Chp-3
Working with Queries, Forms and reports
Excercise
Section A

A. Fill in the blanks

① A **Query** is a database object that helps you to retrive and veiw information from one or more database tables.

② In a query, the **criteria** 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 **Or** property.

④ **Sort** property is used to filter data either in an ascending or descending order.

⑤ _Form_ allows you to add and update data in a table, one record at a time.

⑥ A _Report_ is an effective way to organise and summarise data in a printed form.

B. State True or False.

① Queries help us to retrive information from one or more tables that meet a specific condition. [T]

② A report is created exactly in the same way as forms are created. [T]

③ To specify the multiple criteria, the Or property is used. [T]

④ You cannot run a query without saving it. [F]

⑤ The sort property is used to filter the data either in an ascending or descending order. [T]

⑥ Once a relationship is set, it cannot be deleted. [F]

Section B

A. MCQ's

① 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 to input before it runs?

a) Cross tab query   b) Parameter query   c) Select query

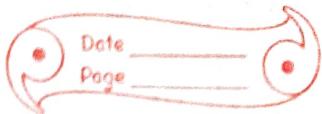③ Which option is used to change the appearance and size of various controls of a form?

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   b) Candidate   c) Secondary

B) Answer the following.

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

ans⟹ Query is a question we ask to find a specific information from a database.

The parts of a query window are-
* Design area
* Grid portion

② What do you understand by criteria?

ans⟹ Criteria is a property containing condition on the basis of which records are filtered in a Database.

③ Differentiate between form and report.

ans⟹ Form is a piece of paper on which a user fills the required information in specific fields.

⟹ Report is an effective way to organise and summarise the data for viewing or printing.

What is a form? How is it useful?

A form is a piece of paper on which a user fills the required information in fields. It is an effective way of organising data.

How can you export a report to a word file?

- click on the home tab and select print preview

- On the data group, click on drop-down arrow of more button and select word.

- Select the location to save the report and name it then click ok.