , database will be created .

(ii) **Steps for Creating a Table :**

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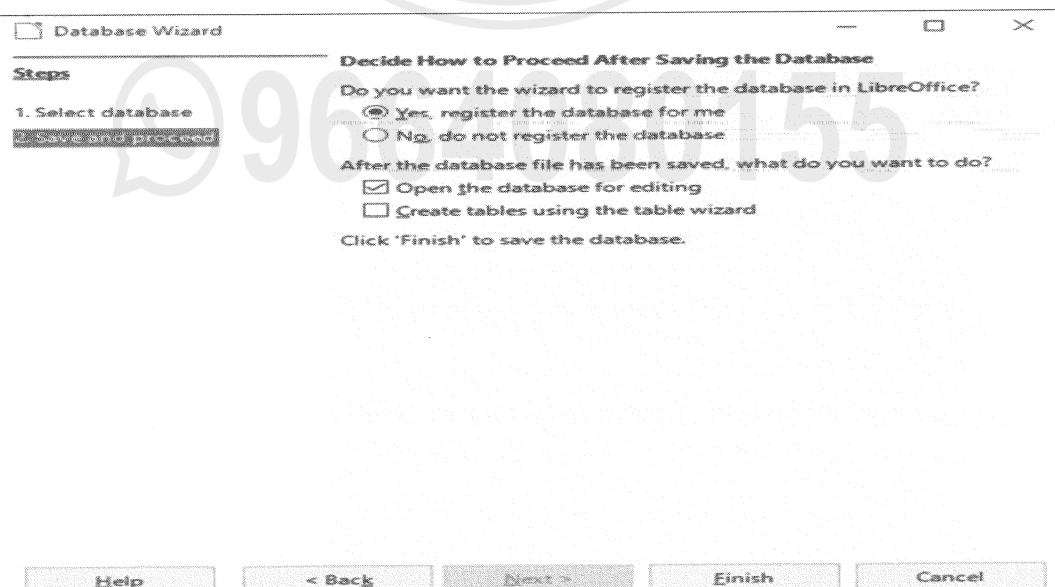
a. To create a table click on Create table in design view -> Table design window appears , in that window set field name , data type as follows:

Field Name	Data Type	Description
Rollno	Number (NUMERIC)	Rollno of student (Primary key)
Studname	Text[VARCHAR]	Name of student
Class	Text[VARCHAR]	Class of student
Div	Text[VARCHAR]	Division of student
City	Text[VARCHAR]	City of student
Dob	Date [DATE]	Date of birth of student
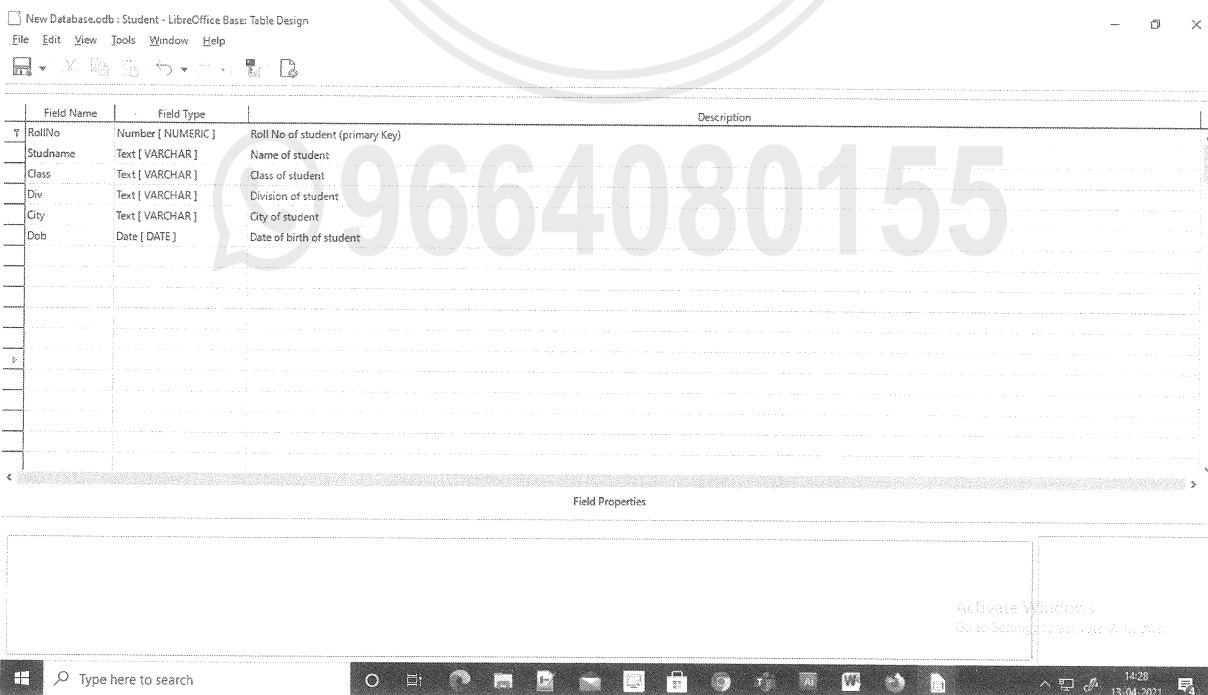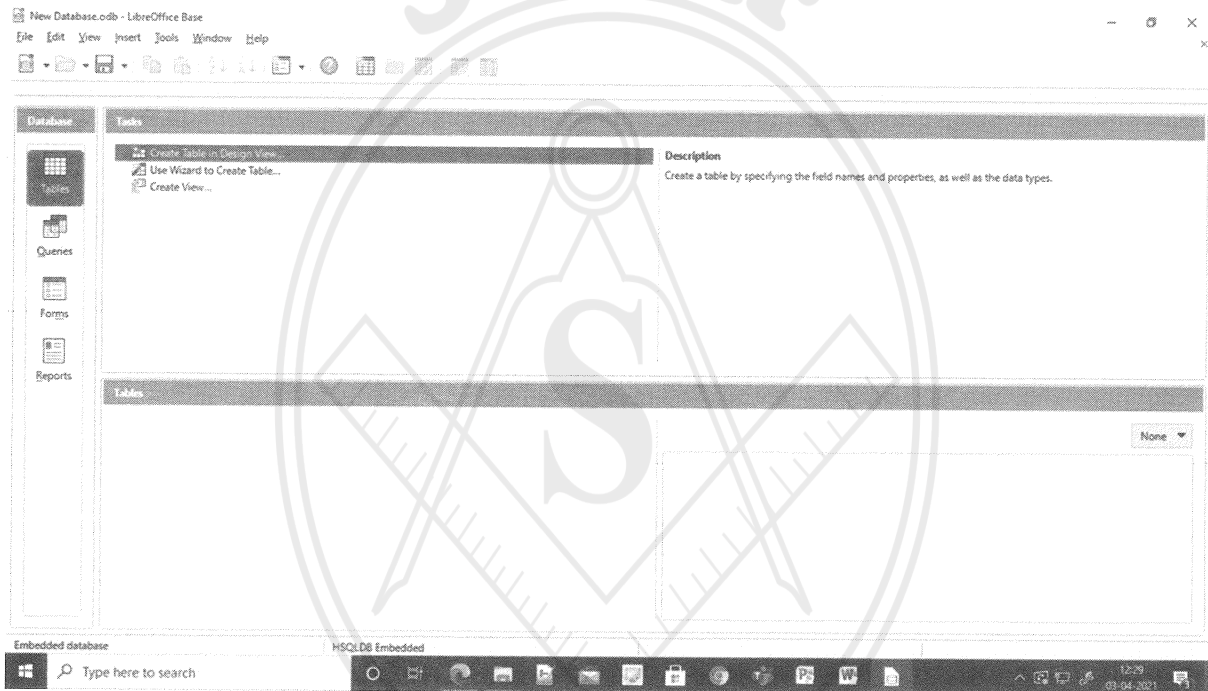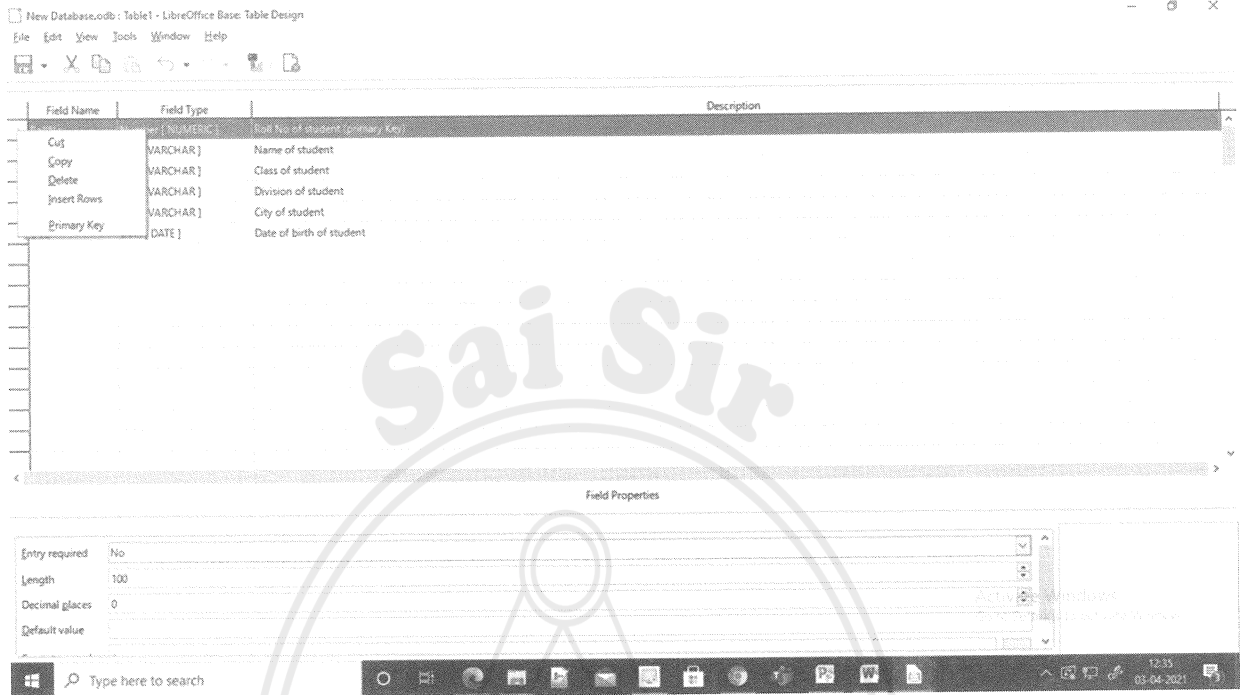
b. To assign primary key to rollno field , right click on the small button present on the left side of the field name and select primary key option.

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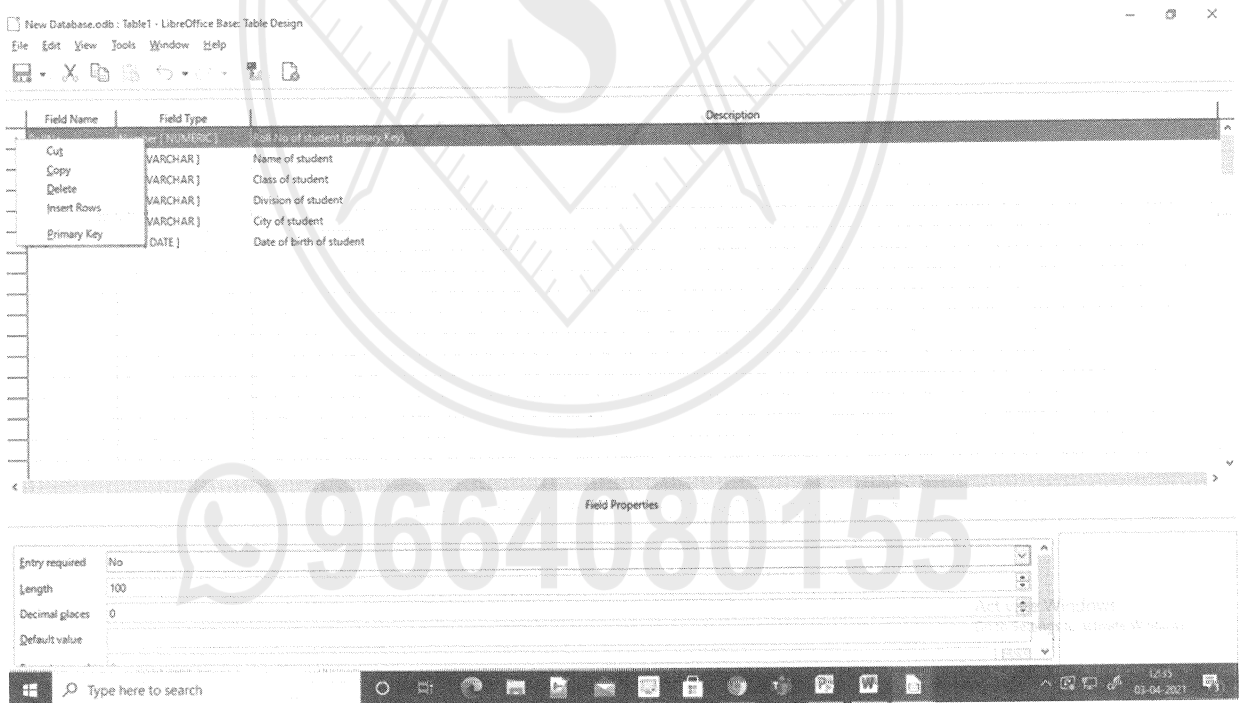
c. To Save click on Save button or press CTRL+S, give table name as student and click Ok button, table will be saved
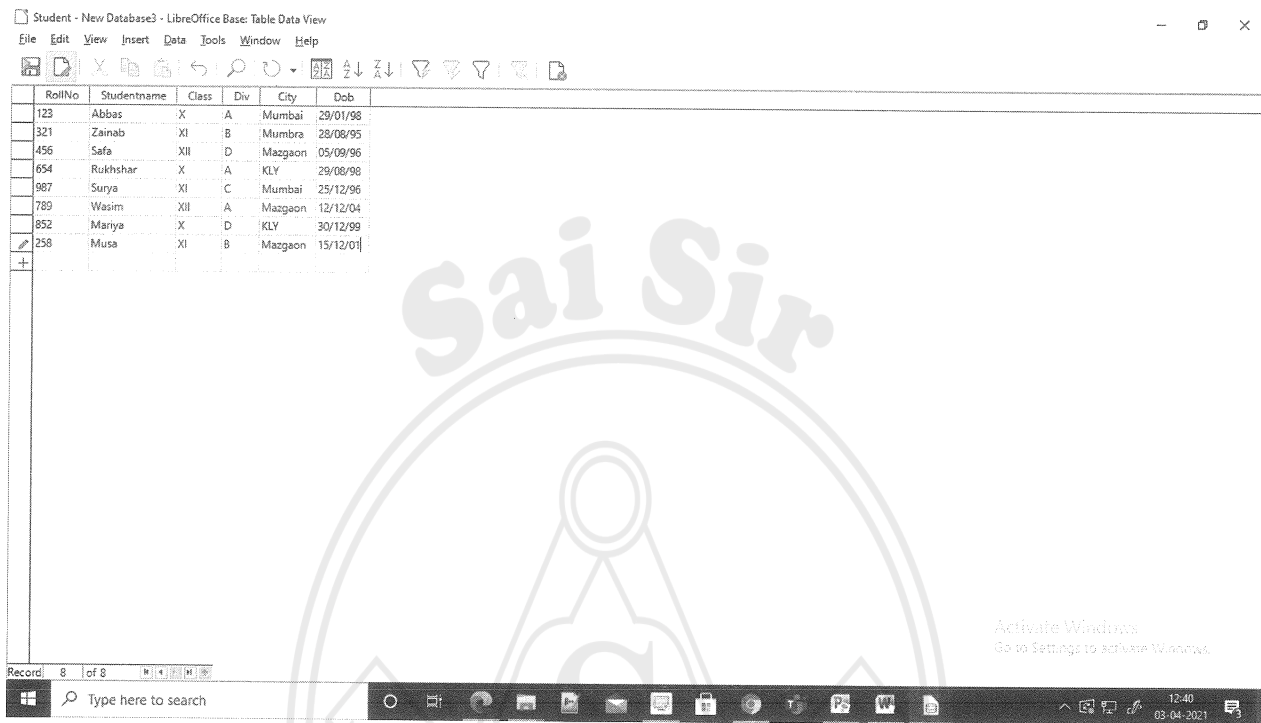
(iii) **Steps for inserting records in a table:**

For inserting records in a table, double click on the table in which data is to be inserted, a window will appear on the screen, type data under each filed and complete all the records.

