



**PAKISTAN URDU SCHOOL – KINGDOM OF BAHRAIN**

**Unit 1: Introduction to MS Access  
Worksheets**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DAY:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**SECTION - A**

**Q1: Circle the correct option i.e. A/B/C/D.**

1. Data presented in an easy-to-read, printable format
  - a. Form
  - b. Query
  - c. Report
  - d. Record
2. Which of the following is not a database objects?
  - a. Macros
  - b. Modules
  - c. Records
  - d. Reports
3. A primary key
  - a. Cannot be repeated
  - b. Uniquely identifies a record
  - c. Can be of the auto number datatype
  - d. All of these
4. By default, the first field in a new table is
  - a. No
  - b. ID
  - c. SNo
  - d. All of these
5. Which object is used to store data in a database?
  - a. Table
  - b. Form
  - c. Report
  - d. Query

**SECTION - B**

**Q2. Attempt all the question. The answer should not exceed 3 to 4 lines.**

1. What are the rules for naming a field?

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2. What is title bar?

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3. What are six database objects?

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**SECTION - C**

**Attempt the following question. The answer should not exceed 6 to 8 lines.**

**Q3.** Which option will you select to do the following?

**Equal, does not equal, less than, greater than, between**

a. To display all the records with the salaries in the range of 40000 to 50000

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b. To display all the records with the salary below 40000

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c. To display all the records with the salary above 40000

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d. To display all the records with the salary other than 40000

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To display all the records with the salary is exactly 40000

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