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 - ....

   ....

WORKSHEET