(iv) **Step for Creating Form :**

a. From left pane click on Form Object .

b. From right pane click on Use wizard to create a form , form wizard window appears
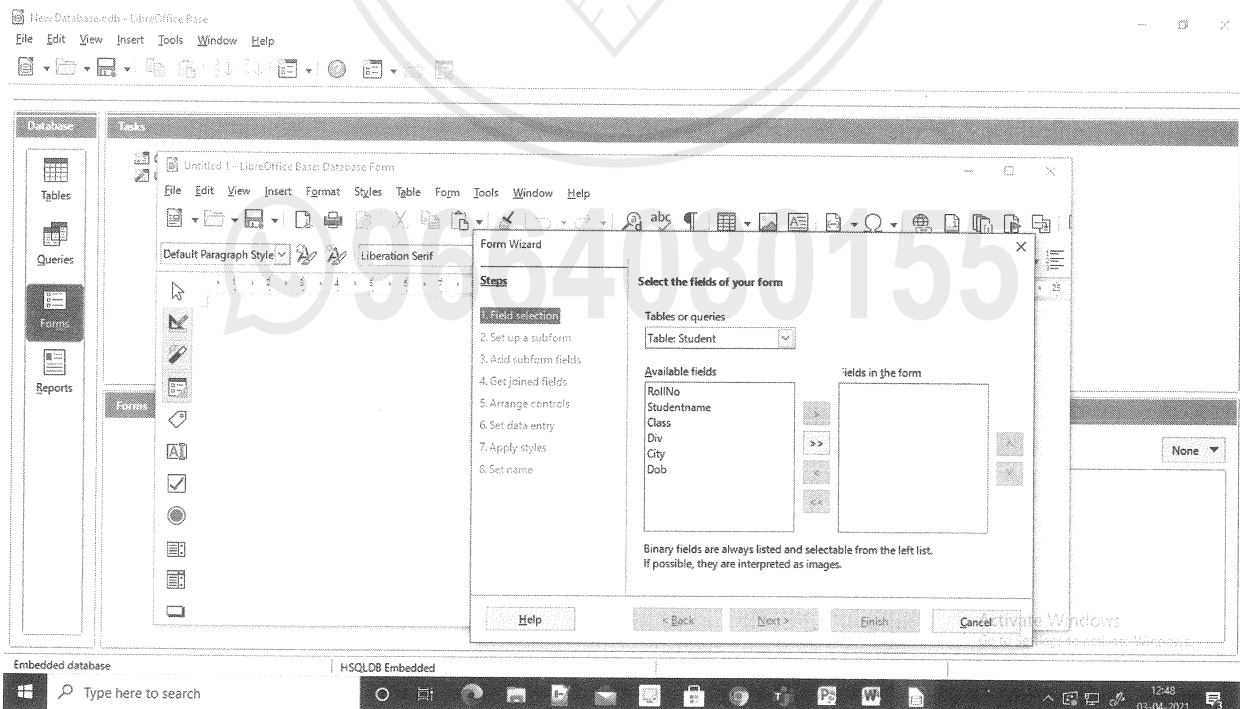
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c. Shift fields from Available Fields list to fields in form list by clicking on arrow button then click on Next button .

d. Click on next button.

e. Select any one arrangement for main form for placing the controls and click on Next button.
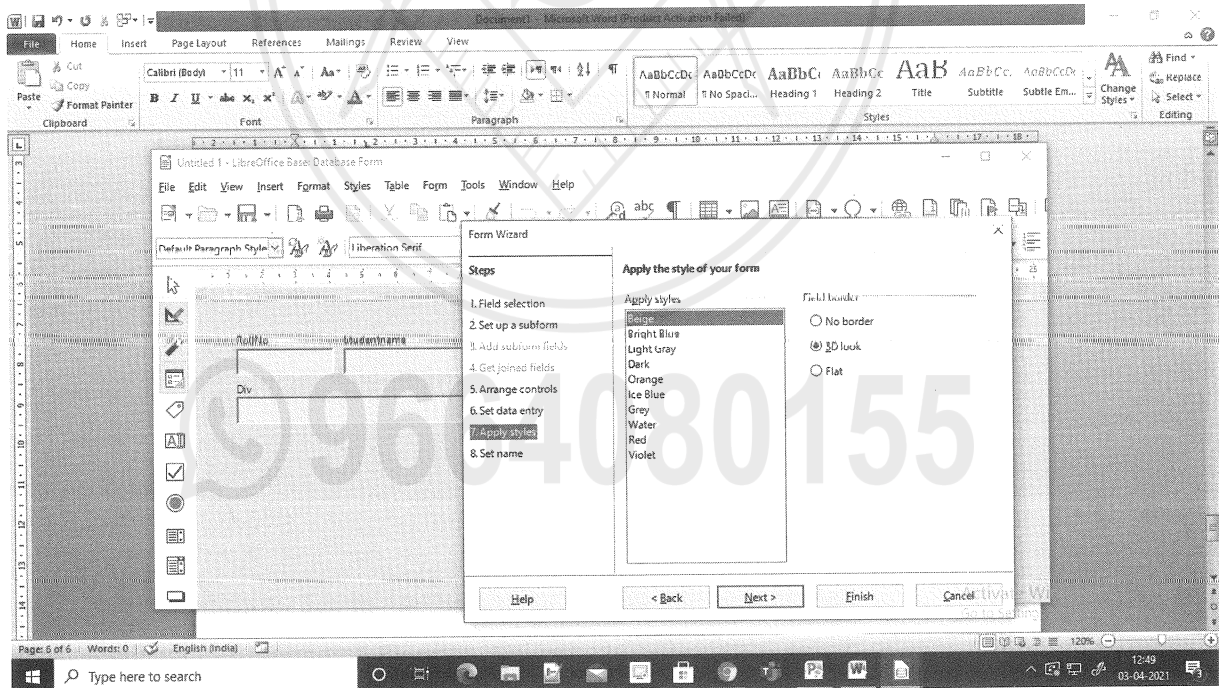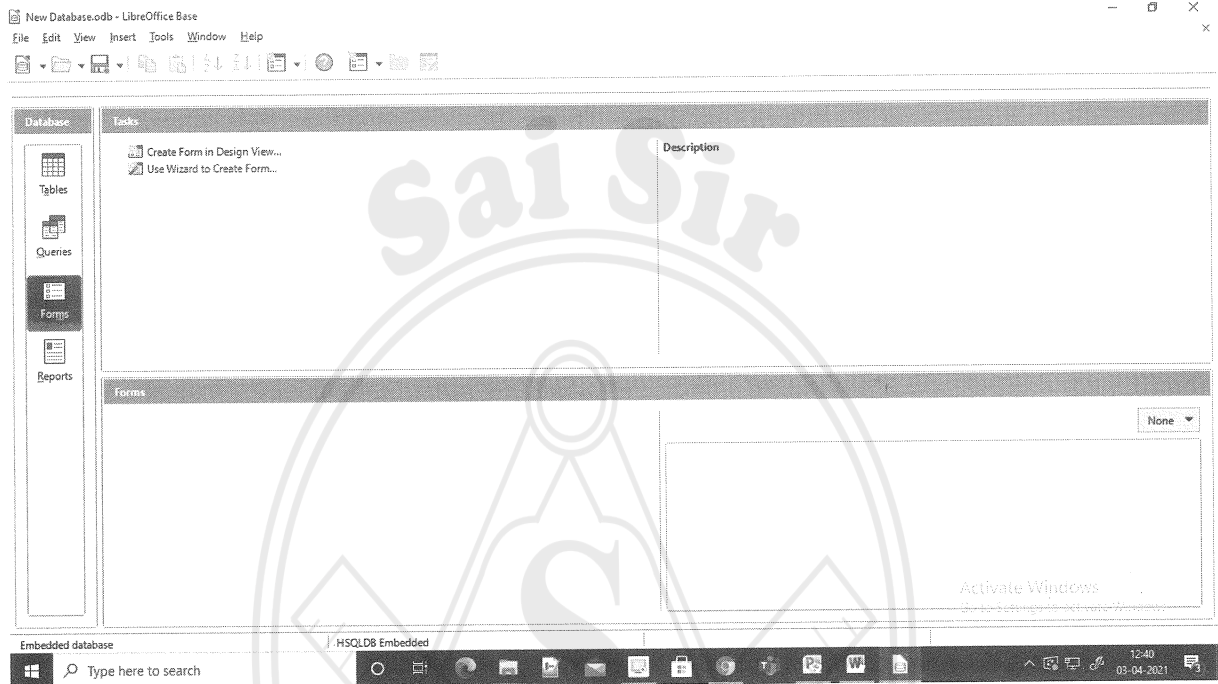
f. Click on Next button.

g. Select style for the form and click on Next button.
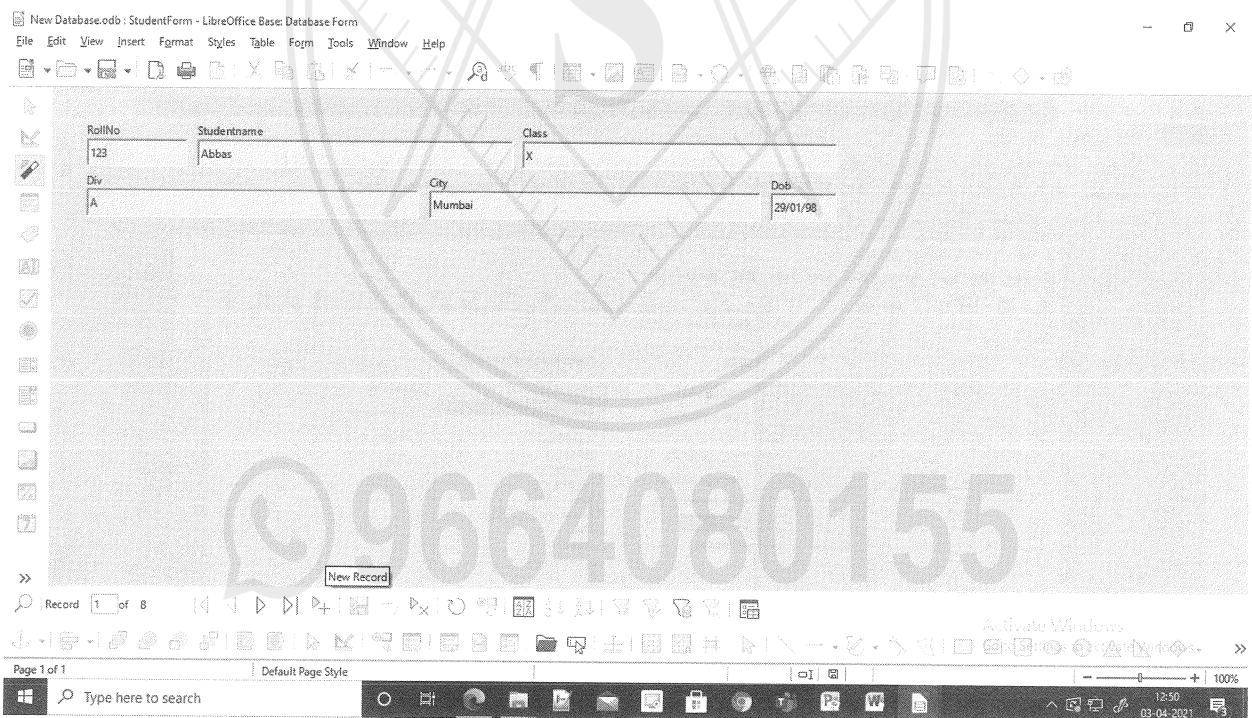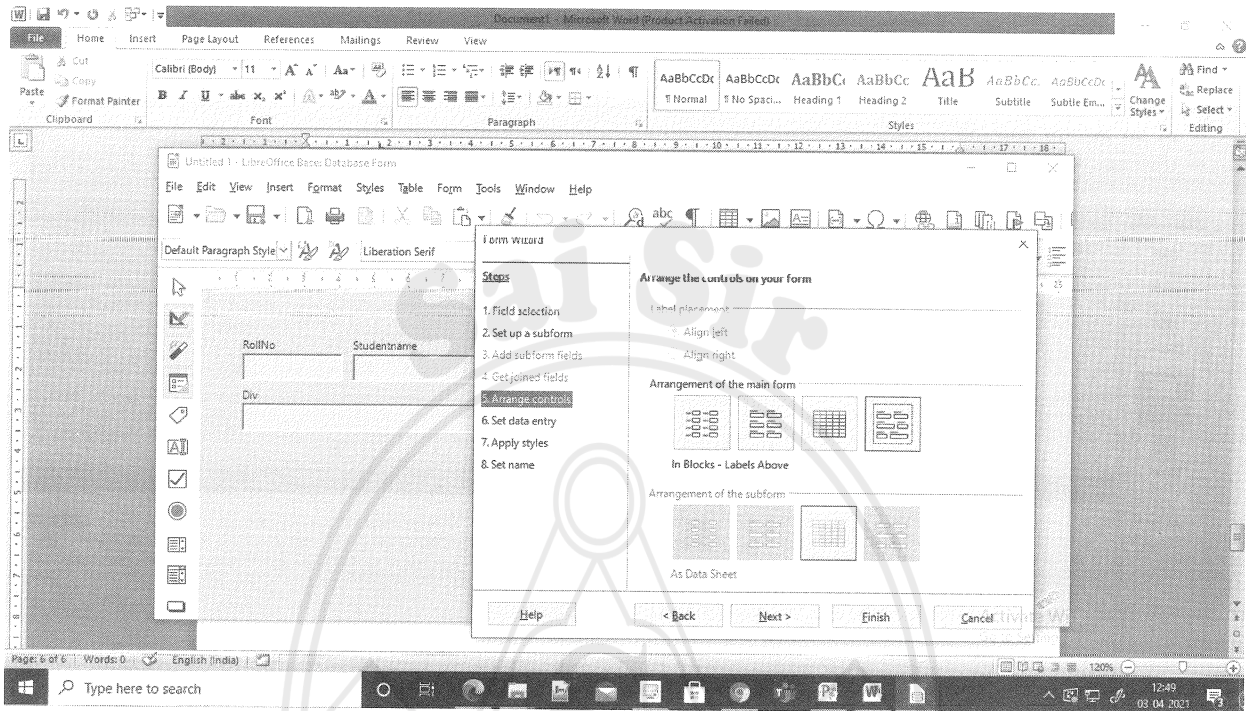
h. Type name of the form and click on Finish button.

i. To add new record click on new record icon present on navigation toolbar, fill record and click on save record icon. Click on close button to close form window.
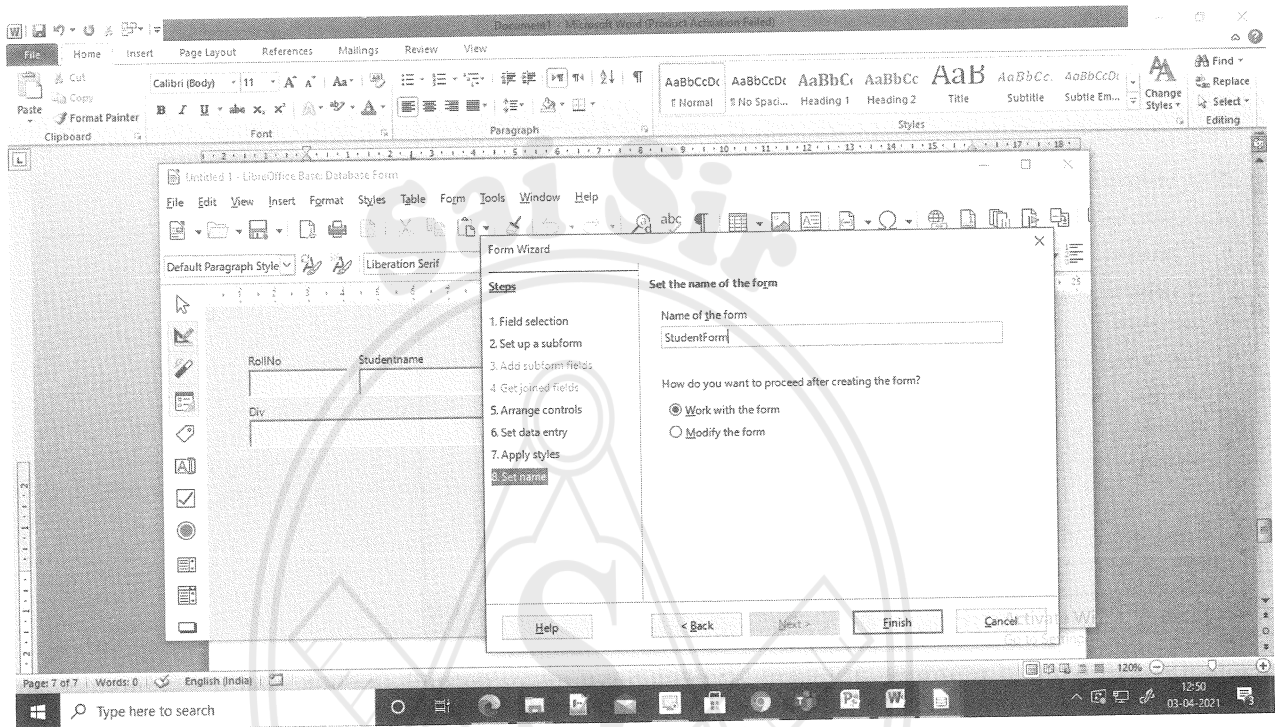
SOP2 : Create a table employee with fields nameempid, empname, empdept, empqual, empjoindate, empsal etc. insert minimum 8 records .

Create queries to display records from the employee table .

1. where employee qualification is "MBA"

2. where employee department is "Accounts"

3. where employee salary >70000

4. where employee name is "Mr.Suhas Kale .

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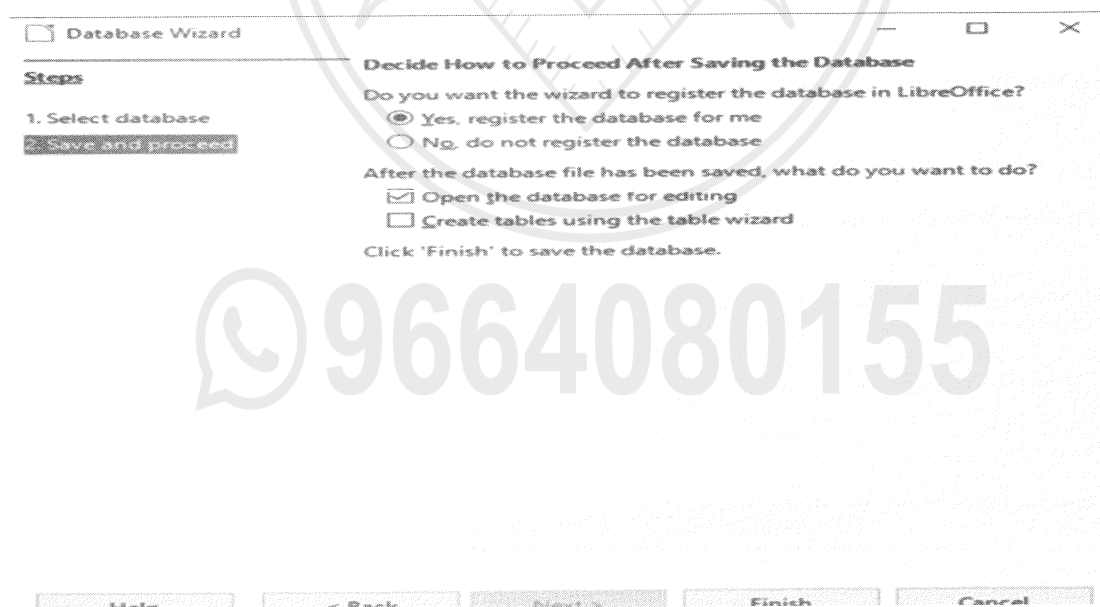
Steps:

