

# WORKING WITH QUERIES, FORMS AND REPORTS

Class VIII , Ch-3  
PERIOD-4

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**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 1 mark questions in form of true/false and mcqs?
- Students will learn long questions having two marks.

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**A. Fill in the blanks.**

1. A ..... is a database object that helps you to retrieve and view information from one or more database tables.
2. 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.

**HINTS**

• Or

• Criteria

• Sort

• Form

• Query

• Report

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**B. State True or False.**

1. 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.



### C. Application-based questions.

1. 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.

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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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**B. Answer the following questions.**

1. What is a query? Name the parts of a query window.

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2. What do you understand by Criteria?

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3. Differentiate between a Form and Report.

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4. What is a Form? How is it useful?

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5. How can you export a Report to a Word file?

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# THANKING YOU

# ODM EDUCATIONAL GROUP