

chapter-3

Working with Queries, forms and reports

Q/Ans

1) What is a query? Name the part of the query window.

Ans A query is a database object that allows you to retrieve information from one or more databases. The part of the query window are Query table.

2) What do you understand by Criteria?

Ans A criteria is a function in Microsoft Access that allows you to put specific value to find a specific kind of data.

3) Differentiate between a form and report.

Ans

Form

- 1) Forms allow you to update data in one record at a time.
- 2) It is used for almost everything.

Report

- 1) Report can organise and summarise the whole data at once.
- 2) It is used for only viewing and printing.

4) What is a form? How is it useful?

Ans

Form is a software in which a user fills the required information in the specific fields. Forms are very convenient as they have datasheet view to enter data.

5) How can you export a Report to a word file?

Ans

To export a report follow these steps:-

- 1) On the data group, click on the drop down arrow of more button and select word.
- 2) The Export RTF file dialog box will appear.
- 3) Click ok
- 4) A screen will appear notifying about successful completion.
- 5) Click on close button.

Chapter-3 Working with Queries, Forms and Reports

Fill in the blanks

- 1) A Query is a database object that helps you to retrieve and view information from one or more database.
- 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 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.

Page _____

Chapter - 4

Adobe Photoshop - CC

1) What is Adobe Photoshop? Describe any two features of Adobe Photoshop.

Ans Adobe Photoshop is a application used to edit the photos. The two features are :-

1) It can edit photos in multiple layers.

2) It uses its own P.S.B and P.S.D file format.

2) Name the three options with the Magic Wand Tool.

Ans The three options are :-

1) Tolerance

2) Contiguous

3) Anti-Aliasing

3) What do you understand by cropping?

Ans Cropping is the removal of unwanted other areas of a photographic or illustrated image.

4) Differentiate between the Rectangular Marquee and Lasso Tool.

Ans The Rectangular Marquee tool can only capture a rectangular part of an object where as Lasso Tool can be used to crop image of desired shape.

Chapter - 4

Adobe Photoshop C.C

- 1) The Swatches panel stores the most frequently used colours.
- 2) Crop allows you to heal undesirable portions of an image.
- 3) The Tools panel works like an artists paint box, which holds all the drawing tools used to draw, paint and manipulate the image.
- 4) The content aware patch tool is used to select a specified area that you want to focus on and removes the unwanted parts.
- 5) Some of the tool have a small white triangle at the bottom right corner.

6) The Gradient tool creates a blend to 2 or more colours