(i) Steps for Creating Database :

a. Click on Start -> All programs -> Libre Office -> Libre Office Base.
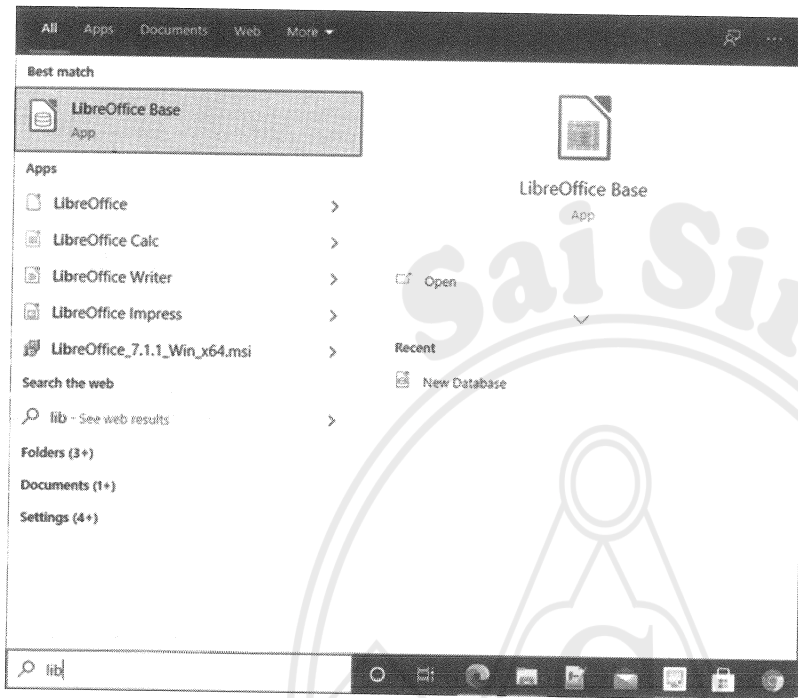
b. Database wizard window appears , Select Save and Proceed -> click on Finish button, select proper location where you wish to save the database with appropriate name , and database will be created .
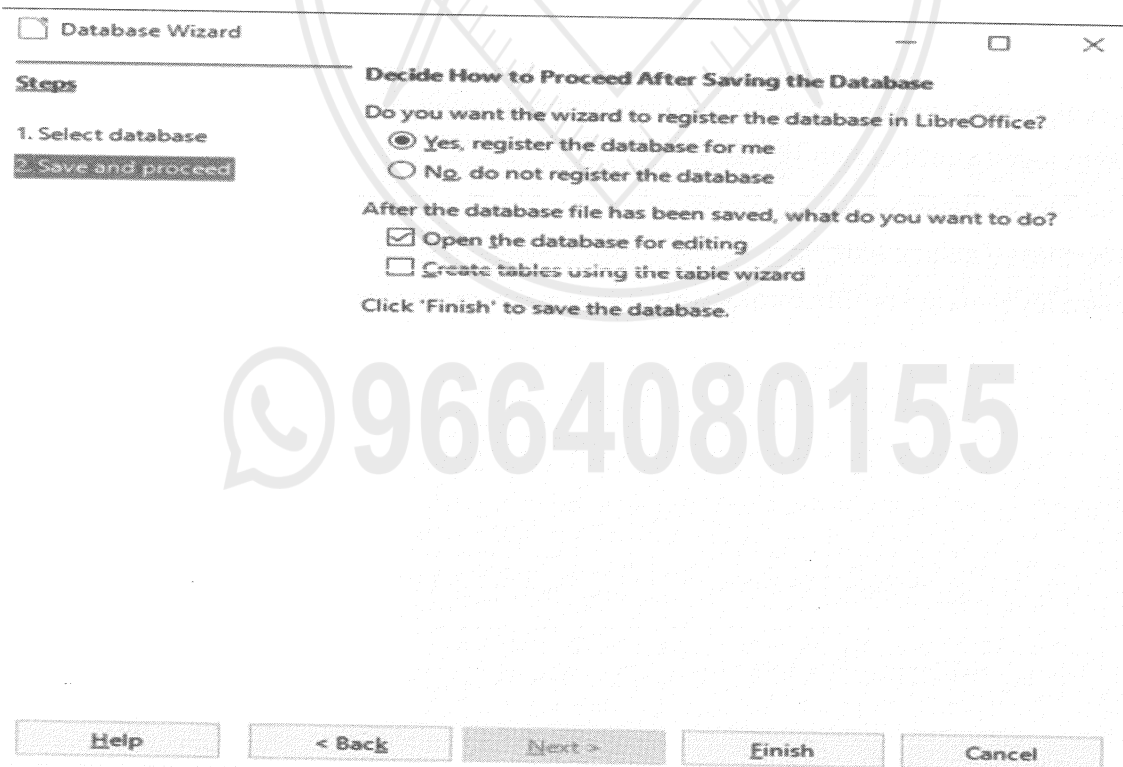
(ii) Steps for Creating a Table :

a. To create a table, click on Create table in design view -> Table design window appears , in that window set filed name , data type as follows:

Field Name	Data Type	Description
Empid	Number(NUMERIC)	ID of Employee(Primary key)
Empname	Text[VARCHAR]	Name of Employee
Empdept	Text[VARCHAR]	Department of Employee
Empequal	Text[VARCHAR]	Qualification of Employee
Empjoindate	Date [DATE]	Join Date of Employee
Empsal	Number[NUMRIC]	Salary Of Employee

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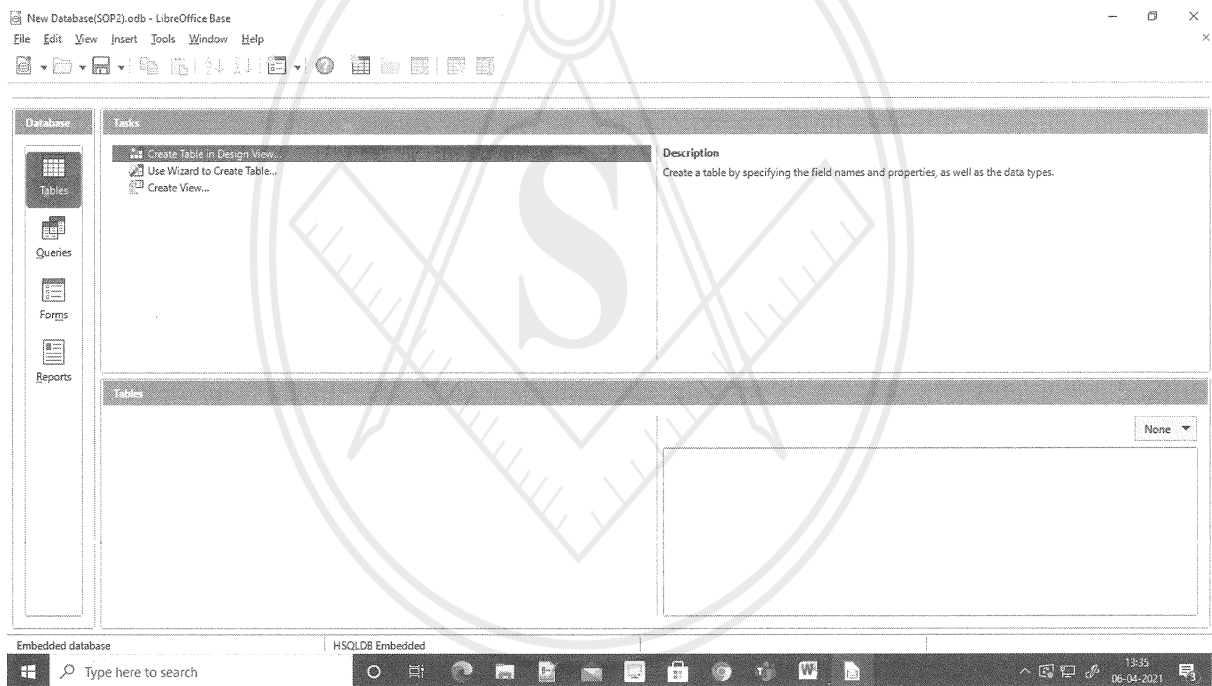
b. To assign primary key to empid field, right click on the small button present on the left side of the field name and select Primary Key option.

c. To Save click on save button or press CTRL+S, give table name as student and click ok button ,
    table will be saved.

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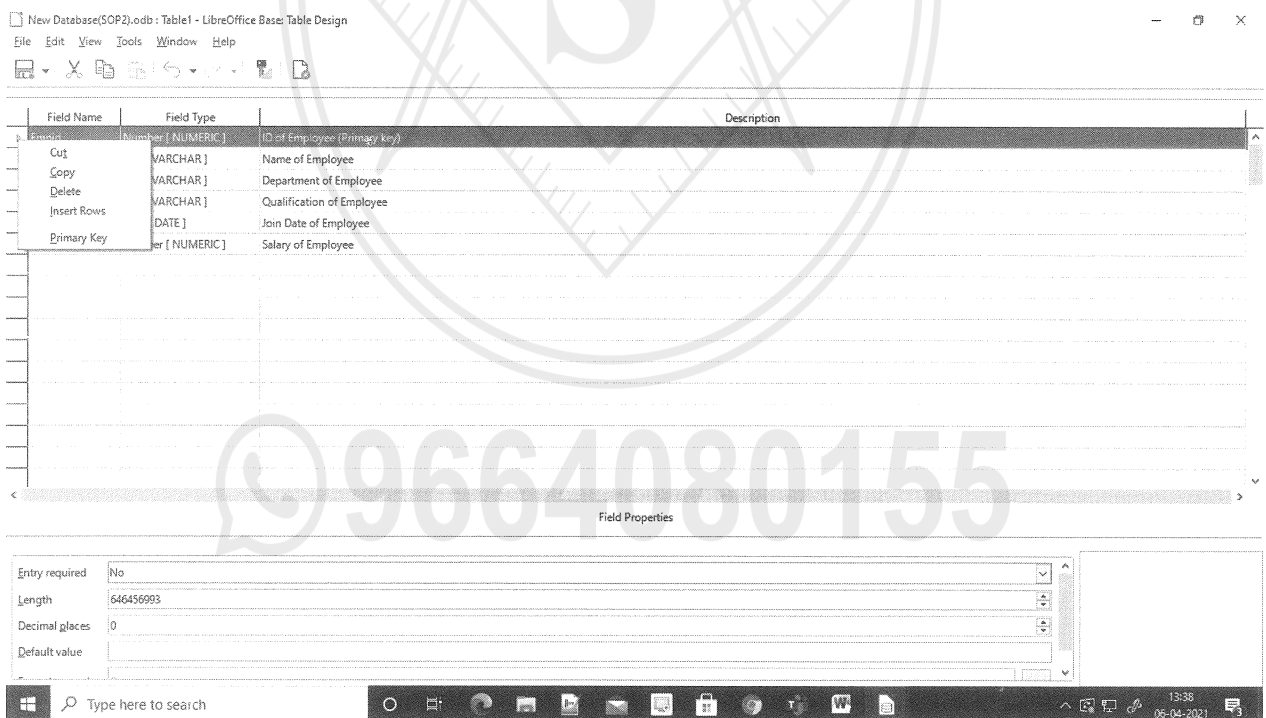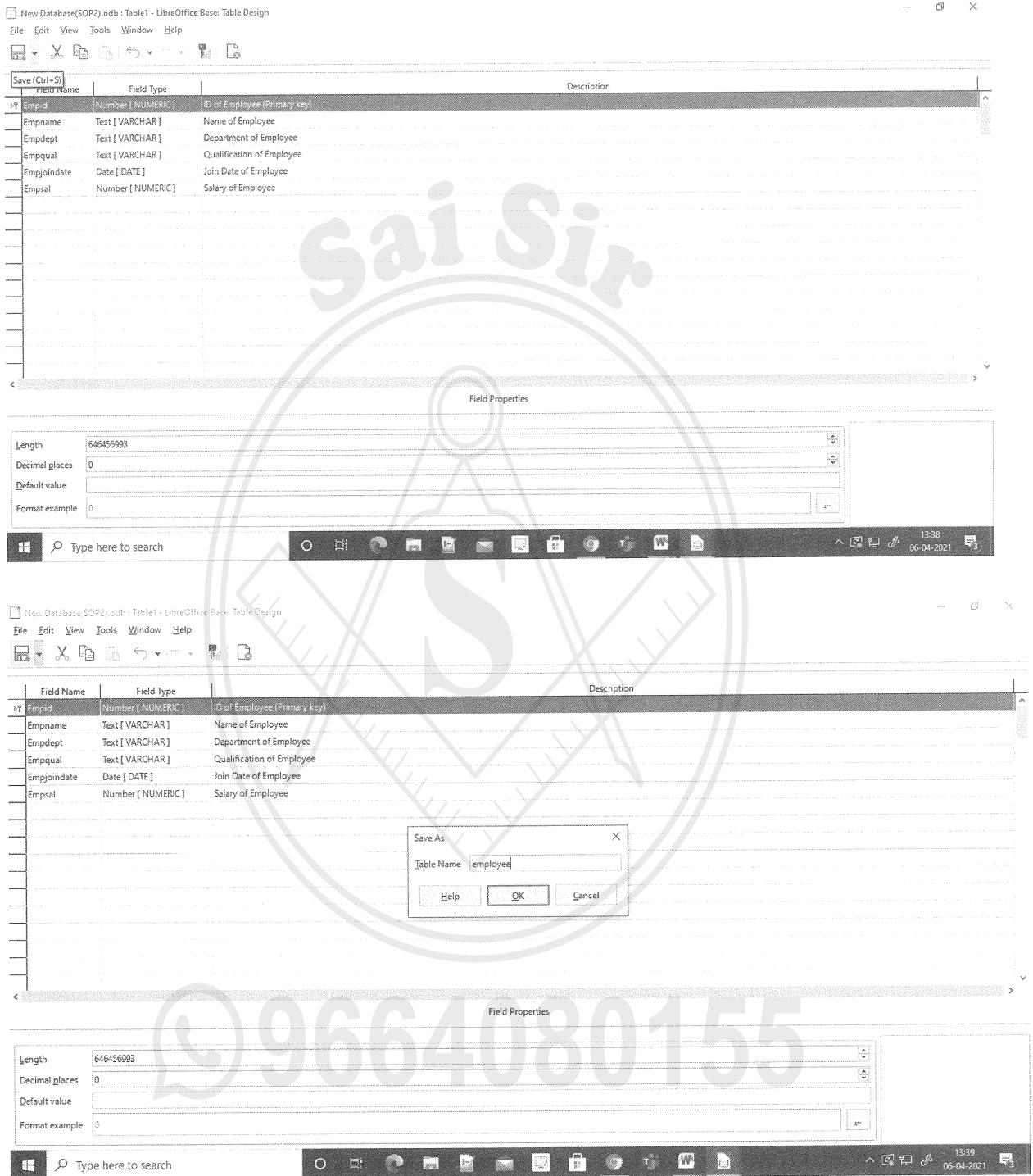
(iii) Steps for Inserting records in a Table:

For inserting records in a table, double click on the table in which data is to be inserted, a window will appear on the screen, type data under each filed and complete all the records.
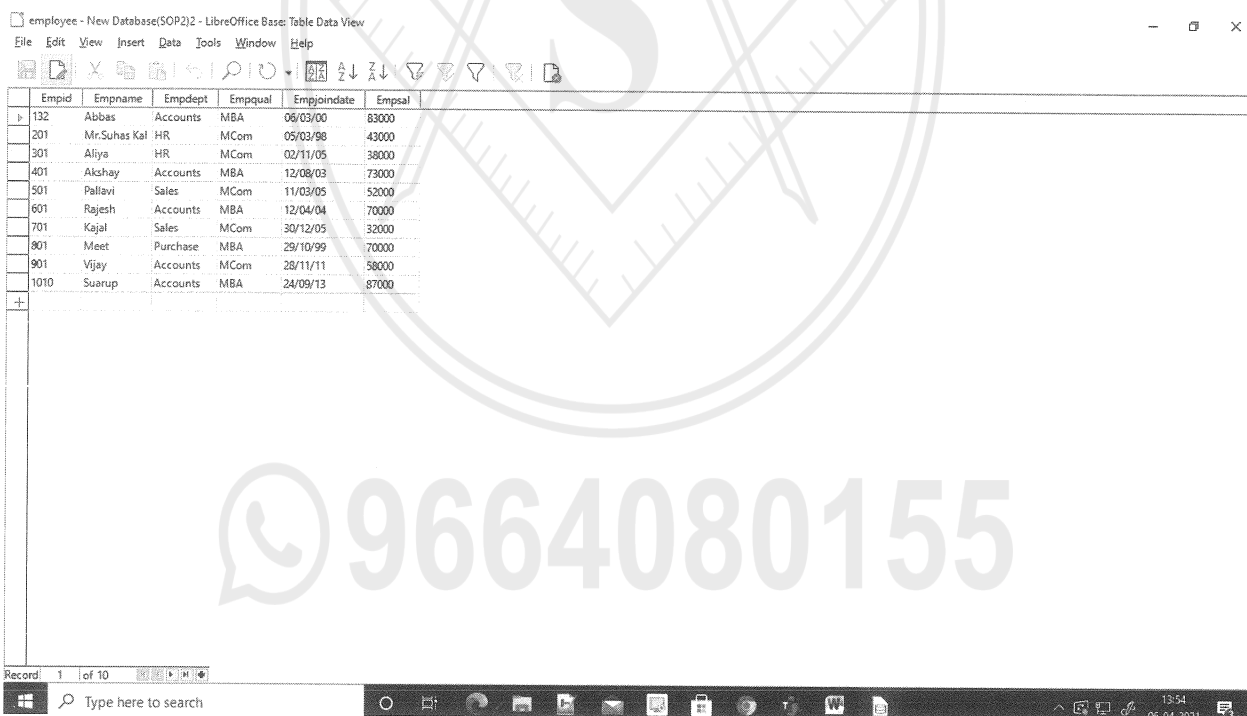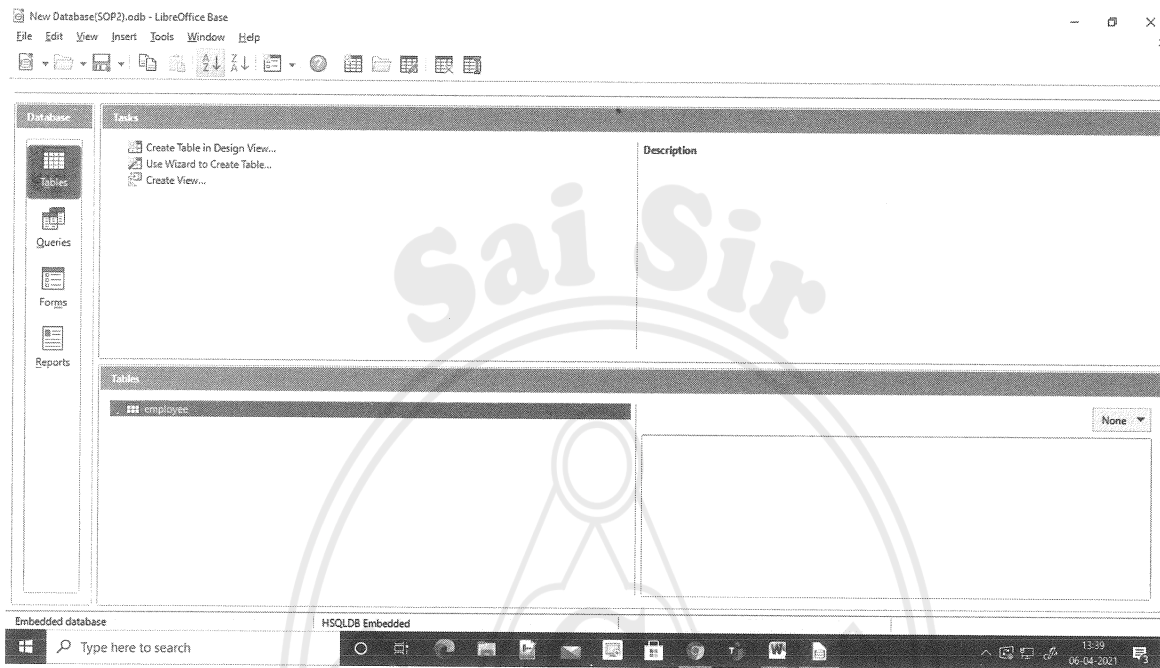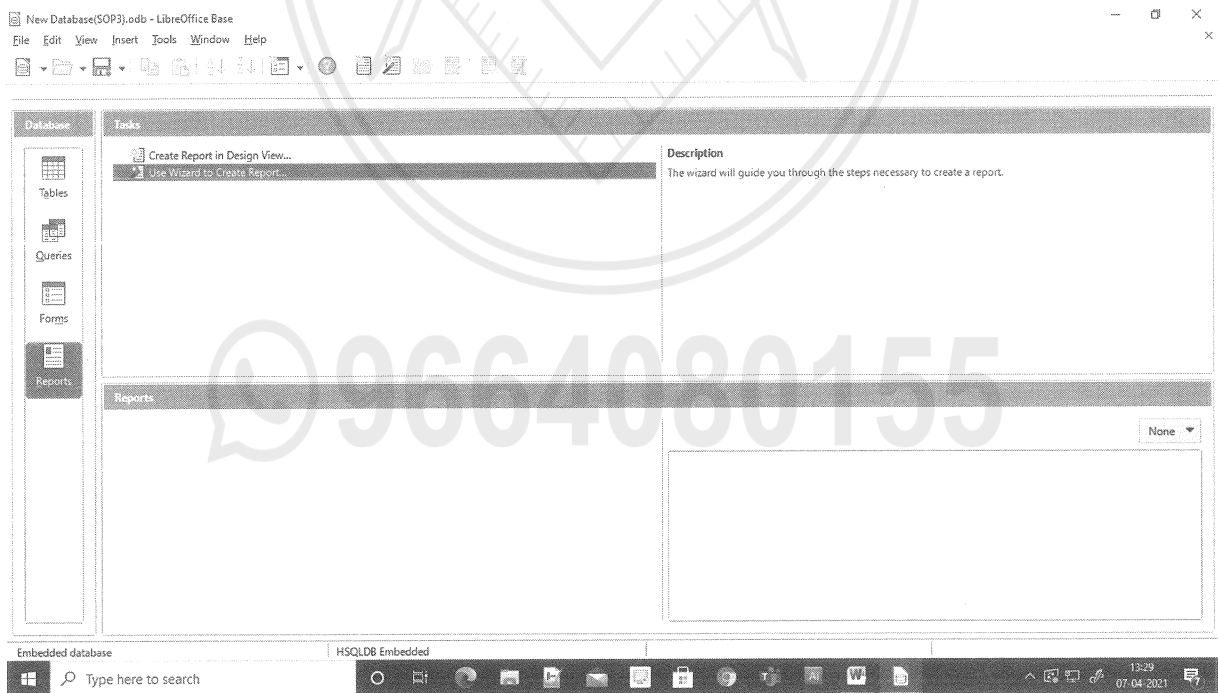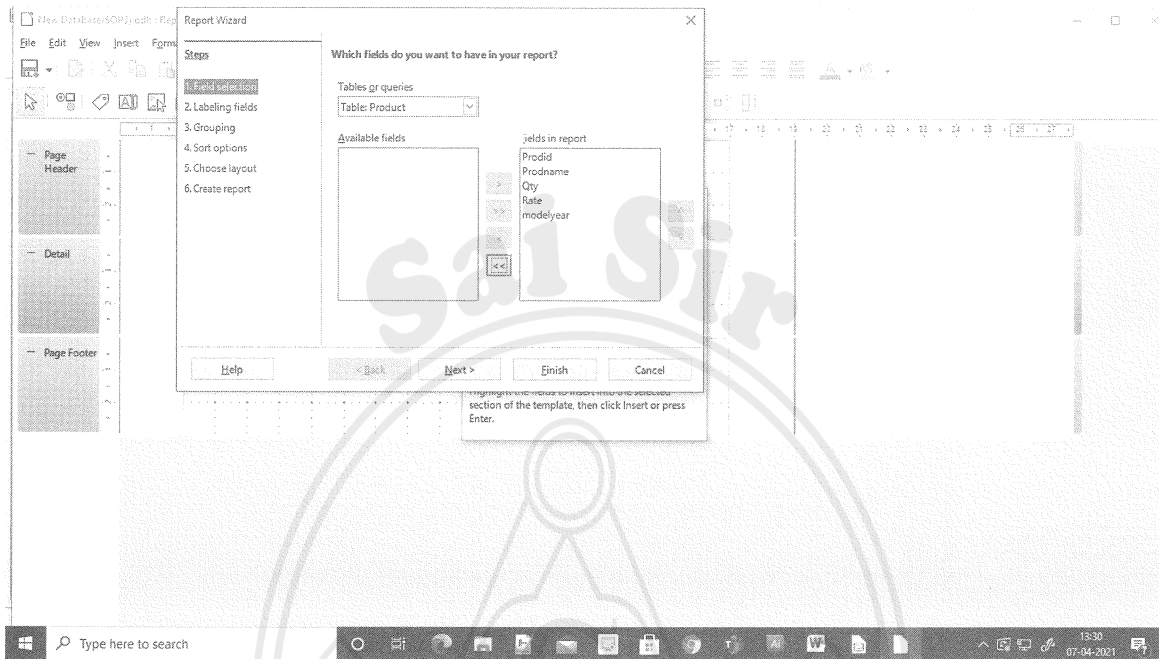
(iv) Steps for Creating query :

