

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF MS ACCESS

Chapter-5

A. Fill in the blanks.

- is the process of arranging data alphabetically either in ascending or descending order.
- The command is used to import data from a MS Excel file.
- You can perform in MS Access by using the Totals command.

B. Write the steps to Import data from MS Access.

.....

.....

.....

.....

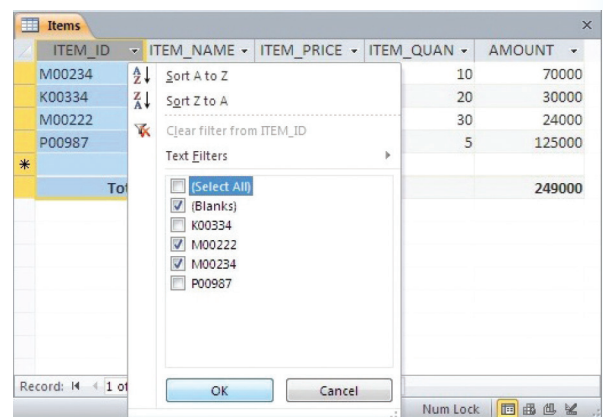
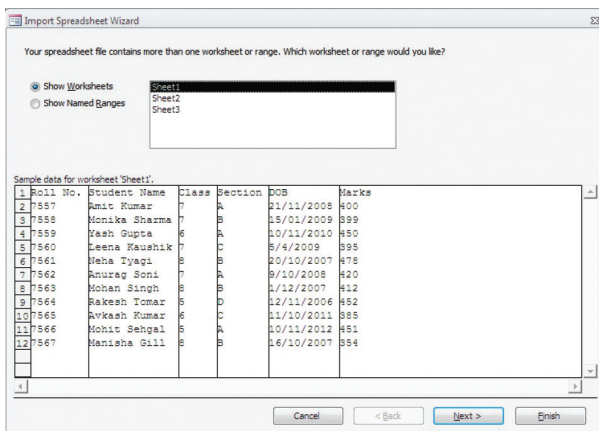
.....

.....

.....

.....

C. Identify the following windows:



1.

2.