

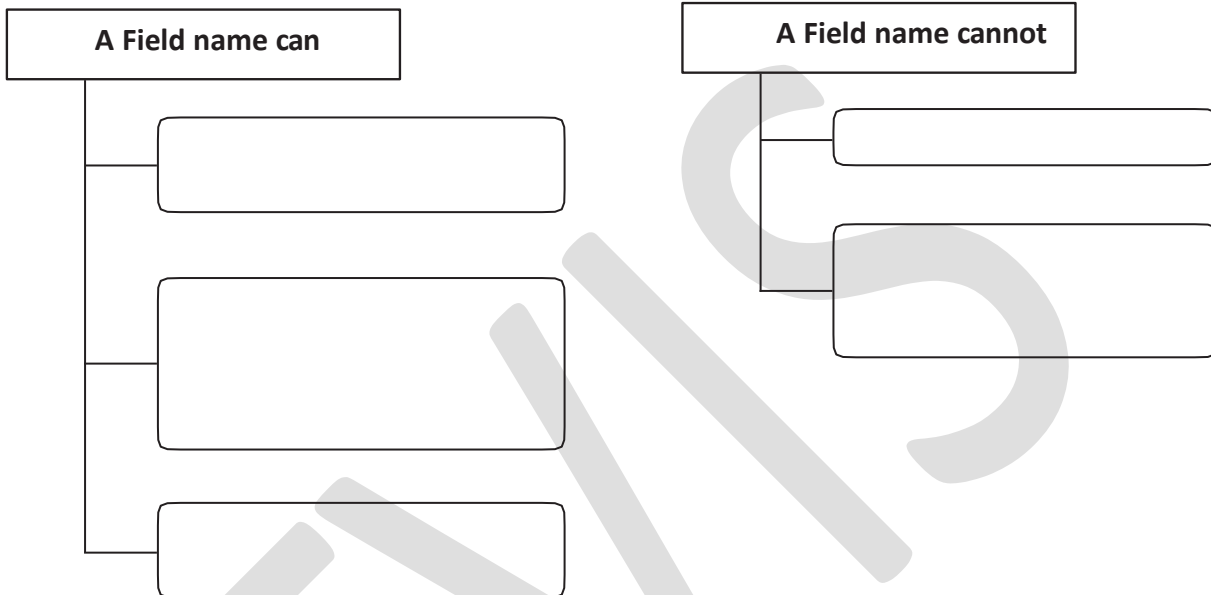
Worksheet No: 1

Subject : Computer

Chapter-1: Log on to Access

Class:VIII

A. Complete the following chart with the rules followed for naming fields.



B. Identify the data type.

1. The field with this data type can store up to 255 characters.

2. The field with this data type can store up to 63,999 characters.

3. The field with this data type can store integer and decimal values.

4. The field with this data type can display currencies in different formats.

A. Tick (✓) the correct answers.

1. Which of the following is located on the left side of the Title bar?

- a. Status Bar b. Quick Access Toolbar c. Tab Bar

2. This data type is used in the fields where there can be only one of two values.

- a. Yes/No b. Number c. Hyperlink

3. Which of the following field properties is used as an alternative name for the field?

- a. Format b. Default Value c. Caption

B. Write 'T' for True and 'F' for False.

1. A field name can have a full stop (.) and an exclamation mark (!).
2. The Currency data type lets you specify various currencies.
3. OLE object stores links to a file or a folder on your hard disk, network, or a website.

C. Answer the following questions.

1. Differentiate between a field and a record.
2. Describe the two sections of the Design view.
3. What are the rules for naming a field?

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