

Worksheet

2

Name:

Roll No: Class: Section:

Date:

DATABASE AND DBMS—AN INTRODUCTION

Chapter-7

A. Define the following:

1. Access 2016
2. Work Area
3. Templates

B. Tick (✓) the correct option.

1. Which of the following is not a Access 2016 object?

a. Query	☐	b. Report	☐
c. Form	☐	d. Database	☐
2. Which of the following is the correct way to start Access 2016?

a. Start → All Programs → Office 2016 → Access 2016	☐
b. Start → All Programs → Access 2016 → Office 2016	☐
c. Start → All Programs → Office 2016 → Access 2016	☐
d. None of these	☐
3. Which button helps in navigating through the records?

a. Navigation	☐	b. Control	☐
c. Object	☐	d. Database	☐
4. Which of the following ways is used to create a table in Access 2016?

a. Design View	☐	b. Datasheet View	☐
c. Templates	☐	d. All of these	☐