

Answers To Text Questions

Chapter-3 : Queries, Forms & Reports in MS Access 2007

Multiple Choice Questions

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Ans 1. (c) 2. (a) 3. (b)

Exercises

A. Multiple Choice Questions

Ans 1. (a) 2. (c) 3. (a)

B. Quiz

Ans 1. Query/Form/Table/Report

Ans 2. Show row

C. Very Short Answer Questions

Ans 1. Three views of a form are Form View, Design View and Layout View.

Ans 2. To adjust the design of the form, we use Design view.

Ans 3. Criteria row is used to specify the condition on the basis of which the records will be filtered.

D. Short Answer Questions

Ans 1. To create a form :

Step-1 : Click the Create tab on the Ribbon.

Step-2 : Click Form. Access creates a form and places all fields of the selected table on the form.

Ans 2. **Query** displays specific records from a table that meet certain criteria.

Form is a graphical representation of a table.

Report is a presentation of data in a printed format.

E. Long Answer Questions

Ans 1. The design grid of the query window consists of the following :

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 which indicates that this field will be visible when the query is run.

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.

Ans 2. Multiple criteria can be added on a table in the following manner :

- ❖ When two criteria are typed on the same line, only records where both criteria are met will be displayed. This is called AND condition.
- ❖ When one criterion is typed on the Criteria row and the second criterion is typed on the Or row, the records where either criteria are met will be displayed. This is called OR condition.

For example,

| Field | Roll | Eng | Maths | Comp. |
|----------|------|-----|-------|-------|
| Criteria | | >50 | >50 | |
| Or | | | | |

→ This will displays records who have more than 50 mark in **Both** English & Maths.

| Field | Roll | Eng | Maths | Comp. |
|----------|------|-----|-------|-------|
| Criteria | | >50 | | |
| Or | | | >50 | |

→ This will displays records who have more than 50 marks in **either** English or Maths.

F. Compute In Everyday Life

Ans. To create a report :

Step-1 : Click the Create tab on the Ribbon.

Step-2 : Click the Report option in the Reports group.

Access creates a report and places all the fields of the selected table on the report.

Fun Zone

Lab Work

Ans To be done by the students.