

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## INTRODUCTION TO LIBREOFFICE BASE

### Chapter-2

#### A. Circle the correct option.

1. A (query/report) helps you to retrieve information from a table based on some criteria or condition.
2. Title Bar is the topmost bar of the Base window that displays the name of the (currently/ previously) opened database.
3. (Date/Time) is used to store the information like date of birth, date of joining, etc.
4. If more than one fields are combined to form a primary key, then it is called a (foreign key/composite key).
5. (Report/Table) is a group of related data organised in columns and rows in a database.

#### B. Define the following:

1. Object list - .....
2. RDBMS - .....

#### C. Write the steps to delete a record.

- Step 1 .....
- Step 2 .....
- Step 3 .....

#### D. Write the shortcut key to.

1. Open an existing database - .....
2. Save the changes in the database - .....