a. Click on Queries object and in right pane click on Create Query is Design View option.
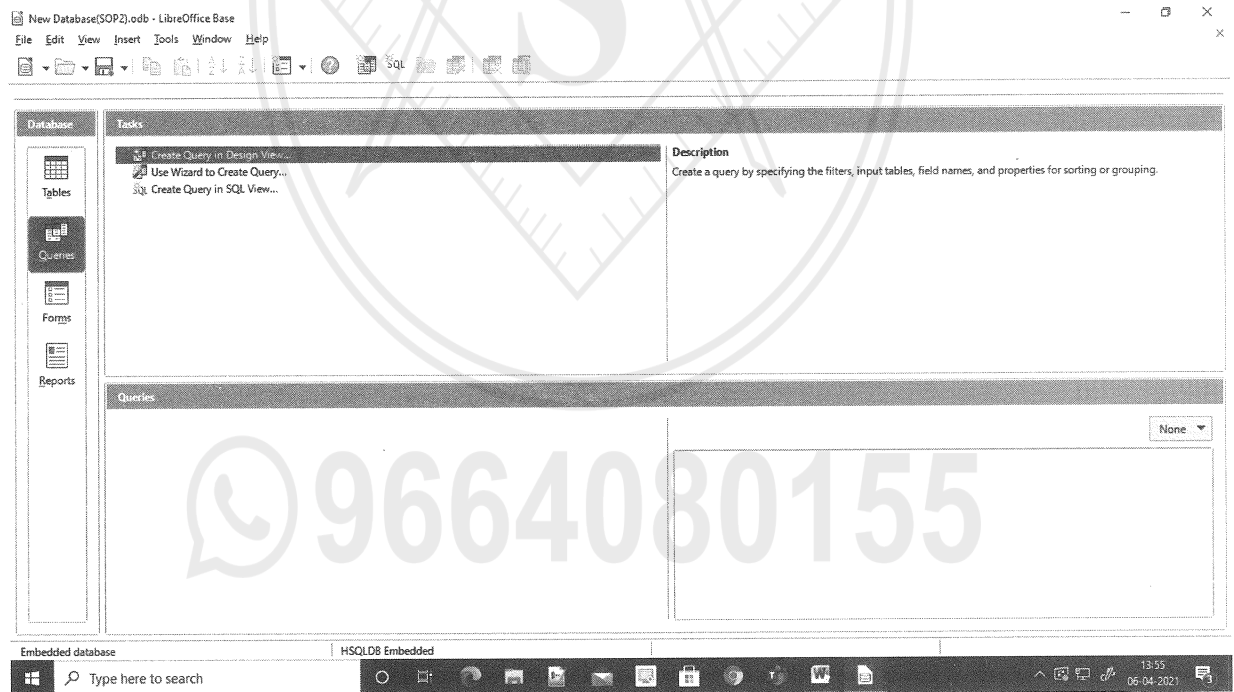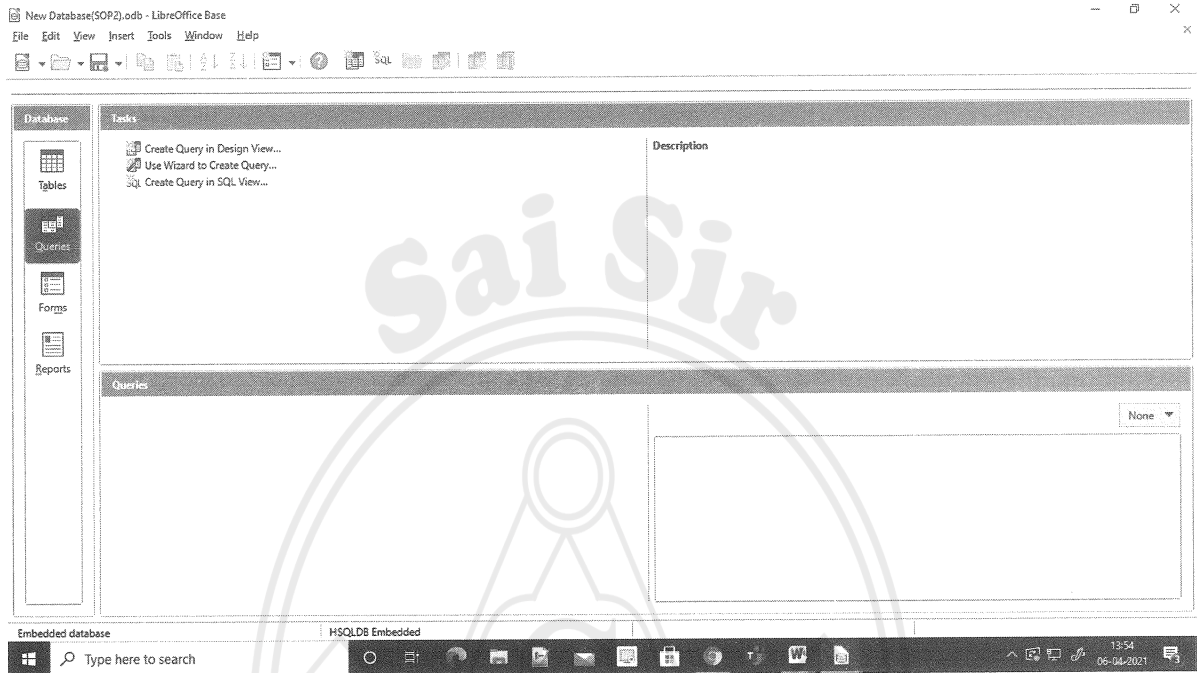
b. From Add table window select table click on Add button and click on Close .
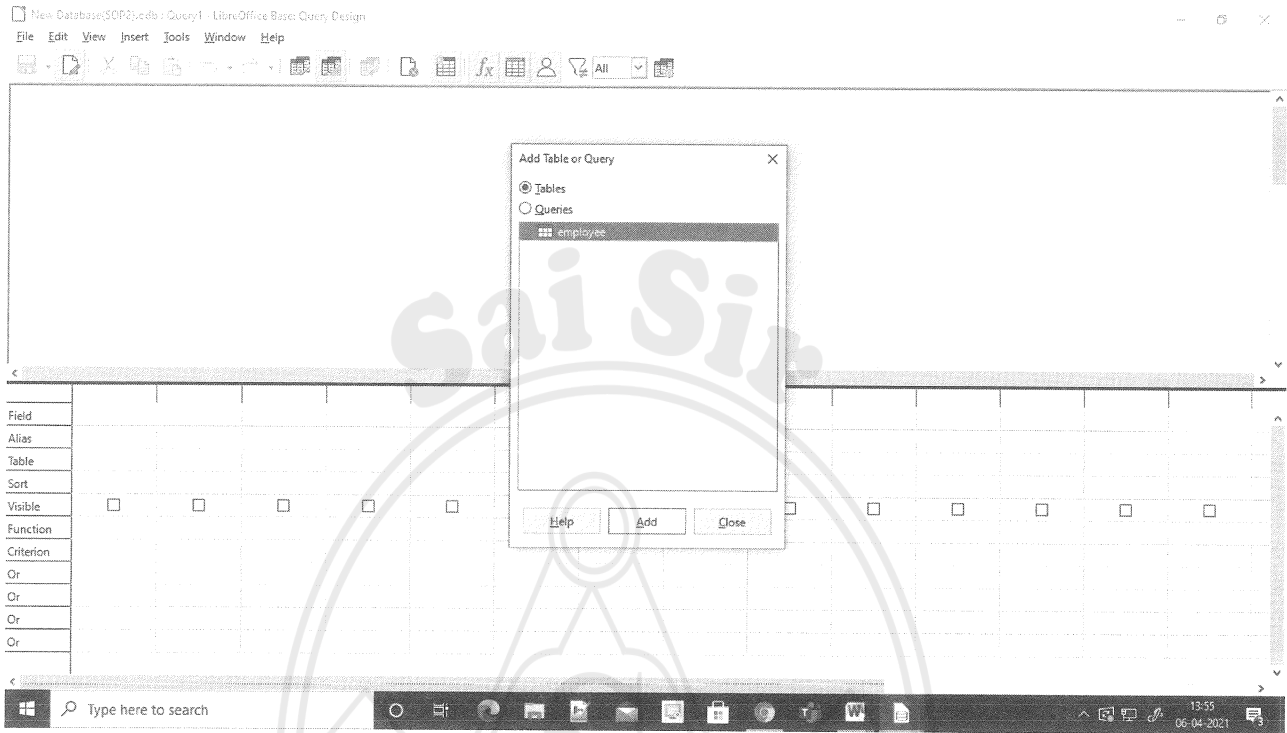
c. Select all the fields one by one by Clicking on fields columns.
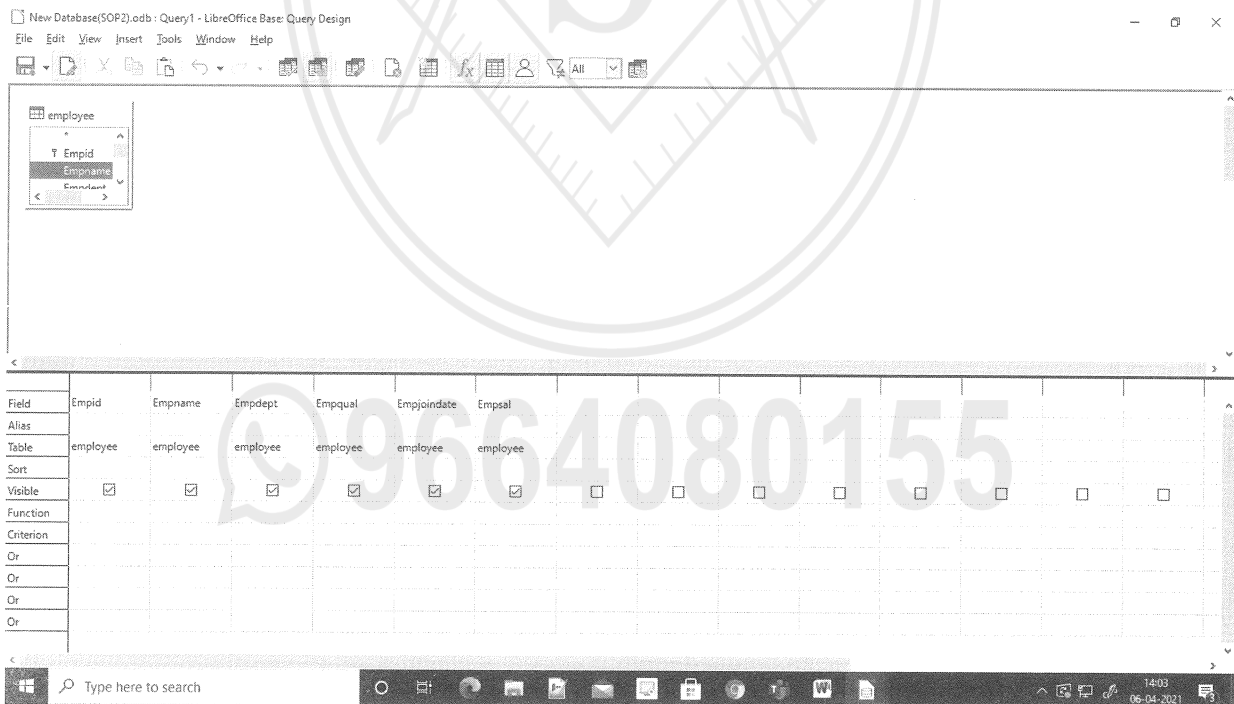
(a) To display records where employee qualifications is "MBA"
     in **Criterion** type **"MBA"** and click on Run query icon or Press F5 function key.
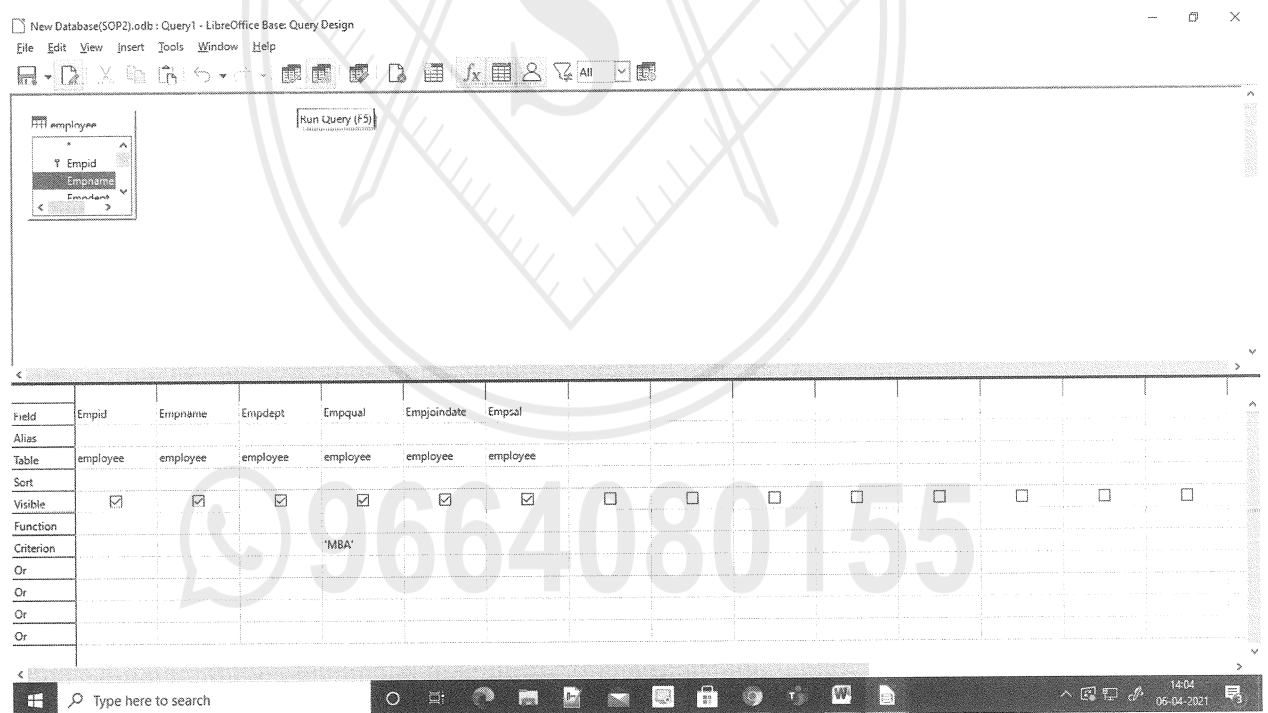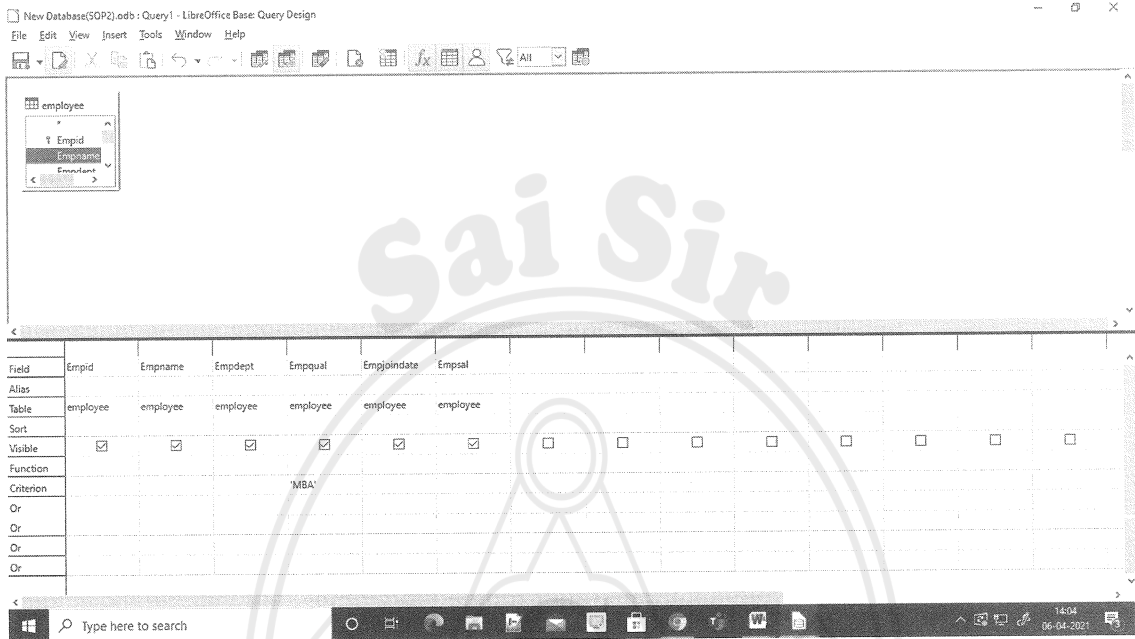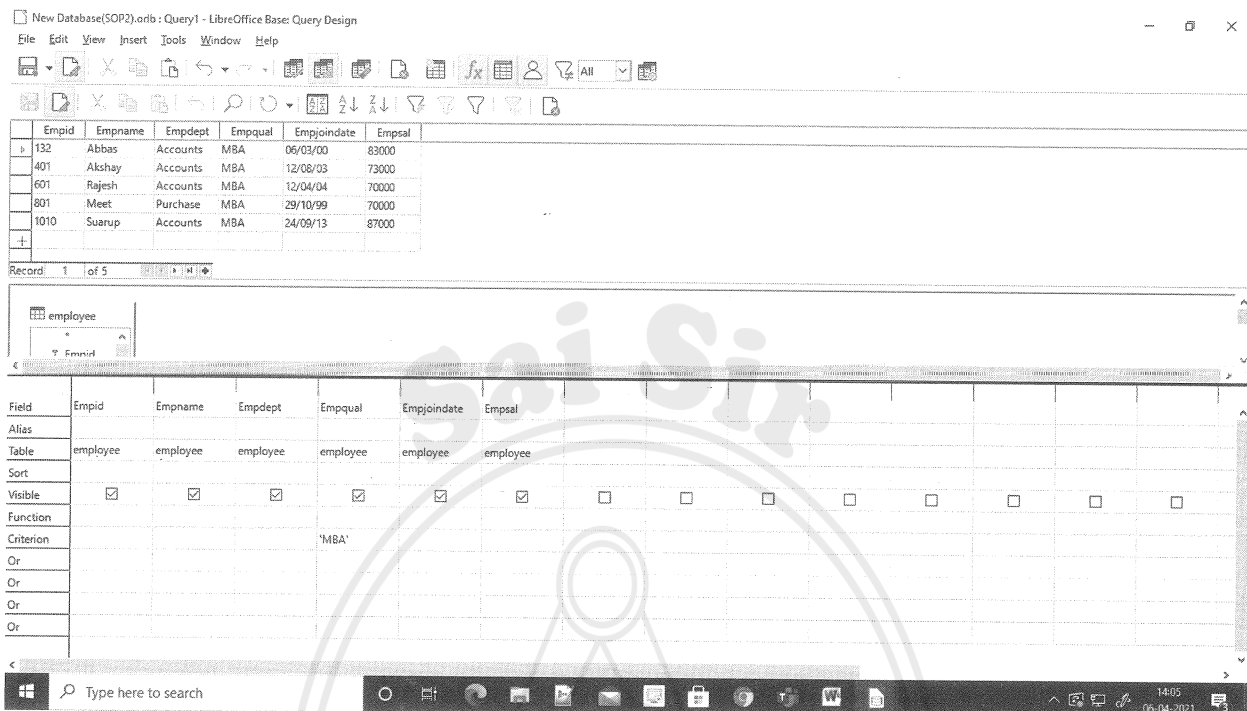
(b) **To display records where employee department is "Accounts"**
in **Criterion** Type **"Accounts"** and click on Run query icon or Press F5 function key .
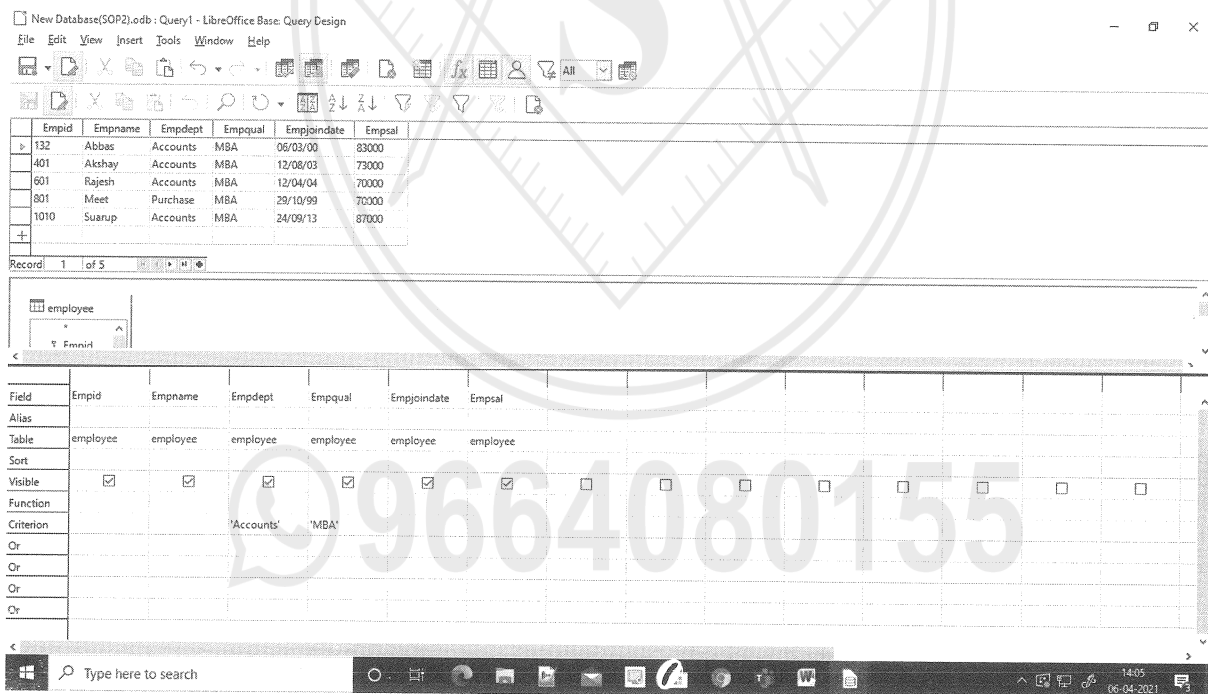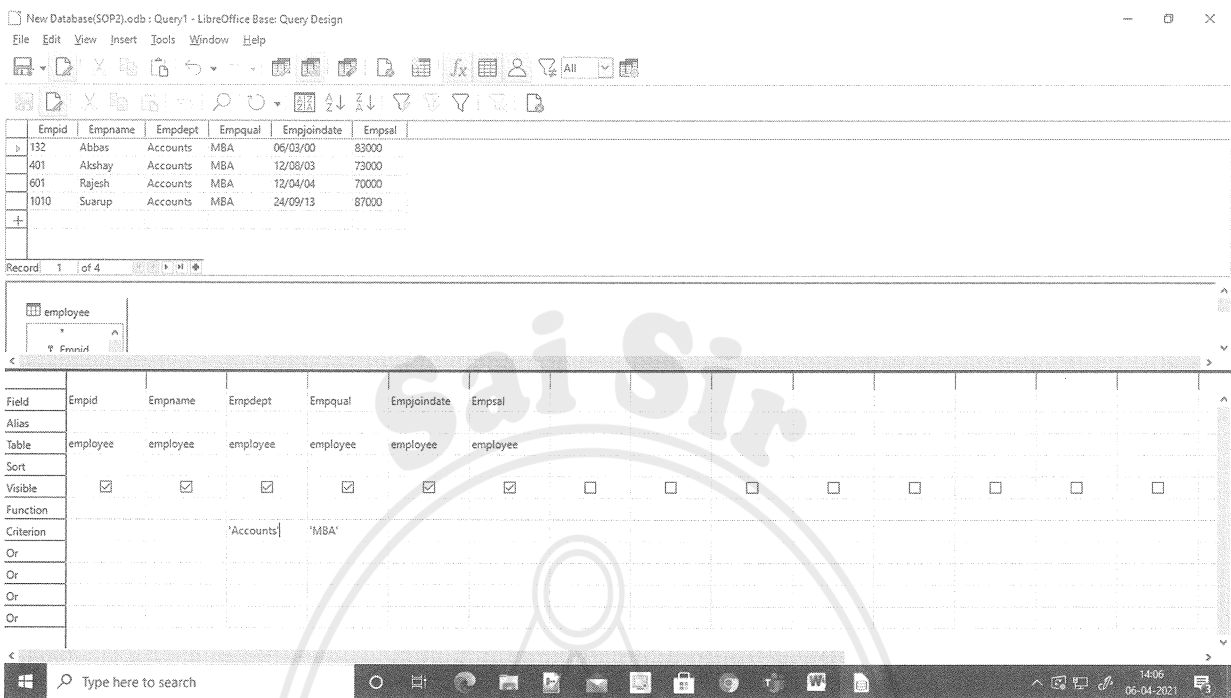
(c) To display records where employee salary > 70000

