

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF MS ACCESS

Chapter-5

A. Fill in the blanks.

1. The command is used to import data from a MS Excel file.
2. The Find command is present under the group of the Home tab.
3. The command is used to export the data in PDF form.

B. Write the steps to Export data from MS Access.

.....

.....

.....

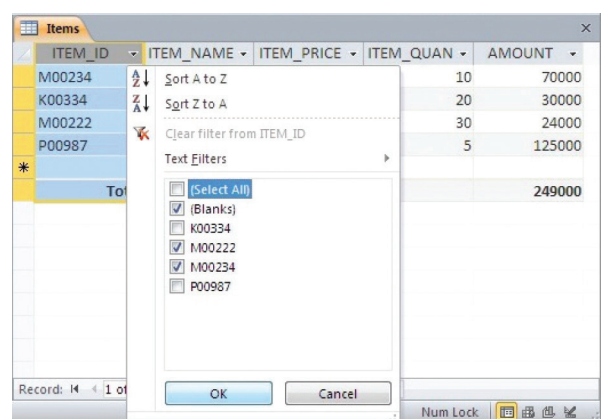
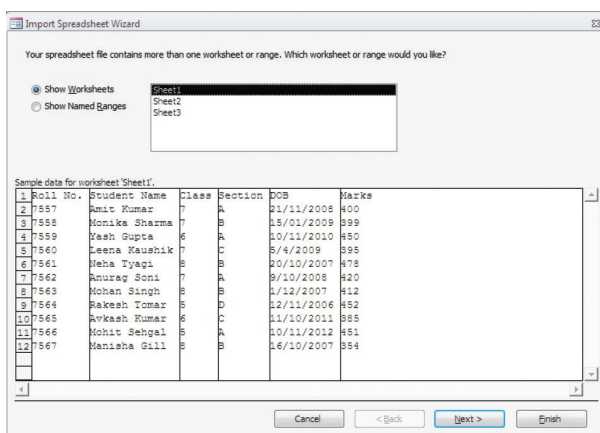
.....

.....

.....

.....

C. Identify the following windows:



1.

2.