



**LESSON 2**  
**LOG ON TO ACCESS**

**I) Define the following terms (label them in the table below):**

1) Field

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2) Record

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ROLL NO	PERCENTAGE	GRADE
1	89	A
2	95	A
3	74	B

**II) Define with example:**

1) File \_\_\_\_\_

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2) Database \_\_\_\_\_

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3) DBMS \_\_\_\_\_

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**III) Fill in the blanks:**

1. The standard filename extension for database in MS Access is \_\_\_\_\_.
2. The shortcut key to create a new file in MS Access is \_\_\_\_\_.
3. The shortcut key to save a file is \_\_\_\_\_.
4. The shortcut key to quit Microsoft Access is \_\_\_\_\_.
5. The expansion of RDBMS is \_\_\_\_\_.