

## WORKING WITH QUERIES, FORMS AND REPORTS

Class VIII , Ch-3
PERIOD-4

**CHANGING YOUR TOMORROW** 

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### **LEARNING OUTCOMES**

- Student will learn short questions in the form of fill in the blanks?
- Student will learn I mark questions in form of true/false and mcqs?
- Students will learn long questions having two marks.

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A.	Fill	l in	the	h	an	ks.
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- In a query, the ....... property is used to set the condition on the basis of which the records are filtered.
- 3. You can set multiple criteria in a query using ......property.
- 4. \_\_\_\_property is used to filter the data either in an ascending or descending order.
- 5. .....allows you to add and update data in a table, one record at a time.
- 6. A.....is an effective way to organise and summarise data in a printed form.



Or

Criteria

Sort

Form

Query

Report

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- Queries help us to retrieve information from one or more tables that meet a specific condition.
- 2. A report is created exactly in the same way as Forms are created.
- 3. To specify the multiple criteria, the Or property is used.
- 4. You cannot run a query without saving it.
- 5. The Sort property is used to filter the data either in an ascending or descending order.
- 6. A relationship works by matching a field with the same name in two tables.
- 7. Once a relationship is set, it cannot be deleted.
- 8. The Form View is used to change the structure of your form.

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#### C. Application-based questions.

Swati created a database of her classmates and entered 30 records in it. Her teacher asked her to show the data
of those students who have scored less than 50% marks. Suggest how she can apply this criteria.

2. Johnson & Johnson company has a huge database of employees. The company wants to maintain the privacy of each employee and has given the instructions to computer operators to update each record, one at a time. Which database object should it use to perform this task?

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#### A. Multiple-choice questions.

Which query allows addition, deletion, updation, and appending operations on data?

a. Select query

b. Action query

c. Cross query

2. Which query prompts you for input before it runs?

a. Cross tab query

b. Parameter query

c. Select query

3. Which option is used to change the appearance and size of various controls of a form?

a. Design View

b. Form View

c. Layout View

4. How many views does Access provide to display a form?

a. Two

b. Three

c. Four

5. Which key defines a relationship between two tables?

a. Primary key

b. Candidate key

c. Secondary key

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в.	Answer the following questions.		
1.	What is a query? Name the parts of a que	ery window.	
2.	What do you understand by Criteria?		
3.	Differentiate between a Form and Repo	ort.	

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4.	What is a Form? How is it useful?
5.	How can you export a Report to a Word file?

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