*Database Management System Exercise*

**WHAT HAVE YOU LEARNT?**

Chapter 42: Introduction to Microsoft Office Access 2007

**EXERCISE # 87 - S.**

**THEORY SECTION**

**INSTRUCTION**: Complete the following questions

1. What is Microsoft Office Access? **(1 mark)**
2. State SIX steps that must be observed when planning a database. **(12 marks)**
3. There are several views that are found in a Database Management System.
   1. List ANY TWO. **(2 marks)**
   2. Explain the TWO listed. **(2 marks)**
4. Tables are found in a database, these tables contains what are called structures.
   1. List the parts of a table structure. **(4 marks)**
   2. Briefly explain EACH part. **(4 marks)**
   3. State TWO example of each accordingly. **(8 marks)**

**TOTAL 33 MARKS**

**PRACTICAL SECTION**

**INSTRUCTION**: Complete the following task

1. Create a database management system called **School** **Records**. **(1 mark)**
2. Create a table called *“****Personal Information****”* with the following field Names:
   1. Identification Number, First Name, Last Name, Address, and Contact Number. **(5 marks)**
   2. Choose ***identification Number*** as the Primarily Key for that table. **(1 mark)**
   3. Choose the appropriate data type for each field name. **(4 marks)**
   4. Write a short description of each field name in the description area. **(4 marks)**
   5. Ensure to choose the appropriate field size in the field property area for each field name entered. **(4 marks)**
3. Populate the table called **Personal Information** with no more than 10 records of your choice. **(10 marks)**
4. Add a field name called Gender between Last Name and Address. Populate accordingly. Remember to make the necessary changes to the following: data type, description and field size.  **(4 marks)**

**TOTAL 29 MARKS**

**GRAND TOTAL 62 MARKS**