

5. Database concepts using LibreOffice Base

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. Rows in Base are called as

a) records

b) fields

c) table

d) database

Ans: a) records

2. File extension of Base is

a) .odt

b) .ods

c) .odb

d) .odp

Ans: c) .odb



Q.4 Answer in brief.

1. Define database.

Ans.: Database is a collection of related data items stored in an organized manner. A Database consists of different objects like table, query, form and report.

2. What is a query?

Ans. (i) A Query is a question asked within the database environment. For example, how many students are in XII standard.

(ii) Query displays a subset of data contained in various tables of the database.

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

3. Define report,

Ans. (i) The presentation of information in an organized and readable format as per the user's requirement is known as report.

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

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

4. Explain working area of Base.

Ans. (i) Rest of the part below the standard tool bar is called as working area.

(ii) It is divided into two panes- Left pane and right pane. Left pane displays the name of database objects like tables, queries, forms and reports.

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

Q.5 Match the following.

A	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.
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Ans:

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