In **Criterion** type ">70000"and click on Run query icon or press F5 Function key.
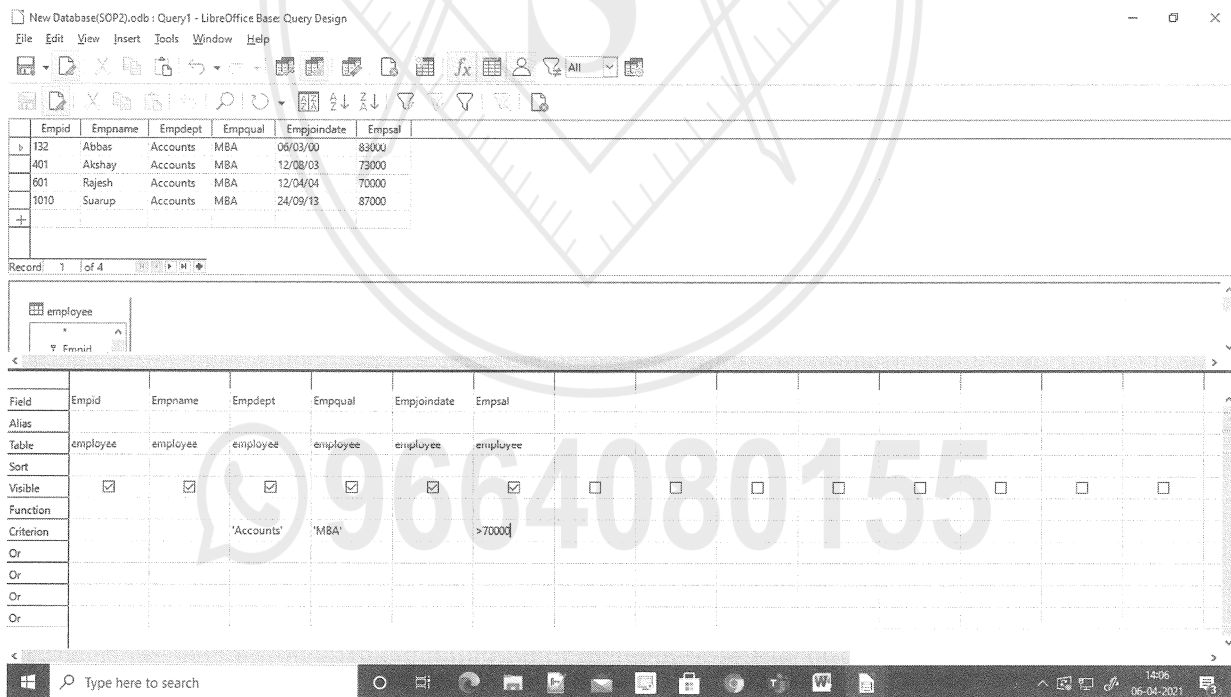
Query 1 - Screenshot 1

Empid	Empname	Empdept	Empqual	Empjoindate	Empsal
132	Abbas	Accounts	MBA	06/03/00	83000
401	Akshay	Accounts	MBA	12/08/03	73000
601	Rajesh	Accounts	MBA	12/04/04	70000
1010	Suarup	Accounts	MBA	24/09/13	87000

Record 1 of 4

Field	Empid	Empname	Empdept	Empqual	Empjoindate	Empsal
Alias						
Table	employee	employee	employee	employee	employee	employee
Sort						
Visible	☑	☑	☑	☑	☑	☑
Function						
Criterion			'Accounts'	'MBA'		>70000
Or						

Query 1 - Screenshot 2

Empid	Empname	Empdept	Empqual	Empjoindate	Empsal
132	Abbas	Accounts	MBA	06/03/00	83000
401	Akshay	Accounts	MBA	12/08/03	73000
1010	Suarup	Accounts	MBA	24/09/13	87000

Record 1 of 3

Field	Empid	Empname	Empdept	Empqual	Empjoindate	Empsal
Alias						
Table	employee	employee	employee	employee	employee	employee
Sort						
Visible	☑	☑	☑	☑	☑	☑
Function						
Criterion			'Accounts'	'MBA'		>70000
Or						

(d) To Display records where employee name is "Mr. Suhas Kale"

In criterion type **"Mr. Suhas Kale"** and click Run query icon or Press F5 function key.

SOP 3 : Create table Product with fieldnames prodid,prodname,qty,rate,modelyear with appropriate data type . insert minimum 8 records.

1. Generate report to display records in ascending order of prodname.

2. Generate report to display records in descending order of prodrate.

3. Generate report to display model year wise product list.

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4. Build a query to display amount (qty*rate).

5. Generate a bill report with appropriate titles and calculate amount for each record.

Steps :

(i) Steps for Creating a Database :

a. Click on Start -> All Programs -> Libre Office -> Libre Office Base.
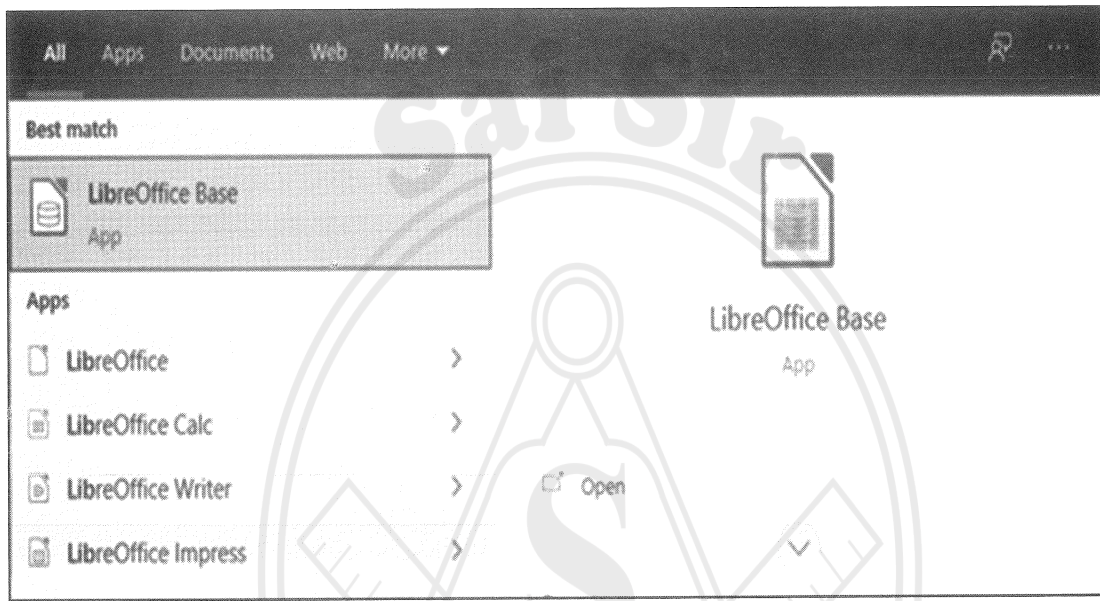
b. Database wizard window, appears, select Save and Proceed -> Click on Finish button, select proper location where you wish to save the database with appropriate name, database will be created.

