



Chapter - 4

Forms , Queries and Reports

MULTIPLE CHOICE QUESTIONS.

1. Which of these help us enter data in a user-friendly manner?

Ans: Forms

2. This bar is used to go to the previous, next, first and last record in a table or form

Ans: Navigation bar

3. Selective data can be viewed with the help of

Ans: Query

4. In the query design method, you can select a table from the

Ans: Show Table dialogue Box

5. The condition to drive selective records for a query is called

Ans: Criteria

6. You at criteria for a query in a

Ans : Query grid

7. A method of presenting and printing information in an organized manner is called

Ans : Report

8. To create a basic report, click on the create tab and the

Ans: Report button

9. Which of these buttons allow you to select and attractive layout for a report?

Ans:

10. By default the heading of your report is

Ans: Table or query (source of the report)

TRUE/FALSE.

1. You said the criteria for a query so that only those records which meet criteria condition or displayed.

T

2. If you want to add all the field of a table in your query double-click on the Asterisk (#) displayed with the table field in a Query grid. F

3. You can specify the criteria for a report. F

4. The auto format water contains various type of styles and layouts which can be applied to a report which has been generated. F

5. Once a report has been generated it cannot be customized. F

FILL IN THE BLANKS.

1. Using a **form** data can be entered more conventionally and in a user friendly –manner.

2. Below the form, you will see the **navigation bar** to go to the previous, next, first or last record.

3. When you run a query, only those records which match the specified **criteria** will be displayed.

4. To generate a basic report, click on the **report** tab and then click on the create button.

5. To generate a query, click on the Create tab click on the **Query** button.

ANSWER IN ONE WORD/SENTENCE :-

Q.1. What helps us to retrieve the required information quickly in a formatted manner?

Ans-1. Reports and Queries helps us to retrieve the required information quickly in a formatted manner.

Q.2. Which tab and option will you use to create a form in Microsoft Access? Ans-2. To create a Form in Microsoft

Access:-

1. Click on the create tab.
2. Click on the Form button in the forms group.

Q.3. What is the use of Navigation bar?

Ans-3. Navigation bar is used to go to the previous, next, first or last record.

Q.4. What helps us to quickly view the selective data ?

Ans-4. Queries helps us to quickly view the selective data.

Q.5 What is criteria in context of a query?

Ans-5. When a query is executed, all records which meet the specified criteria are displayed.

Q.6. What is the use of the AutoFormat option in creating reports?

Ans-6. The Auto Format button contains various types of styles and layouts which can be applied to a report which has been generated.

Give Short Answers.

Q.1. What is the advantage of a Form?

Ans-1. It allow data to be entered conveniently in a formatted manner. When you close the form, the entries will get saved automatically.

Q.2. What is the difference between a query and a report?

Ans-2. Using a query, you can view selective records and fields as output of certain conditions imposed on the data in the table .

Reports are a method of presenting and printing information in an organized, formatted manner

,using a table or query as its source.

Q.3. While creating a query, how you specify the condition for which you want the records to be displayed?

Ans-3. After storing data in tables, you can quickly view the selective data with the help of queries . you can view selective records and fields as the output of certain conditions imposed on the data in the table.

To form the structure of a query you need to first select the fields which you want to display when your query is executed then you add the criteria . when you do this and run the query, only those records which meet the specified criteria will be displayed.

Q.4. Once a report has been generated, what can you do to enhance its appearance?

Ans-4. Once a report has been generated, to enhance its appearance we can –

1. Change the main report heading
2. change the field heading
3. Apply a Theme
4. Insert the LOGO

