Worksheet
2

WORKING WITH TABLES IN MS ACCESS

Chapter-4

A.   Tick (✓) the correct option.

1.   Which of the following is one of the ways to create a table in MS Access?

a.   Design view ☐   b.   Form view ☐   c.   Table view ☐

2.   To move between columns and insert new fields at the end, press the .... key.

a.   Shift ☐   b.   Ctrl ☐   c.   Tab ☐

3.   Which of the following options is used to unfreeze columns?

a.   Unfreeze All Fields ☐   b.   Unfreeze Fields ☐   c.   Unfreeze ☐

4.   In which view of the table, can we add records?

a.   Datasheet view ☐   b.   Design view ☐   c.   Form view ☐

B.   Write the steps to Create a Table Using Design View.

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Class -8

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....