

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORKING WITH TABLES IN MS ACCESS

Chapter-4

A. Number the steps to unhide the hidden columns.

- ☐ Click on the Close button to close the Unhide Columns dialog box.
- ☐ Select the Unhide Fields option from the context menu. The Unhide Columns dialog box appears.
- ☐ Right-click on any column header. A context menu appears.
- ☐ Select the check box in front of the hidden column. The hidden column will appear in the table.

B. Write 'T' for true and 'F' for false.

1. We can add maximum of 256 columns in a table.
2. We can create a table by using built-in templates.
3. We can move a column from one place to another in the table.

C. Answer the following questions:

1. What are the three elements of Design view?
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2. How many rows can we add in a column?
.....