

Name: .....

Roll No: .....

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

Date: .....

## WORKSHEET

## INTRODUCTION TO MS ACCESS 2010

### 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 MS Access window that displays the name of the currently/previously opened database.
3. Navigation Pane is present on the left/right side of the Access window.
4. MS Access is a powerful and easy to use RDBMS/DBMS which is a part of MS Office Suite.
5. Templates/Forms are the inbuilt format of databases that focus on the specific task.

#### B. Write the full form of the following:

1. OLE - .....
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 - .....