

# Worksheet

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. MS Access 2010 allows us to add maximum of 259 columns and unlimited rows in a table. ....
2. We can edit data in a a table. ....
3. A column cannot be moved from one place to another in a table. ....

#### C. Answer the following questions:

1. What do you mean by Freezing a column? Write the steps to freeze a column.  
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.....
2. Can we rename a column? Write the steps to rename a column.  
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