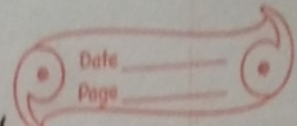


CU
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Ch-3

Working With Queries, Forms and Reports.



The information retrieved on the basis of a specific criteria in the query created is shown separate table, called the table query.

Query:

A query is a simple question that you ask to find a specific information from the database.

→ Specifying Multiple Criteria:-

Either two or more alternate criteria are satisfied you can make use of or criteria now in the design grid of the Query.

→ Creating A Query In Query Wizard:-

→ Click on the create tab.

→ Select the query wizard button in the Queries group.

→ The new query dialog box appears.

→ The new Query dialog box appears. The simple Query wizard option is selected.

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- by default - click OK
- The simple Query window screen appear select the table that contain that data in table / Queries list box.
 - Now add the fields that you want to show in the query result.

Section-A

Fill in the blanks

- 1) A query is a database object that helps you to retrieve and view information.
- 2) About
 - 3) Criteria
 - 4) Port
 - 5) Form table
 - 6) Report

True & False:

- 1) True
- 2) True
- 3) True

- 4) False
- 5) True

Section - B

- A1) Select Query
- 2) Parameter Query
- 3) Layout View
- 4)
- 5) Primary Key

B1) A query is a simple question that you ask to find a specific information from that database. The parts of a query view are two they are Query wizard and Query Design

2) Criteria contains the condition on the basis of which the records will be filtered in Query output. There are two types of criteria are simple criteria and Multiple Criteria. In simple criteria row of the design grid, the criteria value in the criteria row and the data will

to filtered accordingly in the query output. In Multiple criteria either two or more alternate criteria are satisfied we can make use of or criteria row in the design grid of the query.

3) Form: A form is a graphical representation of a table.

Report: A report is a presentation of data in a printed format.

4) A form is a paper on which a user fills the required information in the specific fields.