

Worksheet

Name:

Roll No: Class: Section:

Date:

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Chapter-4

A. Write the steps to create a report in Access.

1. Step 1
2. Step 2

B. Tick (✓) the correct option.

1. Which query helps us to retrieve selective data from the table?

a. Select ☐	b. Update ☐
c. Delete ☐	d. Append ☐
2. The Logo and Title commands present under the Header/Footer group in the tab.

a. Design ☐	b. Format ☐
c. Both a and b ☐	d. None of these ☐
3. Which of the following statements is incorrect about a query?

a. You can save the query in the database.	☐
b. A query gives you information that you might not be able to find by looking at the table directly.	☐
c. You can provide multiple criteria in a query.	☐
d. You cannot run a query multiple times.	☐

C. Define the following forms of MS Access:

1. Datasheet Forms -
2. Split Forms -
3. Modal Dialog Forms -