

Name: .....

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Class: ..... Section: .....

Date: .....

## MORE ON ACCESS

### Chapter-4

#### A. Circle the correct option.

- (Form / Design) View is used to enter, edit and view data.
- (Relationship / Select Query) retrieves data from one or more tables.
- (Field / Table) is the first row of the design grid that displays the selected field names from the table.
- (Criteria / Sort) displays the condition on the basis of which the records will be filtered and displayed in the query output.

#### B. Read the clues and answer the following:

- It is used to set multiple conditions in a query. ....
- It displays the name of the existing tables in the relationship window. ....
- It is the first row of the design grid that displays the selected field names from the table. ....
- It is a column in one table that must match the Primary Key of another table. ....
- It is a query that uses a row heading and column heading so that you can see your data in terms of two categories at once. ....

#### C. Answer the following questions:

- Differentiate between query and report.  
.....
- Give any one use of the report object in Access.  
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