

# Worksheet

2

Name: .....

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

Date: .....

## INTRODUCTION TO MS ACCESS 2010

### Chapter-2

#### A. Tick (✓) the correct option.

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

a. Query

☐

b. Report

☐

c. Form

☐

d. Database

☐

2. Which button helps in navigating through the records?

a. Navigation

☐

b. Control

☐

c. Object

☐

d. Database

☐

3. Which of the following data types is used to store the links to web pages, websites, files, etc.?

a. Number

☐

b. Memo

☐

c. Object

☐

d. Hyperlink

☐

#### B. Write 'T' for true and 'F' for false.

1. Database is a collection of data arranged in an organized way. ....

2. A column in a table is also called a field. ....

3. Navigation pane contains a list of all database objects that are a part of the database. ....

4. MS Access has 16 main types of database objects. ....

5. Primary Key is common to every record in a table. ....

#### C. Give answers in one word.

1. It is used to enter data in the form of rows and columns. ....

2. It is used to view and summarize data in a desired format. ....

3. It is used to ask a question from the database. ....

4. It is a collection of data. ....