

Worksheet

Name:

Roll No: Class: Section:

Date:

MORE ON ACCESS 2016

Chapter-8

A. Write the steps to create a report in Access 2016.

Step 1

Step 2

B. Tick (✓) the correct option.

1. Which of the following features of Access 2016 allows us to retrieve data from a table?

a. Primary Key

☐

b. Select Query

☐

c. Foreign Key

☐

d. None

☐

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

☐

C. Define the following:

1. Structured Query Language -

.....

2. Parameter Query -

.....