

CHAPTER 3 – MORE ABOUT MS ACCESS



A. Multiple Choice Questions

1. How many views does Access provide to display a form?
(a) Two (b) Three (c) Four

2. Which key defines a relationship between two tables?
(a) Primary key (b) Candidate key (c) Secondary key
3. Which of the following is not a view for working with a Form object?
(a) Form view (b) Layout view (c) Datasheet view
4. Conditions in the Query Design window are given in the :
(a) Criteria row (b) Query row (c) Fields row
5. Which tab contains the commands to create a report?
(a) Reports tab (b) Create tab (c) Wizard tab

B. Fill in the blanks.

1. The extracted records will be stored in a separate table known as a Query Table.
2. Data is not displayed in the Design view of a report or a form.
3. Queries, forms and reports are Object of Access.
4. We can change the appearance of the form using the various options on the Design and format tabs.
5. A form is a piece of paper, on which a user fills required information.

C. State True or False.

1. Queries help us to retrieve information from one or more tables that meet a specific condition. True
2. A report is created exactly in the same way as forms are created. false
3. To specify multiple criteria, Or property is used. True
4. We cannot run a query without saving it. True
5. Once a relationship is set, it cannot be deleted. false

D. Write one word for the following.

1. This view displays the results of the query. Datasheet
2. Links that associate a field in one table with a same field in an other table. Relationship
3. This view displays only the structure of our form. Design
4. Object in Access that is used to present data in a format that can be printed. Report

E. Answer the following questions.

1. What is a Query ?

1) What is Query?

Answer: A query can either be a request for data results from your database or for action on the data, or for both. A query can give you an answer to a simple question, perform calculations, combine data from different tables, add, change, or delete data from a database.

2) Write the steps to create a query on a single table?

Answer: To create a simple one-table query:

- Select the Create tab on the Ribbon, and locate the Queries group.
- Click the Query Design command.
- Access will switch to Query Design view. ...
- Click Add, and then click Close.
- The selected table will appear as a small window in the Object Relationship pane.

3) What is a Form? Briefly explain its use.

Answer: Form is an Access object that allows the user to add and update data in one record at a time in a table. Data can be easily inserted, updated and deleted from a table using a Form. If you change a record in a form, it will be reflected in a table also.

4) What is a Report? How will you print a report?

Answer: Report is an effective way to organize and summaries data for viewing or printing.

- Click on the name of the report to print.
- From the Home menu, select Grid, Graph, or Grid and Graph view.
- From the Home menu, select Print.

5) What are the use of Print Preview and the Design view of a report?

Answer: in print preview ,you can see exactly how your report will look when printed you can make changes to it and you can print it to print click the print button in the print group. The print dialogue box open and you can select your print options

A database term. 'Design view' where you see the structure of the table rather than the contents. It shows the field names and their data type.