

STARTING WITH LIBREOFFICE BASE

Questions and Answers

A. Multiple Choice Questions

1. Which of the following is NOT a type of text data type?
 - Answer: Float
 2. A currency data type can only store monetary data that is in dollars.
 - Answer: False
 3. Which of the following data can a date data type store?
 - Answer: Both date and time
 4. Which of the following is true about LibreOffice Base?
 - Answer: It is free and open source software
 5. Which of the following methods can be used to create a table in Base?
 - Answer: Both a and b (Using a table wizard and Design View)
 6. The related objects of a database can be seen in _____ pane of the Base Database window.
 - Answer: Database
 7. Which is the shortcut key to open an existing database?
 - Answer: Ctrl+O
 8. The Design view of Table Creation window in LibreOffice Base is divided into _____ sections or panes.
 - Answer: 2
 9. While entering records in a table, we can move to the next field by pressing the _____ key.
 - Answer: Tab
 10. Which of the following is true about primary key of a table?
 - Answer: All of the above
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B. State Whether the Following Statements are True or False

1. The text data can contain special characters.
 - Answer: True
 2. Memo data type can be used to store descriptive data.
 - Answer: True
 3. A Boolean data type can have two or more than two values.
 - Answer: False
 4. We cannot store audio data in LibreOffice Base.
 - Answer: False
 5. The properties of a field change according to the data type selected.
 - Answer: True
 6. Field description may or may not be entered while designing a table.
 - Answer: True
 7. ►| [Last Record icon] is pressed to move to the last record.
 - Answer: True
 8. The Edit icon (pencil symbol) appears when the record is being edited.
 - Answer: True
 9. A table once created in a database cannot be edited.
 - Answer: False
 10. Sort dialog box can only help to sort data in ascending order.
 - Answer: False
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C. Fill in the Blanks

1. A _____ refers to the type of data that will be stored in that particular field.
 - Answer: data type
2. The _____ data is a combination of letters, numbers or special characters.

- Answer: text
 - 3. _____ data type can be used to store Aadhar number.
 - Answer: Text (fix) / CHAR (or Text)
 - 4. The _____ data type used to store digitized images.
 - Answer: Binary
 - 5. The shortcut key to save a table is _____.
 - Answer: Ctrl + S
 - 6. _____ on the Base Interface Window displays information about the type of view of the object in the database.
 - Answer: Status Bar
 - 7. A _____ icon appears before the field name indicating that it is a primary key.
 - Answer: key
 - 8. The data can be entered in a table only in _____ view.
 - Answer: Datasheet
 - 9. The black pointing arrow just before the field name in a table is called _____.
 - Answer: record pointer
 - 10. The process of arranging the records in particular order on any filed is called _____.
 - Answer: sorting
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D. Answer the Given Questions

1. Differentiate between:

- (a) Memo and Varchar data type
 - **Memo (LONGVARCHAR):** Used to store descriptive text data exceeding 255 characters (up to 64,000 characters).
 - **Varchar (VARCHAR):** Used to store text data up to a specified length, allocating only the actual number of bytes required by the characters entered.
- (b) Number and Decimal data type
 - **Number (NUMERIC):** Used to store general numeric values (integers or real numbers) for arithmetic calculations, with an unlimited range.
 - **Decimal (DECIMAL):** Used to store real numbers with specified exact precision/scale, ideal for currency or exact numerical entries.
- (c) Design View and Datasheet view of a table
 - **Design View:** Used to define, configure, or alter the table structure, such as Field Names, Field Types, Descriptions, Field Properties, and setting Primary Keys.
 - **Datasheet View:** Used to view, enter, edit, delete, and sort actual data records in row-and-column format.

2. Name the menu items present on the Base User Interface.

- Answer: The Menu Bar contains seven menu items: **File, Edit, View, Insert, Tools, Window, and Help.**

3. Label the components – Title Bar, Database Pane, Tasks Pane, Status Bar of the LibreOffice Base User Interface.

- Answer:
 - **Title Bar:** Located at the top of the interface; displays the database name, application title, and window control buttons (minimize, maximize, close).
 - **Database Pane:** Located on the left side; displays database object categories (**Tables, Queries, Forms, Reports**).
 - **Tasks Pane:** Displays available creation tasks depending on the selected database object (e.g., *Create Table in Design View..., Use Wizard to Create Table...*).
 - **Status Bar:** Located at the bottom of the window; displays information regarding the view mode or status of database objects.

4. How can we define a primary key in a table?

- Answer: In Design View:

1. Position the mouse cursor before the field row to be designated (e.g., `EventId`).
2. **Right-click** on the field header/selector.
3. Click **Primary Key** from the popup menu. A **key icon** will appear in front of the field name.
(For a composite key, hold `Ctrl` while selecting multiple fields before right-clicking to choose Primary Key).

5. Write steps to sort the table in descending order of primary key.

- **Answer:**
 1. Open the table in **Datasheet View**.
 2. Click the column header of the **Primary Key** field to select it.
 3. Click the **Sort Descending** icon on the toolbar. *(Alternatively, click the Sort icon on the toolbar to open the Sort Order dialog box, choose the primary key field name, set the order to "descending", and click OK).*

6. What is the use of navigation box with respect to tables in a database?

- **Answer:** The **navigation box** (located at the bottom of the datasheet window) enables users to browse through table records and identifies the currently active record. Its components include:
 - **Record Selector Box:** Displays the active record number (e.g., "Record 1 of 4") and allows jumping directly to a specific record by typing its number.
 - **Navigation Buttons:** Buttons to jump to the First Record (`|◀`), Previous Record (`◀`), Next Record (`▶`), or Last Record (`▶|`).