

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

MORE ON MS ACCESS 2010

Chapter-3

A. Write the steps to create a report in MS Access.

Step 1

Step 2

B. Tick (✓) the correct option.

1. Which of the following features of MS Access allows us to retrieve data from a table?
 - a. Primary Key
 - b. Select Query
 - c. Foreign Key
 - d. None of these
2. The Logo and Title commands present under the Header/Footer group in the tab.
 - a. Design
 - b. Format
 - c. Both a and b
 - d. None of these
3. Which of the following statements is incorrect about a query?
 - a. You can save the query in the database.
 - b. A query gives you information that you might not be able to find by looking at the table directly.
 - c. You can provide multiple criteria in a query.
 - d. You cannot run a query multiple times.
4. Which of the following steps is incorrect to print a report in MS Access?
 - a. Step 1 Click on the File tab.
 - b. Step 2 Choose the Print option.
 - c. Step 3 Choose the Print Preview option.
 - d. None of these

C. Explain the following:

1. Structured Query Language -
.....
2. Parameter Query -
.....