

Name:

Roll No:

Class: Section:

Date:

INTRODUCTION TO MS ACCESS 2010

Chapter-3

A. Define the following:

1. MS Access -
.....
2. Report -
.....
3. Query-
.....

B. Tick (✓) the correct option.

1. Which of the following is not a MS Access object?

a. Query ☐	b. Report ☐
c. Form ☐	d. Database ☐
2. Which of the following is the correct way to start MS Access 2010?

a. Start → All Programs → Microsoft Office → Microsoft Access 2010	☐
b. Start → All Programs → Microsoft Access 2010 → Microsoft Office	☐
c. Start → All Programs → Microsoft Office → Microsoft Access 2010	☐
d. None of these	☐
3. buttons helps in navigating through the records.

a. Navigation ☐	b. Control ☐
c. Object ☐	d. Database ☐
4. Which of the following ways is used to create a table in MS Access?

a. Design View ☐	b. Datasheet View ☐
c. Both of these ☐	d. None of these ☐