

Name:

Roll No:

Class: Section:

Date:

WORKING WITH TABLES IN MS ACCESS

Chapter-4

A. Tick (✓) the correct option.

- Which of the following is one of the ways to create a table in MS Access?
 a. Design view ☐ b. Form view ☐ c. Table view ☐
- To move between columns and insert new fields at the end, press the key.
 a. Shift ☐ b. Ctrl ☐ c. Tab ☐
- Which of the following options is used to unfreeze columns?
 a. Unfreeze All Fields ☐ b. Unfreeze Fields ☐ c. Unfreeze ☐
- In which view of the table, can we add records?
 a. Datasheet view ☐ b. Design view ☐ c. Form view ☐

B. Write the steps to Create a Table Using Design View.

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