

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF MS ACCESS

Chapter-5

A. Answer the following:

1. What is the use of Custom Filter?

.....

2. What is Sorting?

.....

B. Tick (✓) the correct option.

1. Which of the following command is used to find a record in a table?

a. Replace

☐

b. Sort

☐

c. Find

☐

2. Which of the following is not a sorting option?

a. Sort A to Z

☐

b. Sort A to B

☐

c. Sort Z to A

☐

3. Which of the following tabs is used to import data from other applications in MS Access?

a. External Data

☐

b. Database Tools

☐

c. Fields

☐

C. Write 'T' for true and 'F' for false.

1. Custom filter allows you to filter data according to particular criteria.

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2. We cannot remove filter from a table.

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3. Filtering means to select specific data from the given set of data.

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