

HOME ASSIGNMENT

(1) What is Ms Access?

Ans:- Ms Access is the most popular and powerful RDBMS used to organise and manipulate data.

(2) What is Table?

Ans:- A table is an arrangement of data in rows and columns or possibly in a more complex structure.

(3) What is a Quick Access Tool Bar?

Ans. The Quick Access Toolbar is located to the right of the Microsoft Office Button. It contains commands that are used most often, for example Redo, Undo and Save. Word 2007 allows you to customise the Quick Access Toolbar, meaning that you can add and remove commands as you like.

Date _____
Page _____

(4) How many way you can create Table?

Ans: - Microsoft now provide five different methods for creating tables:

- * The Graphic User Interface,
- * Insert Table
- * Draw Table
- * Spreadsheet table
- * Quick Tables