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(ii) Steps for Creating a Table :

a. To create a table, Click on Create table in design view -> Table design window appears , in that window set filed name , data type as follows:

Field Name	Data Type	Description
Prodid	Number(NUMERIC)	ID of Product (Primary key)
Prodname	Text[VARCHAR]	Name of Product
Qty	Number(NUMERIC)	Quantity of Product
Rate	Number(NUMERIC)	Rate of Product
Modelyear	Date [DATE]	Model Year of product

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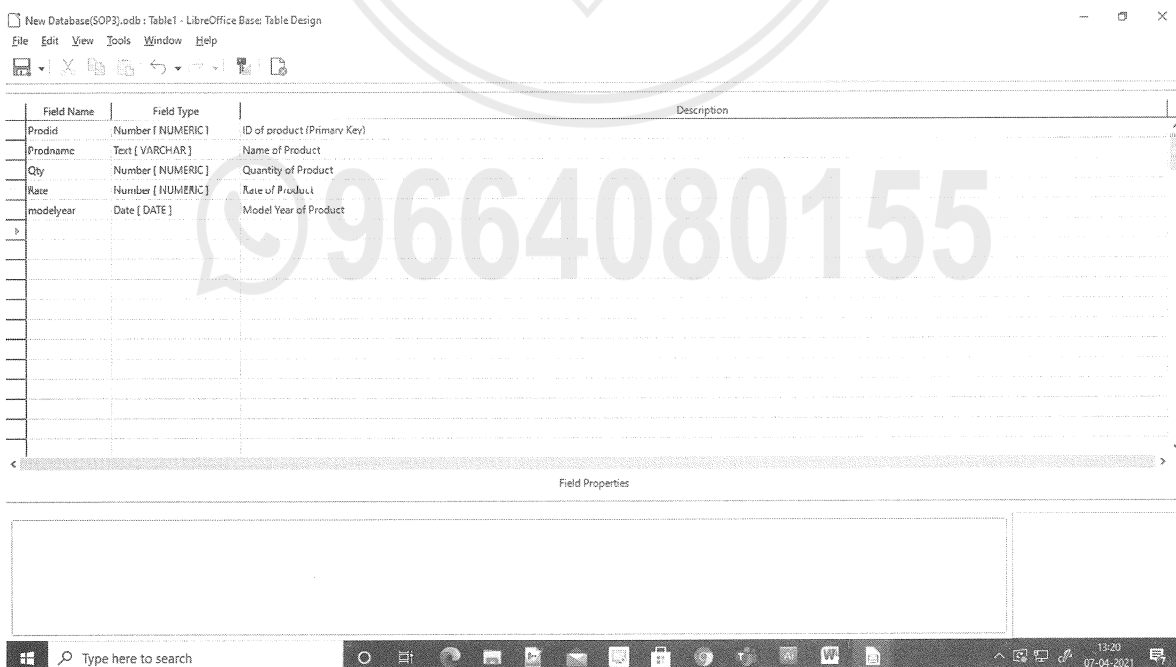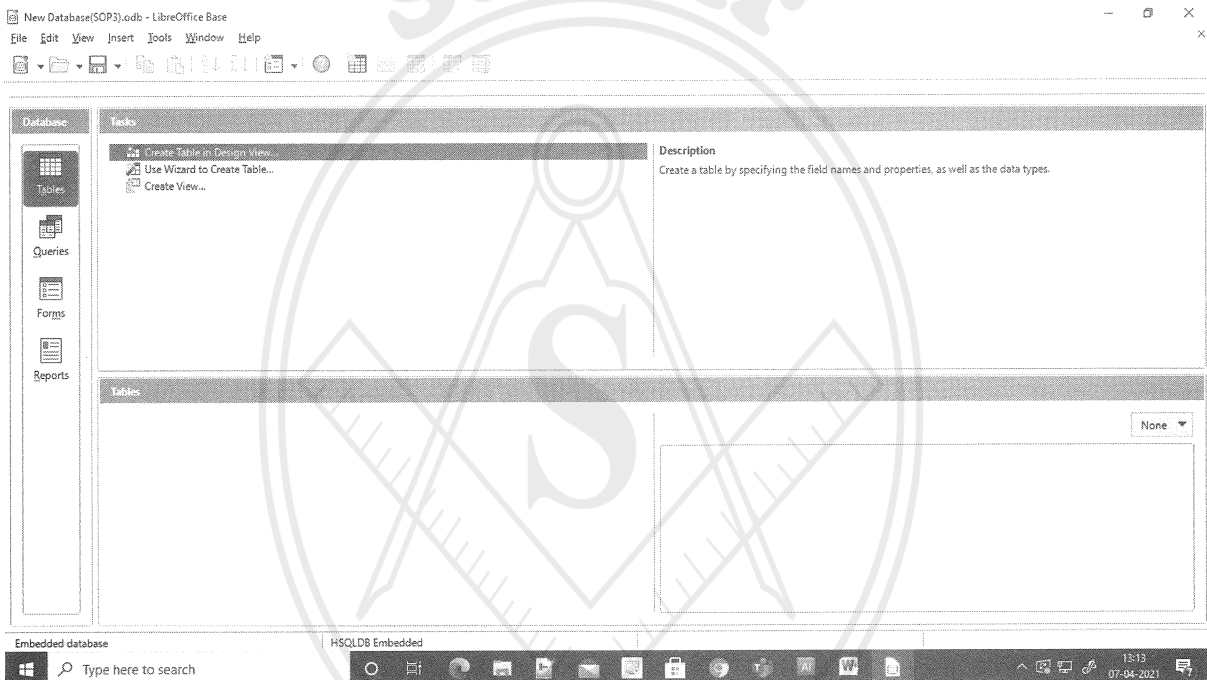
b. To assign primary key to prodid field , right click on the small button present on the left side of the field name and select Primary Key option.
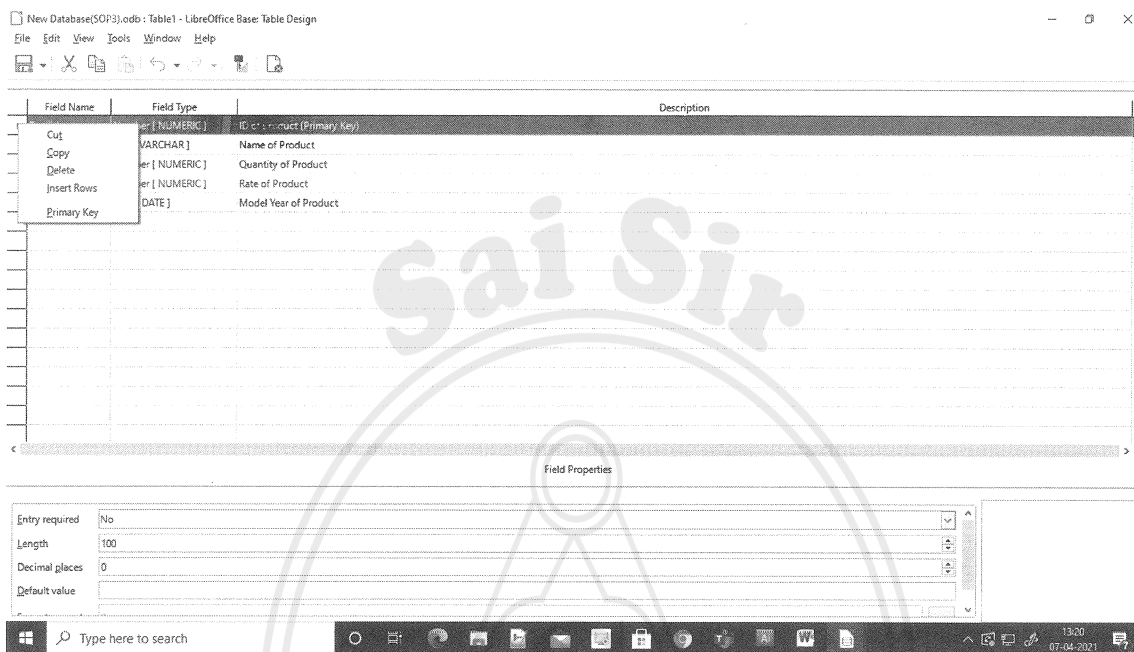
c. To Save click on Save button or press CTRL+S, give table name as Product and click OK button, table will be saved.
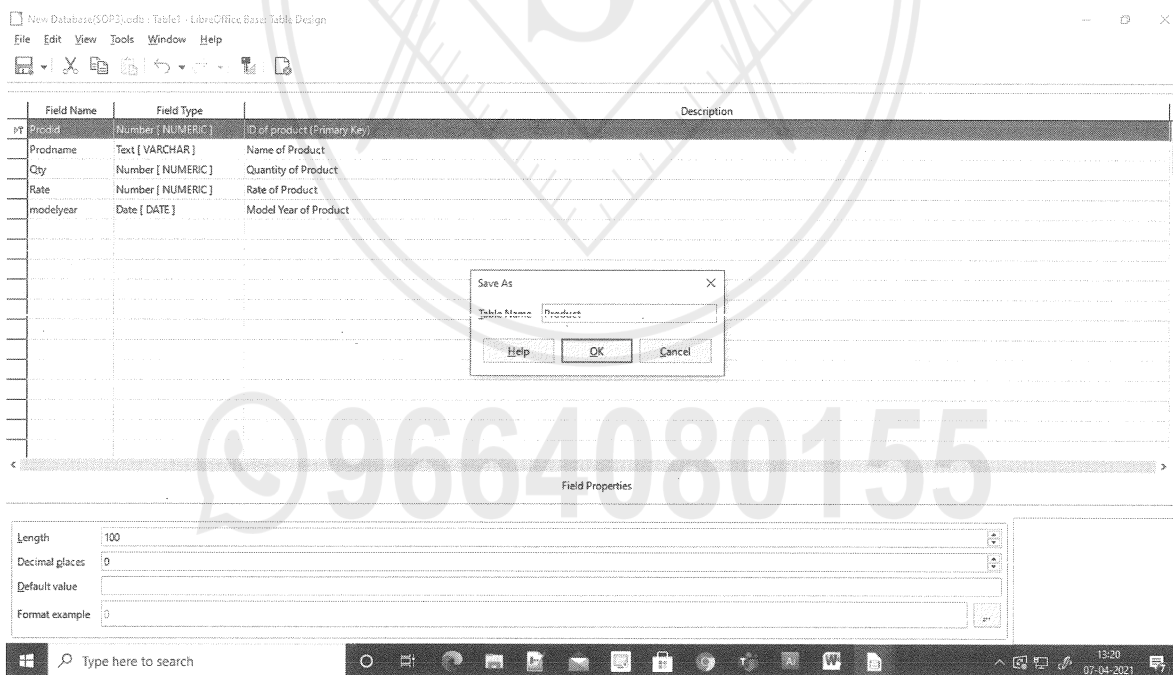
(iii) Steps for Inserting records in a Table:

For inserting records in a table, double click on the table in which data is to be inserted, a window will appear on the screen, type data under each filed and complete all the records.

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(iv) Steps for Creating Reports/Query:

(i) Generate report to display records in ascending order for prodname .

a. To create report , from left pane click on Report object

b. From right pane click on Use wizard to create a Report

c. Select name of table and shift fields from Available fields list to Fields in Report list by clicking on arrow button, click on Next button.
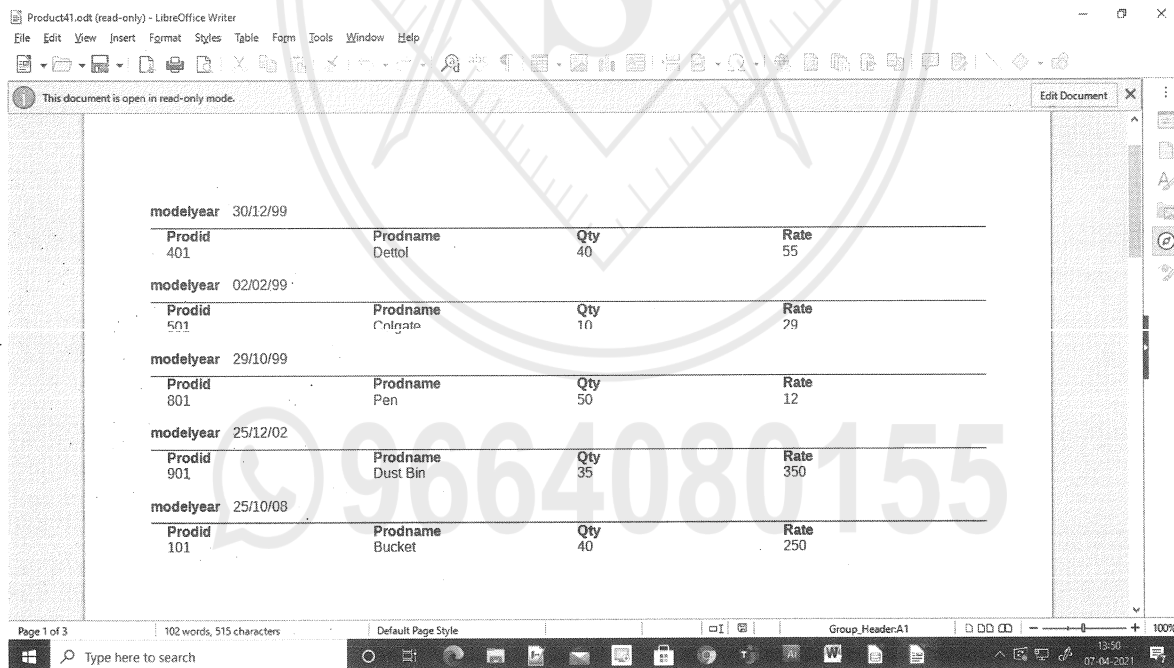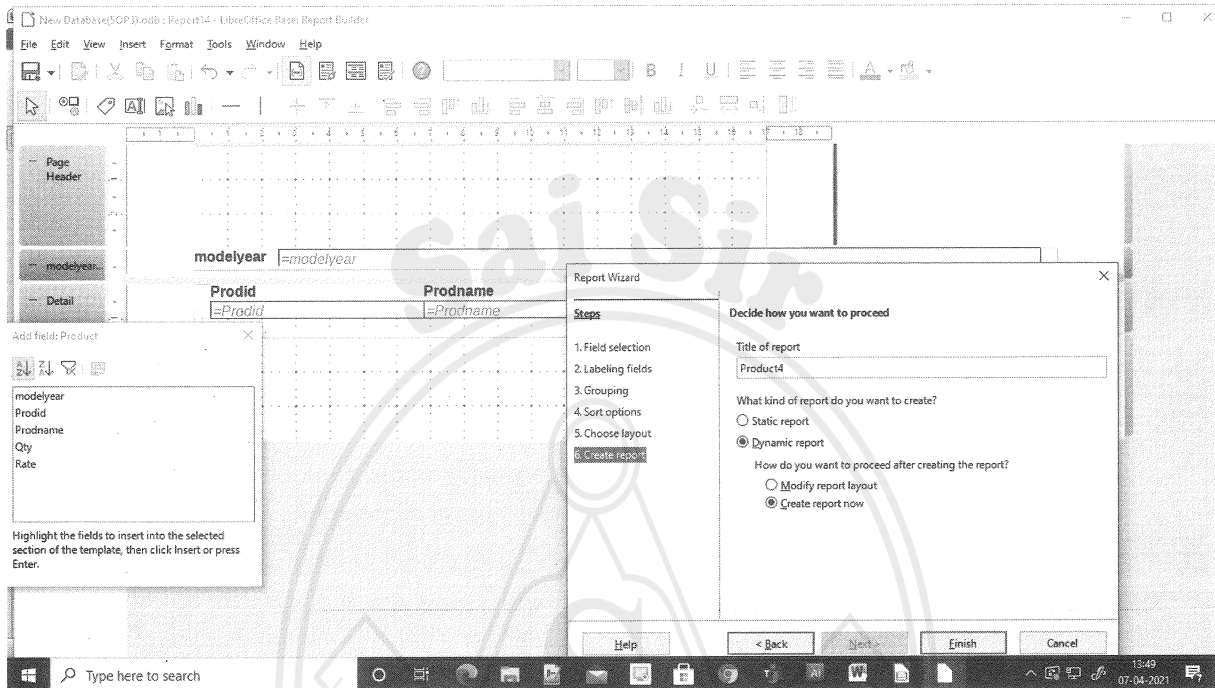

d. Set how do you want to label the fields and click on Next button.

Product22.odt - LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Window Help

Prodname	Bucket	Qty	40	modelyear	25/10/08
Prodid	101	Rate	250		
Prodname	Lux	Qty	15	modelyear	28/11/12
Prodid	201	Rate	45		
Prodname	Dove	Qty	13	modelyear	30/12/10
Prodid	301	Rate	50		
Prodname	Dettol	Qty	40	modelyear	30/12/99
Prodid	401	Rate	55		
Prodname	Colgate	Qty	10	modelyear	02/02/99
Prodid	501	Rate	29		
Prodname	Notebook	Qty	25	modelyear	22/09/19
Prodid	502	Rate	29		
Prodname	Cinthol	Qty	30	modelyear	13/08/20
Prodid	601	Rate	45		
Prodname	Tiffin Box	Qty	19	modelyear	31/12/08

Page 1 of 2   102 words, 515 characters   Default Page Style   English (India)   Detail0:G16   100%

Product22.odt - LibreOffice Writer

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Prodid	701	Rate	100		
Prodname	Pen	Qty	50	modelyear	29/10/99
Prodid	801	Rate	12		
Prodname	Dust Bin	Qty	35	modelyear	25/12/02
Prodid	901	Rate	350		

Page 2 of 2   102 words, 515 characters   Default Page Style   English (India)   Detail0:G16   100%

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(ii) Generate report to display records in descending order of product rate.

a. To create report , from left pane click on Report object

b. From right pane click on Use wizard to create a Report

c. Select name of table and shift fields from Available fields list to fields in Report list by clicking on arrow button, click on Next button.

d. Set how do you want to label the fields and click on Next button .
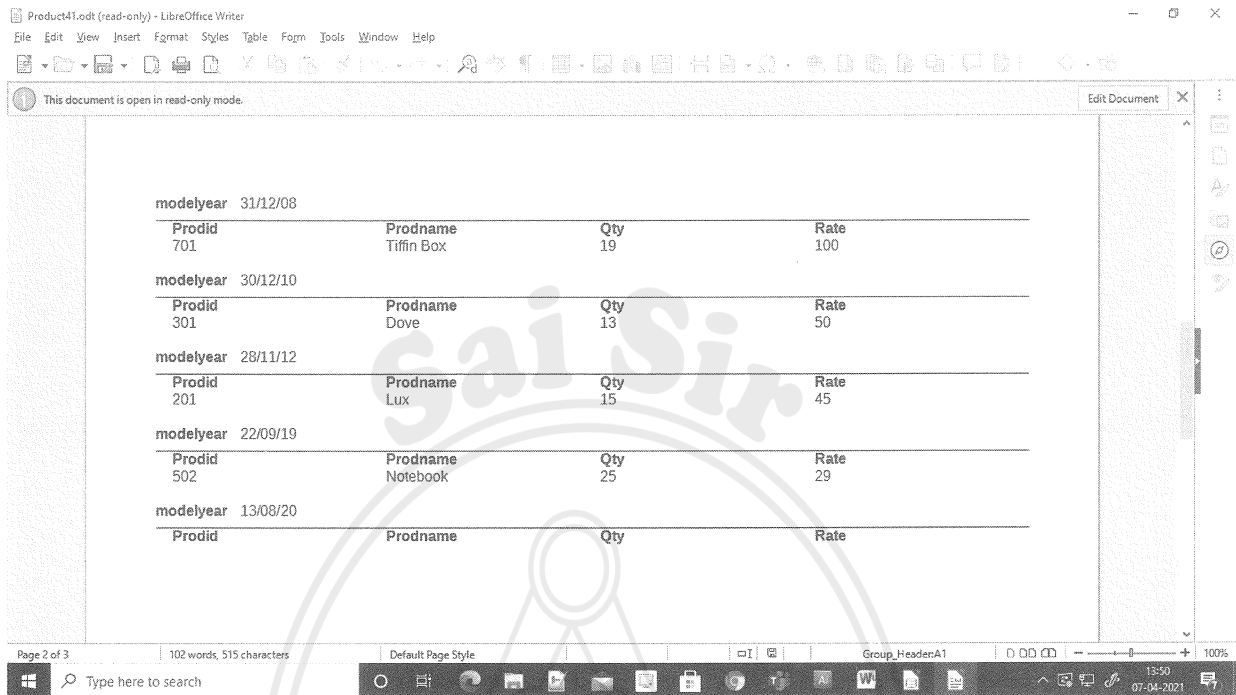
e. Click on Next button

