Worksheet

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

INTRODUCTION TO MS ACCESS 2010

A. Circle the correct option.

1. A (query / report) helps you to retrieve information from a table based on some criteria or condition.

2. Title Bar is the topmost bar of the MS Access window that displays the name of the (currently / previously) opened database.

3. Navigation Pane is present on the (left / right) side of the Access window.

4. MS Access is a powerful and easy to use (RDBMS / DBMS) which is a part of MS Office Suite.

5. (Templates / Forms) are the inbuilt format of databases that focus on the specific task.

B. Write the full form of the following:

1. OLE - ....

2. RDBMS - ....

C. Write the steps to delete a record.

Step 1 ....

Step 2 ....

Step 3 ....

D. Write the shortcut key to:

1. Open an existing database ....

2. Save the changes in the database ....

E. Define the following data types in MS Access 2010.

1. Text - ....

2. Memo - ....

3. Number - ....

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....