

Name:

Roll No:

Class: Section:

Date:

WORKING WITH ACCESS 2016

Chapter-3

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 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. Access is a powerful and easy to use (RDBMS / DBMS) which is a part of 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 sort the records in a table.

- Step 1
- Step 2
- Step 3

D. Write the shortcut key to:

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