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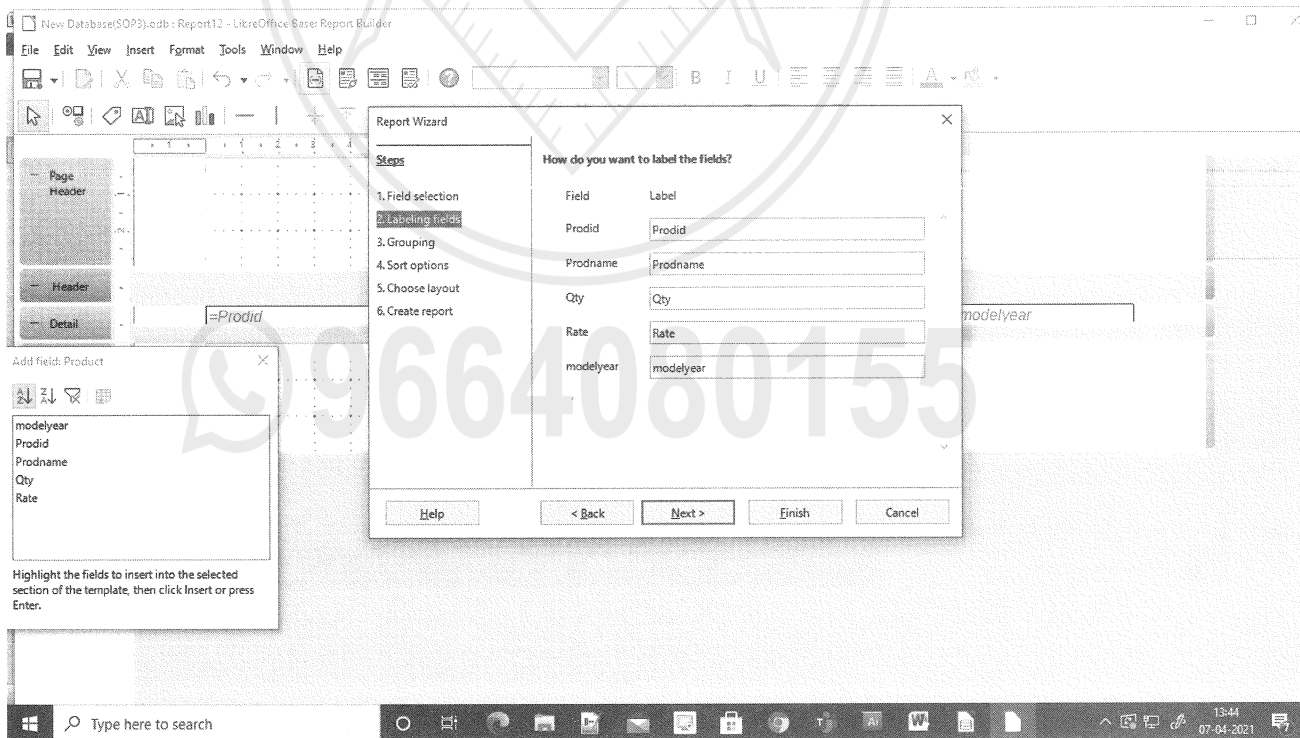
f. Select the rate to sort the data in descending order, click on Next button
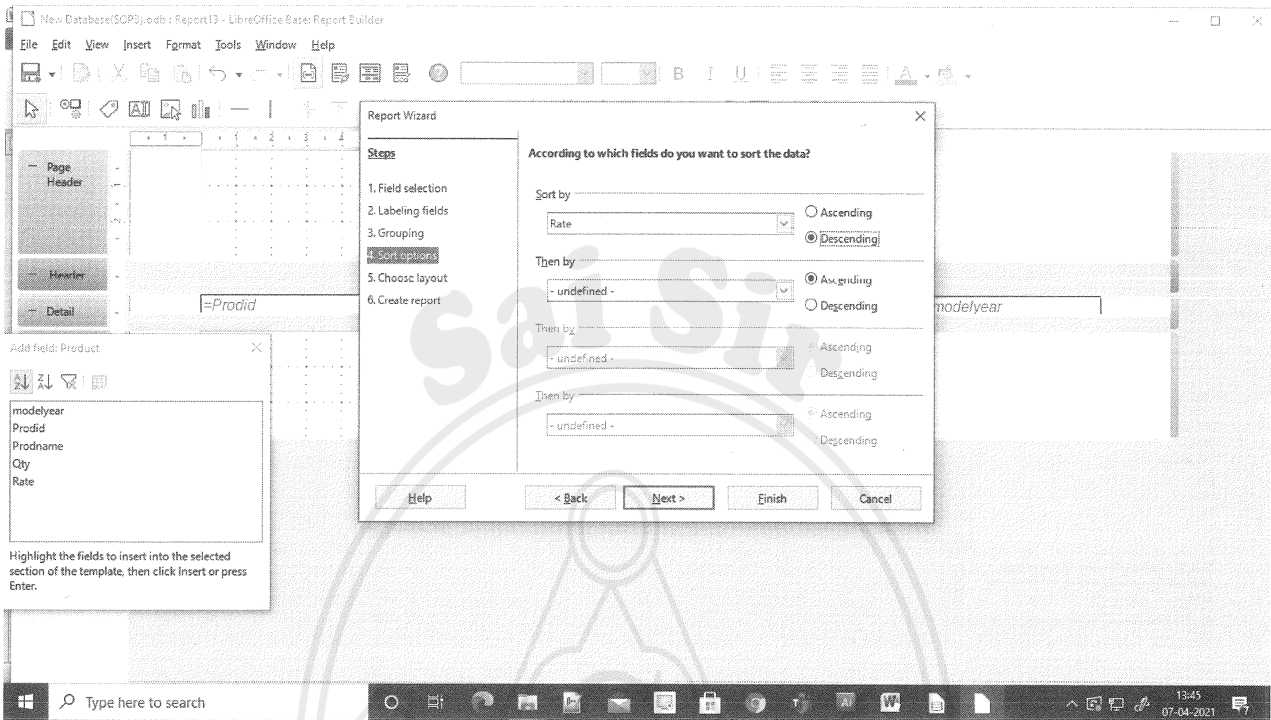
g. Choose layout and orientation, click on Next button

h. Type Title for the Report and click on Finish button

Prodid	Prodname	Qty	Rate	modelyear
901	Dust Bin	35	350	25/12/02
Prodid	Prodname	Qty	Rate	modelyear
101	Bucket	40	250	25/10/08
Prodid	Prodname	Qty	Rate	modelyear
701	Tiffin Box	19	100	31/12/08
Prodid	Prodname	Qty	Rate	modelyear
401	Dettol	40	55	30/12/99
Prodid	Prodname	Qty	Rate	modelyear
301	Dove	13	50	30/12/10
Prodid	Prodname	Qty	Rate	modelyear
601	Cinthol	30	45	13/08/20
201	Lux	15	45	28/11/12
Prodid	Prodname	Qty	Rate	modelyear
501	Colgate	10	29	02/02/99
502	Notebook	25	29	22/09/19
Prodid	Prodname	Qty	Rate	modelyear
801	Pen	50	12	29/10/99

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(iii) Generate report to display modelyear wise product list .

  a. To create report , from left pane click on Report object

  b. From right pane click on Use wizard to create a Report

  c. Select name of table and shift fields from Available fields list to Fields in Report list by clicking on arrow button, Click on Next button.
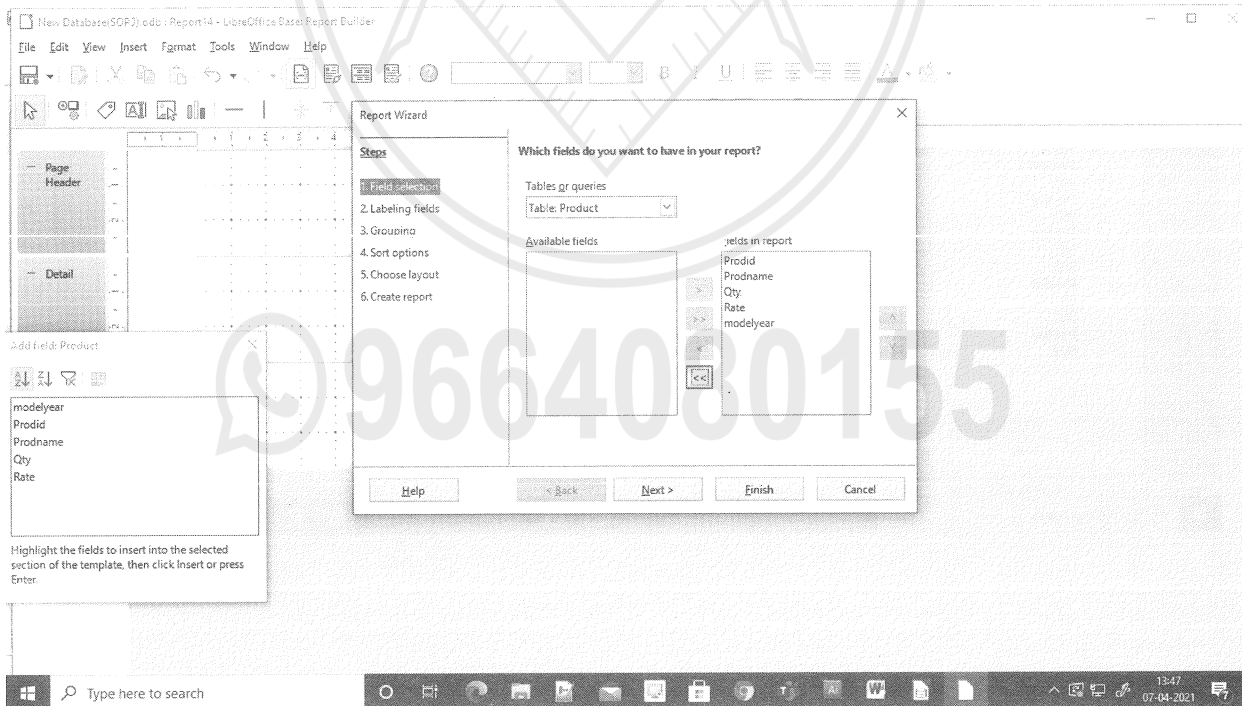
d.   Set how do you want to label the fields and click on Next button.
e.   Click on Next button
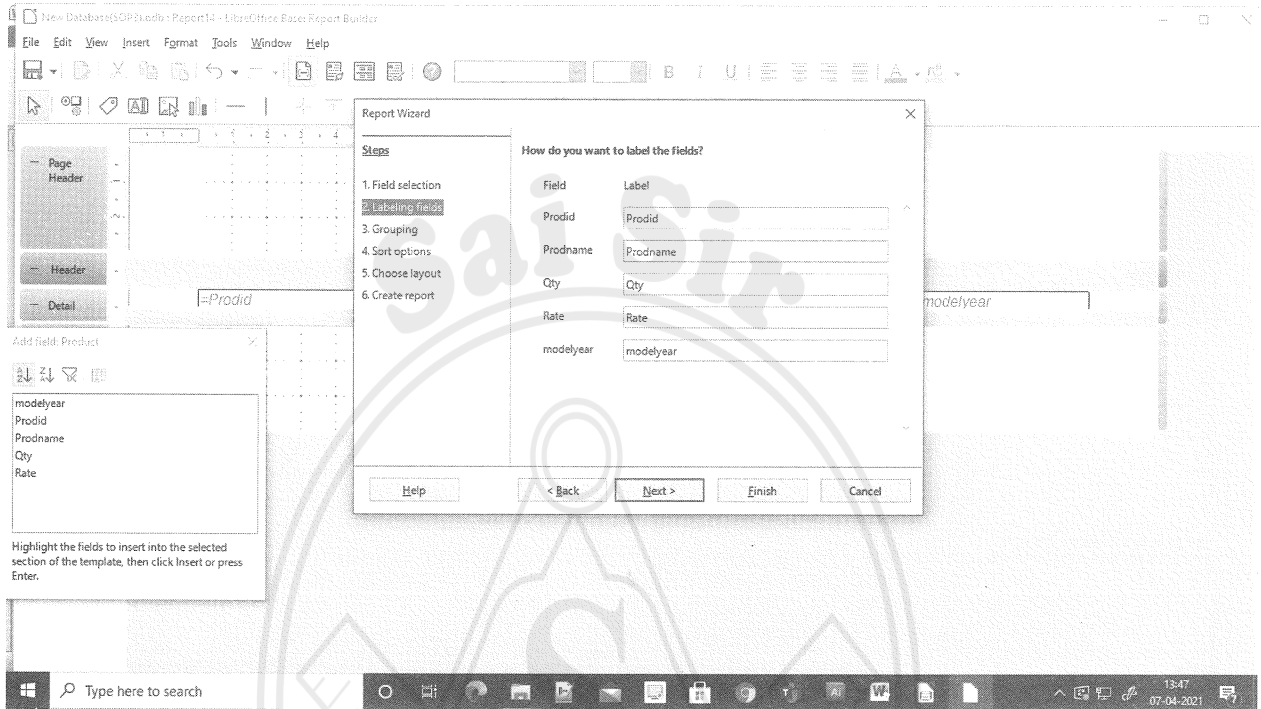
f.   Select the modelyear , click on Next button

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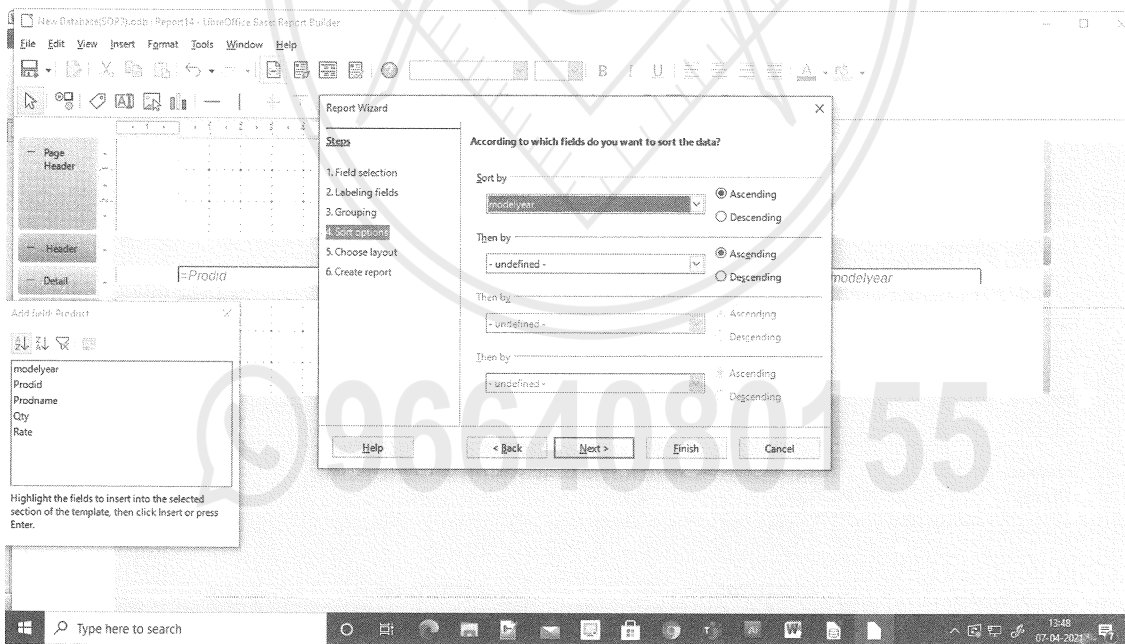
(g) Choose layout and orientation , click on Next button

(f) Type Title for the Report and click on Finish button

modelyear	31/12/08		
Prodid	Prodname	Qty	Rate
701	Tiffin Box	19	100
modelyear	30/12/10		
Prodid	Prodname	Qty	Rate
301	Dove	13	50
modelyear	28/11/12		
Prodid	Prodname	Qty	Rate
201	Lux	15	45
modelyear	22/09/19		
Prodid	Prodname	Qty	Rate
502	Notebook	25	29
modelyear	13/08/20		
Prodid	Prodname	Qty	Rate

(iv) Build a query to display amount (qty*rate).

a. Click on Queries object and in right pane click on Create Query is Design View option.

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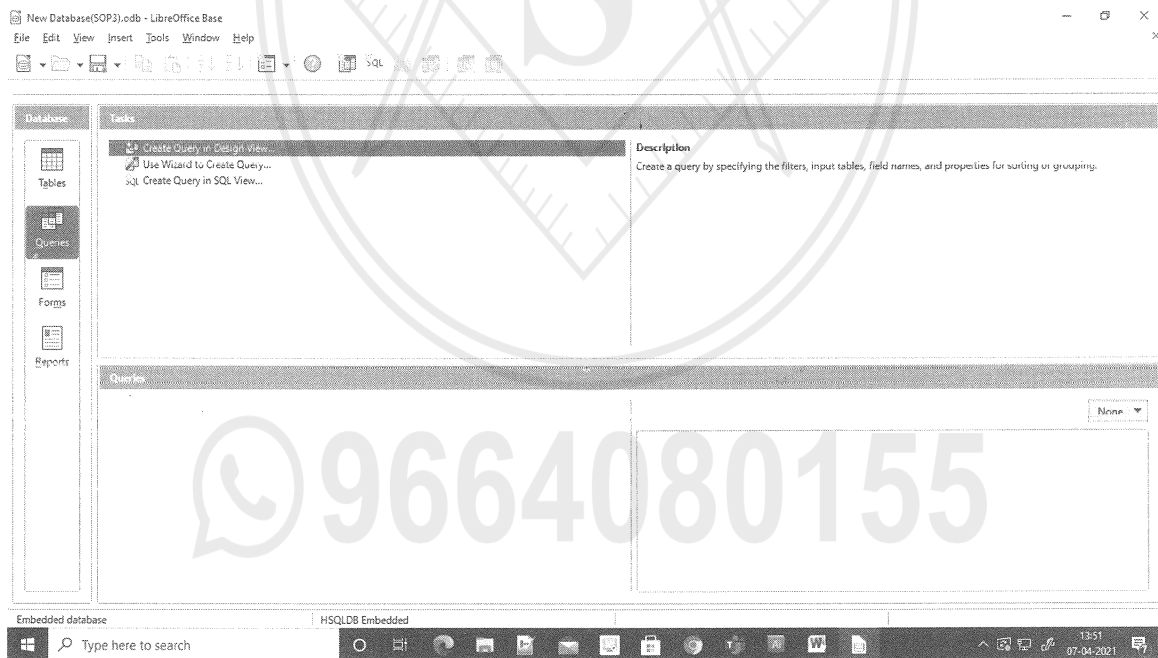
b. From Add table window select table and click on Add button and click on Close.
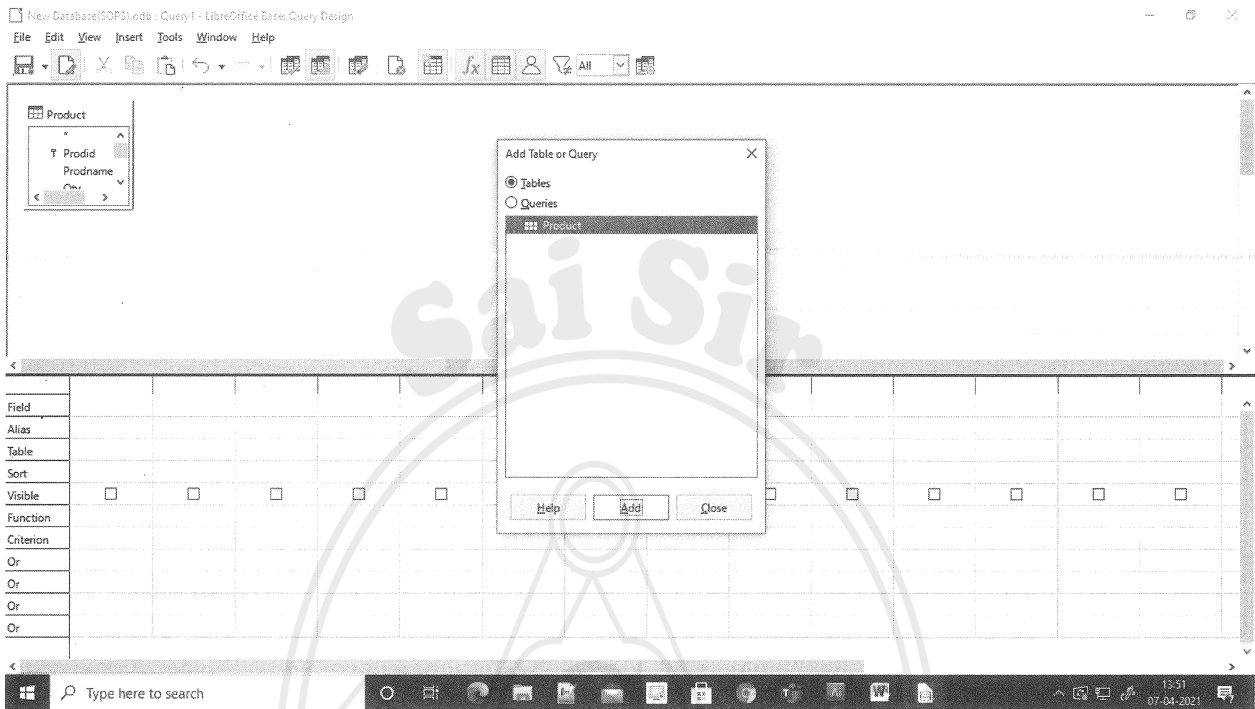
c. Select all the fields one by one by Clicking on field's columns.

