

Name: .....

Roll No: .....

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

Date: .....

## MORE ON ACCESS

### Chapter-4

#### A. Write the steps to create a report in Access.

1. **Step 1** .....
2. **Step 2** .....

#### B. Tick (✓) the correct option.

1. Which query helps us to retrieve selective data from the table?
 

a. Select	<input type="checkbox"/>	b. Update	<input type="checkbox"/>
c. Delete	<input type="checkbox"/>	d. Append	<input type="checkbox"/>
2. The Logo and Title commands present under the Header/Footer group in the ..... tab.
 

a. Design	<input type="checkbox"/>	b. Format	<input type="checkbox"/>
c. Both a and b	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
3. Which of the following statements is incorrect about a query?
 

a. You can save the query in the database.	<input type="checkbox"/>
b. A query gives you information that you might not be able to find by looking at the table directly.	<input type="checkbox"/>
c. You can provide multiple criteria in a query.	<input type="checkbox"/>
d. You cannot run a query multiple times.	<input type="checkbox"/>

#### C. Define the following forms of MS Access:

1. Datasheet Forms - .....
2. Split Forms - .....
3. Modal Dialog Forms - .....