

Worksheet

1

Name:

Roll No: Class: Section:

Date:

REPORTS IN MS ACCESS

Chapter-8

A. Tick (✓) the correct option.

- Which section of the report contains logo, title of the report or date and time?
a. Report Header ☐ b. Page Header ☐ c. Detail ☐
- Which section of the report shows the final result of the report?
a. Page Footer ☐ b. Report Footer ☐ c. None ☐
- Which of the following is not a command to create a report in MS Access?
a. Report ☐ b. Report Design ☐ c. Create Report ☐
- The Report Wizard command is present in the group of the Create tab.
a. Reports ☐ b. Templates ☐ c. Forms ☐

B. Write 'T' for true and 'F' for false.

- The Detail section contains the main matter of the report.
- MS Access provides two types of layouts to create a report.
- The Report Design command allows you to design a report manually.
- We cannot apply formatting effects on a report in the Design View.