

Worksheet

2

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO MS ACCESS 2010

Chapter-3

A. Define the following:

1. MS Access -
.....
2. Report -
.....
3. Query-
.....

B. Tick (✓) the correct option.

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

a. Query	<input type="checkbox"/>	b. Report	<input type="checkbox"/>
c. Form	<input type="checkbox"/>	d. Database	<input type="checkbox"/>
2. Which of the following is the correct ways to start MS Access 2010?

a. Start → All Programs → Microsoft Office → Microsoft Access 2010	<input type="checkbox"/>
b. Start → All Programs → Microsoft Access 2010 → Microsoft Office	<input type="checkbox"/>
c. Start → All Programs → Microsoft Office → Microsoft Access 2010	<input type="checkbox"/>
d. None of these	<input type="checkbox"/>
3. Which of these buttons helps in navigating through the records?

a. Navigation	<input type="checkbox"/>	b. Control	<input type="checkbox"/>
c. Object	<input type="checkbox"/>	d. Database	<input type="checkbox"/>
4. Which of the following ways is used to create a table in MS Access?

a. Design View	<input type="checkbox"/>	b. Datasheet View	<input type="checkbox"/>
c. Templates	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>