Name: .... Roll No: ....

Class: .... Section: .... Date: ....

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: ....