Worksheet

Name: ....

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

Date: ....

WORKING WITH ACCESS 2016

A. **Circle the correct option.**

1. A (query / report) helps you to retrieve information from a table based on some criteria or condition.

2. Title Bar is the topmost bar of the Access window that displays the name of the (currently/ previously) opened database.

3. Navigation Pane is present on the (left / right) side of the Access window.

4. Access is a powerful and easy to use (RDBMS / DBMS) which is a part of Office Suite.

5. (Templates / Forms) are the inbuilt format of databases that focus on the specific task.

B. **Write the full form of the following:**

1. OLE - ....

2. RDBMS - ....

C. **Write the steps to sort the records in a table.**

Step 1 ....

Step 2 ....

Step 3 ....

D. **Write the shortcut key to:**

1. Open an existing database ....

2. Save the changes in the database ....

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....