

# Worksheet

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Name: .....

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

Date: .....

## INTRODUCTION TO MS ACCESS 2010

### Chapter-3

#### A. Define the following:

1. MS Access - .....  
.....
2. Report - .....  
.....
3. Query- .....  
.....

#### B. Tick (✓) the correct option.

1. Which of the following is not a MS Access object?
 

a. Query <input type="checkbox"/>	b. Report <input type="checkbox"/>
c. Form <input type="checkbox"/>	d. Database <input type="checkbox"/>
2. Which of the following is the correct way to start MS Access 2010?
 

a. Start → All Programs → Microsoft Office → Microsoft Access 2010	<input type="checkbox"/>
b. Start → All Programs → Microsoft Access 2010 → Microsoft Office	<input type="checkbox"/>
c. Start → All Programs → Microsoft Office → Microsoft Access 2010	<input type="checkbox"/>
d. None of these	<input type="checkbox"/>
3. .... buttons helps in navigating through the records.
 

a. Navigation <input type="checkbox"/>	b. Control <input type="checkbox"/>
c. Object <input type="checkbox"/>	d. Database <input type="checkbox"/>
4. Which of the following ways is used to create a table in MS Access?
 

a. Design View <input type="checkbox"/>	b. Datasheet View <input type="checkbox"/>
c. Both of these <input type="checkbox"/>	d. None of these <input type="checkbox"/>