

Name: \_\_\_\_\_

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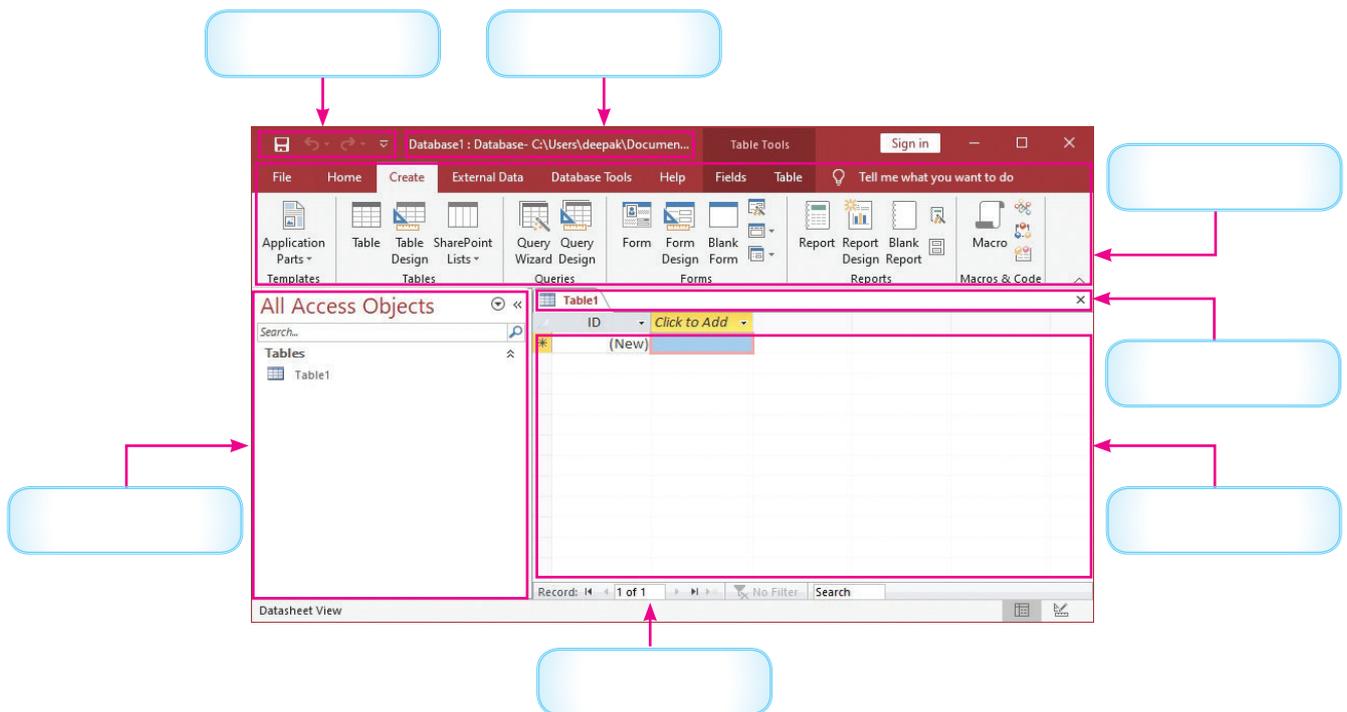
Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## WORKING WITH ACCESS 2016

### A. Read the clues and answer the following:

1. It is a type of database that contains records having small number of fields without any structured relationship between them. ....
2. It is a type of database that stores data in several tables and links those tables together to get a common piece of information. ....
3. He gave a set of thirteen rules (Codd's rules) to define a Relational Database Management System. ....
4. It is a group of related data organised in columns and rows in a database. ....
5. It is a unique field by which the records are uniquely identified in a table. ....

### B. Label the components of Access 2016 in the given window.



The screenshot shows the Microsoft Access 2016 interface. The ribbon includes File, Home, Create, External Data, Database Tools, Help, Fields, Table, and Tell me what you want to do. The ribbon tabs are Application Parts, Table Design, SharePoint Lists, Query Wizard, Query Design, Form Design, Blank Form, Report Design, Blank Report, Macro, and Macros & Code. The 'All Access Objects' pane on the left shows a search bar and a list of tables, including 'Table1'. The main window displays 'Table1' in Datasheet View with columns for 'ID' and '(New)'. The status bar at the bottom shows 'Record: 1 of 1' and 'No Filter'. Several empty blue boxes with arrows point to various parts of the interface for labeling.