

Worksheet

Name:
Roll No: Class: Section:
Date:

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.

- Which of the following features of MS Access allows us to retrieve data from a table?
a. Primary Key b. Select Query c. Foreign Key d. None of these
- 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
- 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:

- Structured Query Language -
- Parameter Query -
- Crosstab Query -
- Action Query -