



PAKISTAN URDU SCHOOL – KINGDOM OF BAHRAIN

Unit 2: Access 2013: Design view, Queries, Forms and Reports Worksheets

DATE: _____

NAME: _____

DAY: _____

CLASS: _____

SECTION - A

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

1. Which property is set to yes so that data in a field is mandatory?
 - a. Caption
 - b. Required
 - c. Default value
 - d. Allow zero length
2. Which is an alternative name for the field to make the field name more explanatory?
 - a. Caption
 - b. Default value
 - c. Required
 - d. Lookup
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. Which of the following is not a view for displaying a report?
 - a. Print view
 - b. Design view
 - c. Layout view
 - d. Datasheet view
5. In access, the short text data type may contain a maximum of
 - a. 255 characters
 - b. 256 characters
 - c. 655 characters
 - d. 656 characters

SECTION - B

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

1. How will you switch from Datasheet view to design view and vice versa?

2. What is validation text?

3. Why is form preferred over the datasheet view for entering data?
