

## 5. Database concepts using LibreOffice Base

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### 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 a 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 names of database objects like tables, queries, forms and reports.

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

#### **Q.5 Match the following.**

<b>A</b>	<b>B</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:

<b>A</b>	<b>Ans.</b>
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.