Worksheet
(2)

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

ADVANCED FEATURES OF MS ACCESS

Chapter-5

Class -8

A. Answer the following:

1. What is the use of Custom Filter?

    ....

2. What is Sorting?

    ....

B. Tick (✓) the correct option.

1. Which of the following command is used to find a record in a table?

    a. Replace ☐   b. Sort ☐   c. Find ☐

2. Which of the following is not a sorting option?

    a. Sort A to Z ☐   b. Sort A to B ☐   c. Sort Z to A ☐

3. Which of the following tabs is used to import data from other applications in MS Access?

    a. External Data ☐   b. Database Tools ☐   c. Fields ☐

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

1. Custom filter allows you to filter data according to particular criteria.   ....

2. We cannot remove filter from a table.   ....

3. Filtering means to select specific data from the given set of data.   ....

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....