

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 ways 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. Which of these 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. Templates	☐	d. All of these	☐