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Under W.B. Government registered

An ISO 9001:2015 certified Institute

Sample Paper [Ms-Access 2010]

Unit I[Write the answer]

1. How to open MS-Access 2010?
2. What is Database Management System, Write 2 software name.
3. What is table? What is field?
4. What is Database? How many menu bar in Access and name them.

Unit-II[Practical work]

1. Make a database name<cdc_yourname> in drive D:
2. Make a table[name,product] with the following fields
[Product_code,
product_photo,mfg_date,Exp_date,Stock_in_hand,note_on_stock,damage(
yes/no)].Apply validation on stock >30 and <70
3. Make a form with the table and enter 10 data.
4. Make the following query
 - a. To show those product_name, stock whose stock is >30 and <45
 - b. To show those product_name,mfg_date whose mfg_date>02/12/17
 - c. To show those product_name, damage=yes
 - d. To show those product_name, unit_price whose company is HUL and Product is"Band-aid"
5. Make a report with the table.
6. Format the report.
7. Format the form.

Unit-III[Fill in the blanks]

1. Ms-Access is the product of _____company, extension of ms-access 2010 is _____.
2. There are _____menu bar in access 2010, bold option is under _____menu, delete record option under _____menu.

Unit-IV[Step writing]

1. How to protect your database?
2. How to print report?
3. How to format a form?
4. How to import excel sheet in access?
5. How to repair the database?
6. How to sort record in table?
7. How to delete a record?
8. How to rename table,delete table, make duplicate table.