	VINAYAKAR MATRICULATION HIGHER SECONDARY SCHOOL, SIVAKASI.	
	Std:8	**Subject: COMPUTER SCIENCE**
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Warm Greetings!

Dear Students,

In this note, we are going to discuss

Chapter 3:Queries,Forms & Reports In MS Access 2007-Book Back Exercise

I.Choose the Correct Answer

1.MS Access is a _____ a form to a table.

a)deletes   b)sends   c)links

Answer: links

2. A _____ displays specific records from a table that meet a certain criteria .

a) query   b)form   c) report

Answer: query

3.when you change a _____ in a form, it gets changed in the table also.

a)file name   b)record   c) both (a) and (b)

Answer: record

4.Queries, reports and forms are _____ of MS Access.

a)objects   b) icons   c)buttons

Answer: objects

5. A _____ is an effective way to present data in a printed form.

a)query   b)form   c) report

Answer: report

6.To see the result of a query, click:

a)   b)   c)

Answer:

II. Quiz

1. Name any one database object.

   Ans:Queries, Reports, Forms

2. Which row displays a check mark in the query design grid?

   Ans: Show row displays a check mark in the query design grid.

III.Very Short Answer Question

1.Name the three views in which a form can be displayed.

   There are three views in which a form can be displayed:
   Form View,
   Layout View and
   Design View.

2.How do you adjust the design of your form?
   Using design view to adjust the design of your form.

3.What is the use of Criteria row in the query design grid?
   Criteria row is used to specify the condition on the basis of which the records will be filtered.

IV.Short Answer Questions

1.How do you create form?
   To create a form, select the table for which you want to create the form and follow the given steps:
   Step-1: Click the create tab on the Ribbon.
   Step-2: Click the form from the Forms group. Access creates a form and places all the fields of the selected table on the form.
   Use the **Navigation** bar to move through the records on the form.

2.Define the terms query, form and report.

Query: A query displays specific records from a table that meet a certain criteria.

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

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

IV.Long Answer Questions:

1. Explain the design grid of the query window.

Field: row displays the fields from the selected table.

Table: row displays the name of the table.

Sort: row is used to filter the data in ascending or descending order.

Show: row displays a check mark in the query design grid.

Criteria: row is used to specify the condition on the basis of which the records will be filtered.

Or: row is used to specify multiple criteria.

2.How do you apply multiple criteria to the same table? Explain through an example.

When you type two criteria on the same line, only records where both criteria are met will be displayed. This is called AND condition.

When you type first criterion on the Criteria row and the second criterion on the Or row, the records where either criteria are met will be displayed. This is called OR condition.

Field:	Rollno	Name	Age	Result		
Table:	Student	Student	Student	Student		
Sort:						
Show:	☑	☑	☑	☑	☐	☐
Criteria:						
or:			>13	"pass"		

All Tables	Table1	Query1	Student	Query2

	Rollno	Name	Age	Result
	1011	swathi	14	pass
	1013	prithi	14	pass
*				

Table1

Table1 : Table

Student

Student : Table

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