

Name:

Roll No:

Class: Section:

Date:

WORKING WITH TABLES IN MS ACCESS

Chapter-4

A. Number the steps to unhide the hidden columns.

- ☐ Click on the Close button to close the Unhide Columns dialog box.
- ☐ Select the Unhide Fields option from the context menu. The Unhide Columns dialog box appears.
- ☐ Right-click on any column header. A context menu appears.
- ☐ Select the check box in front of the hidden column. The hidden column will appear in the table.

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

1. MS Access 2010 allows us to add maximum of 259 columns and unlimited rows in a table.
2. We can edit data in a a table.
3. A column cannot be moved from one place to another in a table.

C. Answer the following questions:

1. What do you mean by Freezing a column? Write the steps to freeze a column.

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2. Can we rename a column? Write the steps to rename a column.

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