In field column type formula "qty"*"rate" and in Alias column type Total amount and click on Run query Icon Or Press F5 function key.
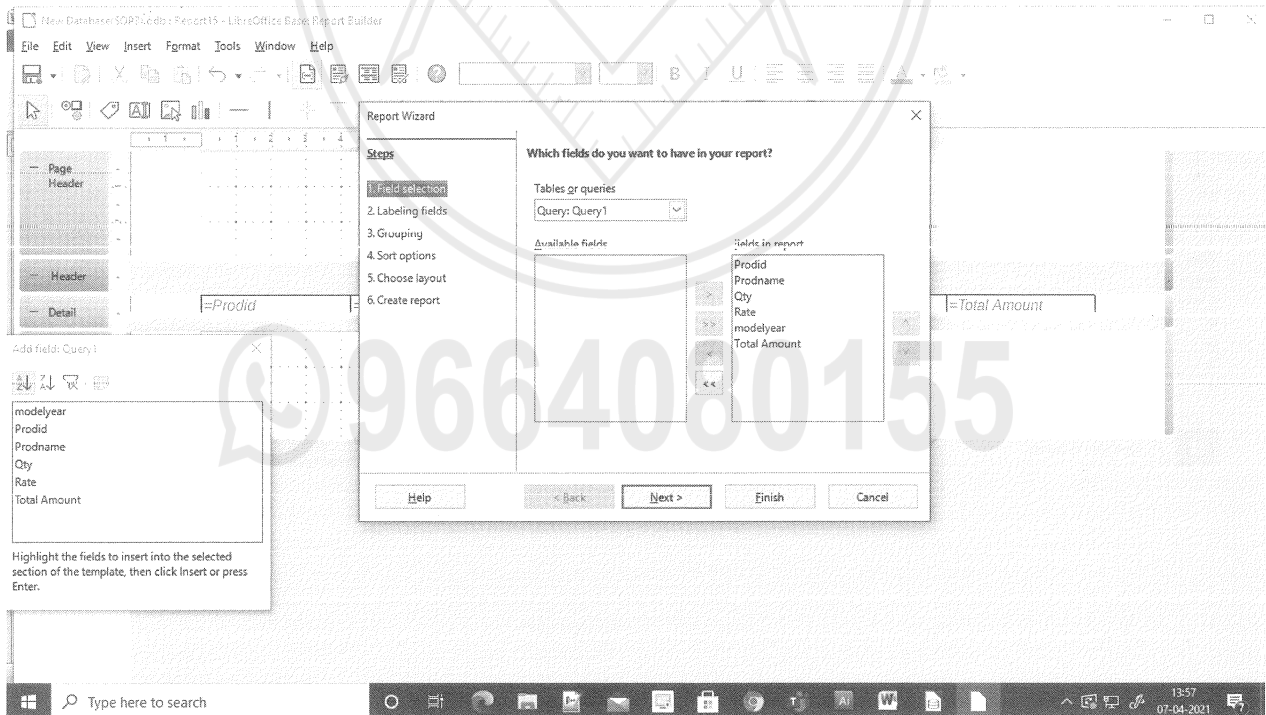
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(v) Generate a bill report with appropriate titles and calculate amount for each record.

a. To create report , from left pane click on Report object

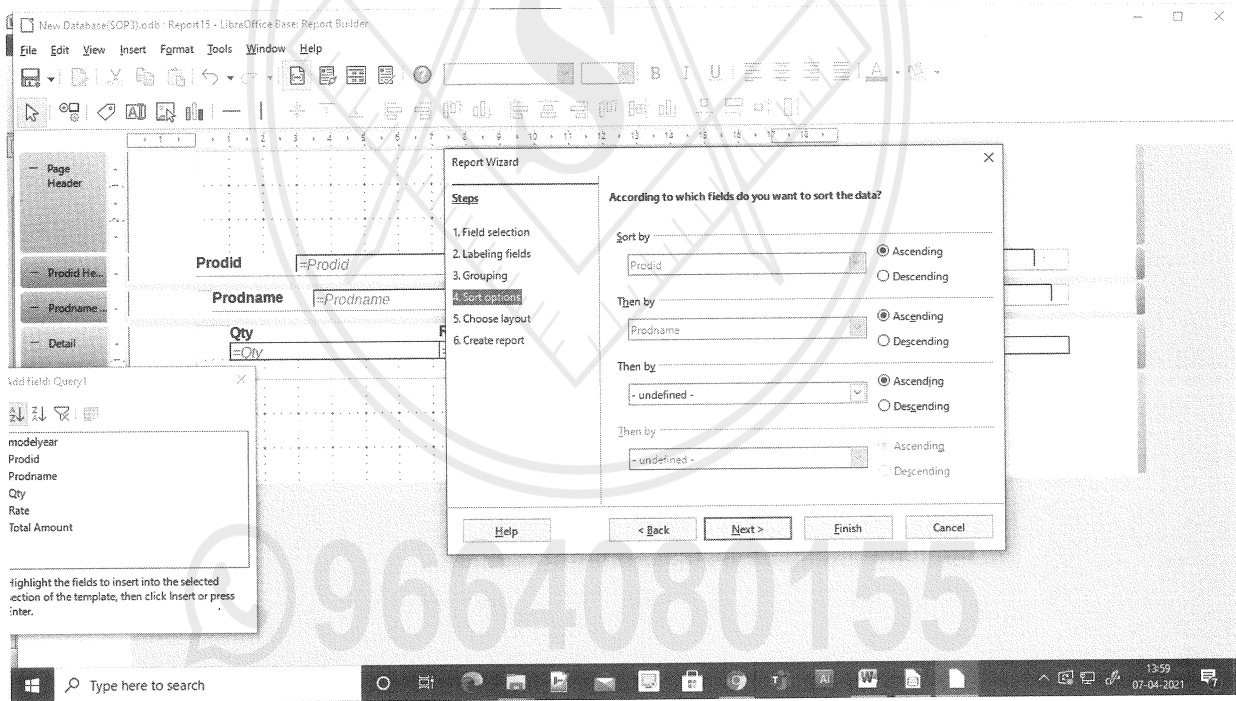b. From right pane click on Use wizard to create a Report
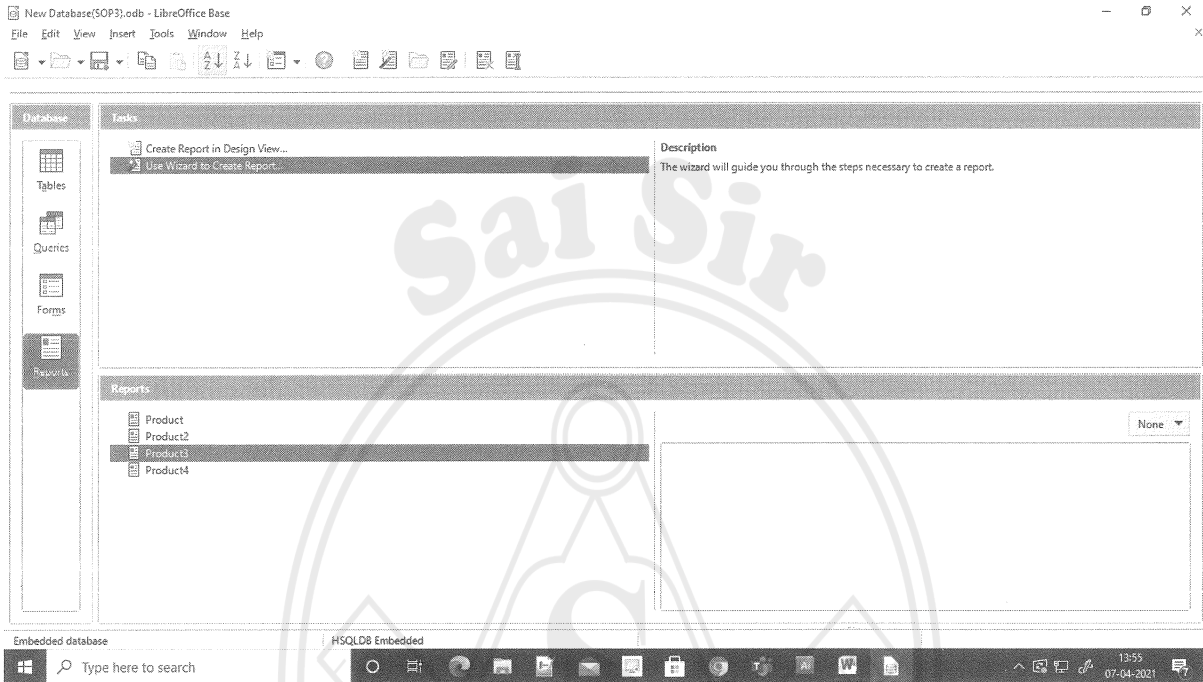
c. Select name of table and shift fields from Available fields list to Fields in Report list by clicking on arrow button, click on Next button.
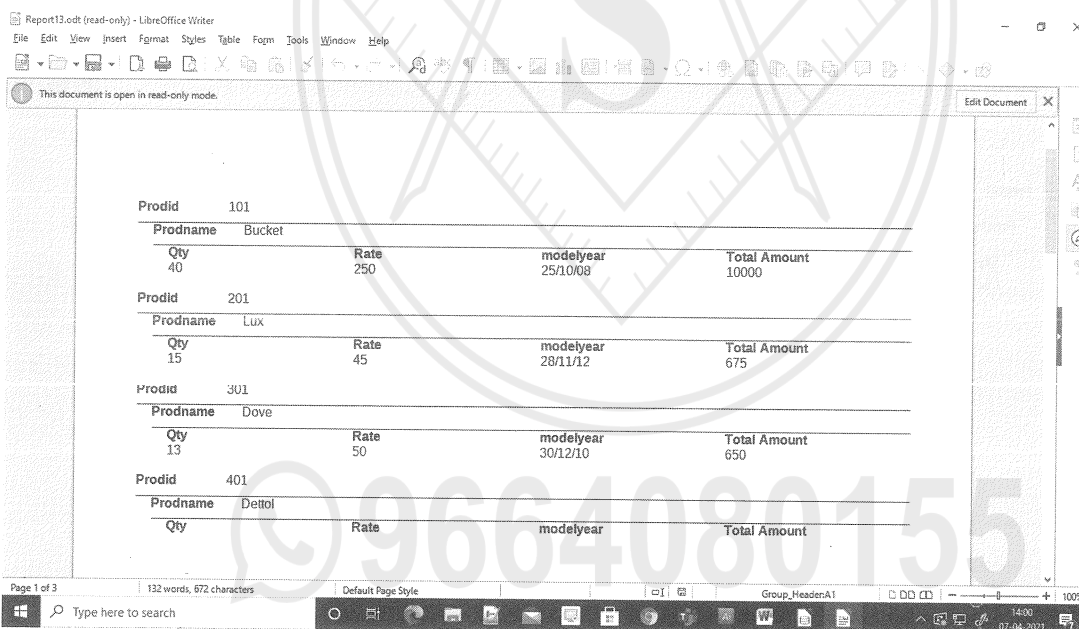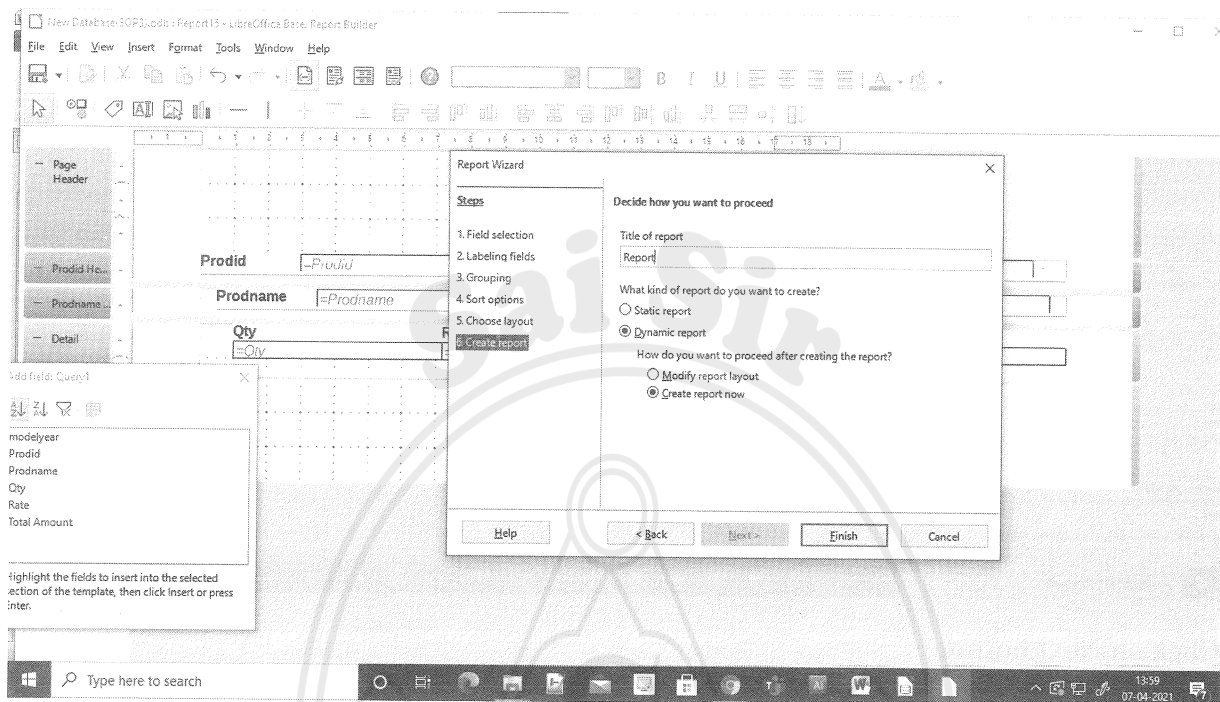
d. Set how do you want to label the fields and click on Next button .
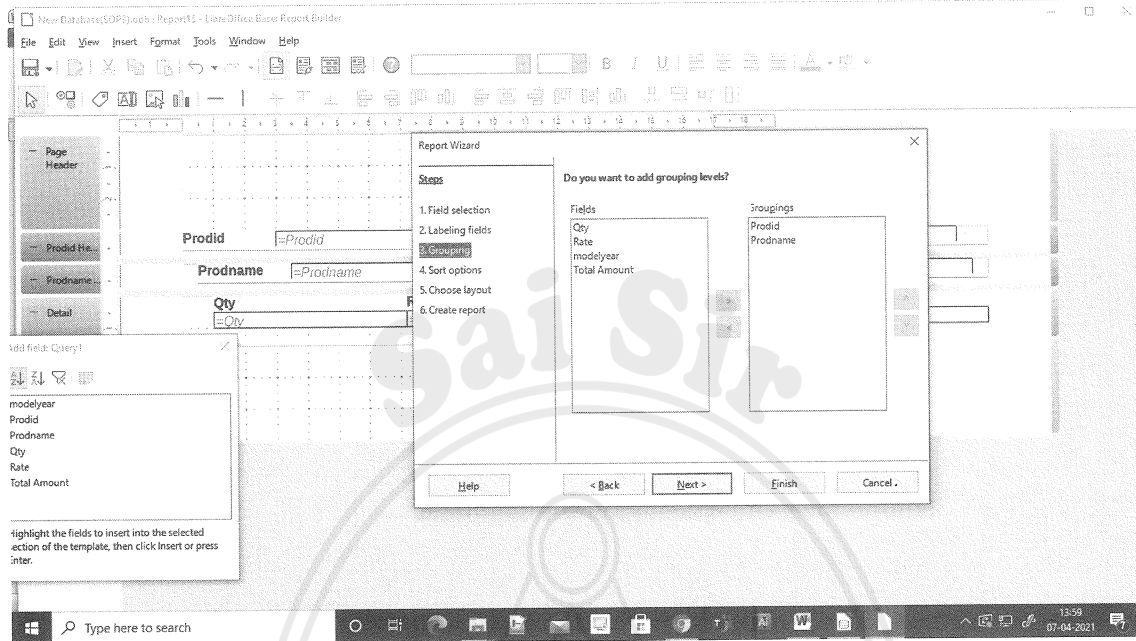
e. Click on Next button

f. Choose layout and orientation , click on Next button

g. Type Title for the Report and click on Finish button

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40	55	30/12/99	2200

Prodid 501

Prodname   Colgate

Qty	Rate	modelyear	Total Amount
10	29	02/02/99	290

Prodid 502

Prodname   Notebook

Qty	Rate	modelyear	Total Amount
25	29	22/09/19	725

Prodid 601

Prodname   Cinthol

Qty	Rate	modelyear	Total Amount
30	45	13/08/20	1350

Prodid 701

Page 2 of 3   132 words, 672 characters   Default Page Style   Group_Header:A1   100%

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Prodname   Tiffin Box

Qty	Rate	modelyear	Total Amount
19	100	31/12/08	1900

Prodid 801

Prodname   Pen

Qty	Rate	modelyear	Total Amount
50	12	29/10/99	600

Prodid 901

Prodname   Dust Bin

Qty	Rate	modelyear	Total Amount
35	350	25/12/02	12250

Page 3 of 3   132 words, 672 characters   Default Page Style   Group_Header:A1   100%

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