INTRODUCTION TO MS ACCESS 2010

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   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....