MORE ON MS ACCESS 2010

Chapter-3

A. **Write the steps to create a report in MS Access.**

Step 1 ....

Step 2 ....

B. **Tick (✓) the correct option.**

1. Which of these allows to retrieve data that we want from a table?

   a. Primary key ☐

   b. Select query ☐

   c. Delete query ☐

   d. Update query ☐

2. The Logo and Title commands present under the Header/Footer group in the .... tab.

   a. Design ☐

   b. Format ☐

   c. Both a and b ☐

   d. None of these ☐

3. Which of the following statements is incorrect about a query?

   a. We can save the query in the database.

   b. A query gives you information that you might not be able to find by looking at the table directly.

   c. We can provide multiple criteria in a query.

   d. We cannot run a query multiple times.

C. **Define the following:**

1. Structured Query Language - ....

   ....

2. Parameter Query - ....

   ....

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: ....

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