

# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VIII</b>	<b>Department : Computer Science</b>	
<b>WORKSHEET</b>	<b>Topic: MS ACCESS – TABLES AND FORMS</b>	<b>Year :2022-2023</b>

CHOOSE THE CORRECT ANSWER:

1. The selected data appears ..... on the screen. A) colored B) Highlighted C) Gray **Ans. B) Highlighted**
2. The shortcut key for 'Find' Option is A) Alt+ F B) Ctrl + I C) Ctrl +F **Ans. C) Ctrl +F**
3. You can modify the structure of the table in..... A) Datasheet View B) Design View C) Query View  
**Ans. B) Design view**
4. Arranging records in a particular order is called ..... A) Filtering B) Sorting C) Forming  
**Ans.B) Sorting**
5. .... is designed to enter and edit data in a table very easily. A) Table B) Query C) Form  
**Ans. C) Forms**

Write True or False

1. Find option is used to search a piece of record in Tables and Forms . **True**
2. Primary key field cannot be deleted in Access.**True**
3. Filtering by form enables you to filter by single field.**False**
4. Relationship database can contain multiple related tables.**True**
5. A relationship works by matching the data in key field.**True**
6. You cannot move through the record in a form to review or edit any information **False**

Fill in the blanks:

1. ....**Match case**..... check box allows you to find only text that has the same pattern of uppercase and lowercase characters.
2. ....**Data sheet** ..... view and ... **Design** .....view are the two views in which you can view your table.
3. ....**Filtering**.....data can help you review and analyze information in your database.
4. Primary key does not allow to enter.....**Duplicate**....values.
5. ....**Relationships**... are created and managed in a relationship window.