

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## ADVANCED FEATURES OF MS ACCESS

### Chapter-5

#### A. Fill in the blanks.

- ..... is the process of arranging data alphabetically either in ascending or descending order.
- The ..... command is used to import data from a MS Excel file.
- You can perform ..... in MS Access by using the Totals command.

#### B. Write the steps to Import data from MS Access.

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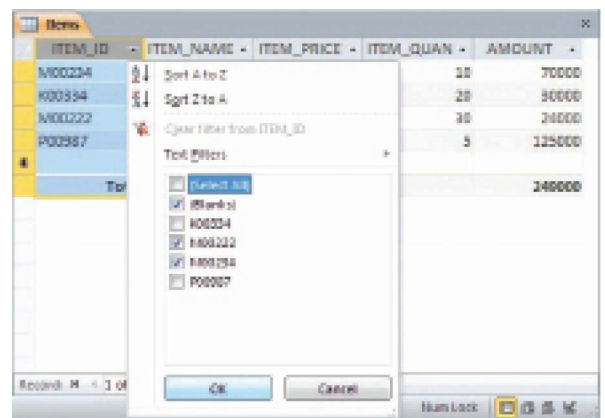
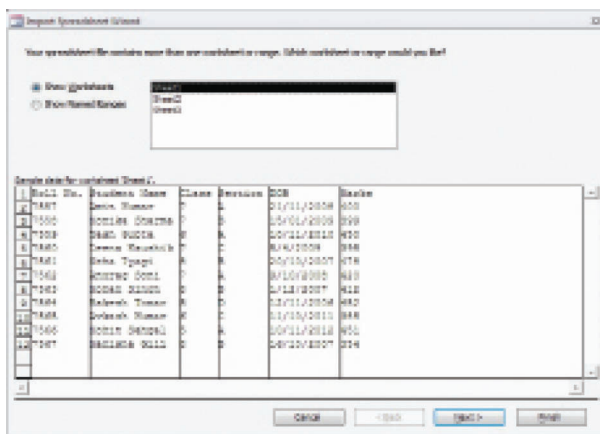
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#### C. Identify the following windows:



1. ....

2. ....