

1. What are the several file extensions in MS Access?

Following are the six file extensions in MS Access:

- Access workgroup.mdw
- Access database.accdb
- Access Workgroup.mdw
- Access blank project template.adn
- Access project.adp
- Protected access database.accd

2. What are queries in MS Access?

Queries can be seen as a request used to perform various operations on data such as sort data, insert data, retrieve data, update data, delete data, etc.

3. How to create a simple query in MS Access 2013?

Follow these instructions to create a simple query:

- Open database.
- Click on -create tab.
- Go to query wizard icon.
- Select a query type.
- Select the appropriate table from the pull-down menu.
- Now, choose the required field in the query results.
- You can insert information from additional tables, by repeating step 5 and 6.
- Go to next.
- Choose the result that you would like to produce.
- Specify a title to your query.
- Now, click finish.