

Chapter- 3WORKING WITH QUERIES,
FORMS, AND REPORTS**Level-1****1 Mark****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 organize and summarize data in a printed form.

B. STATE TRUE/FULSE

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.

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?

C. **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

Level-2

2 Marks

1. What is a query? Name the parts of a query window.
2. What do you understand by Criteria?
3. Differentiate between a Form and Report.
4. What is a Form? How is it useful?
5. How can you export a Report to a Word file?
6. How to set relationship between tables?
7. What is criteria, how to set criteria?
8. How many views are there to display report?
9. What is foreign key?
10. How many ways queries can be created?
11. How to specify multiple criteria?
12. How can you run a query?
13. How to modify a report?
14. How to format a form?
15. How to print a report?

