

Worksheet

1

Name:

Roll No: Class: Section:

Date:

QUERIES, FORMS AND REPORTS IN MS ACCESS

Chapter-4

A. Circle the correct option.

1. (Form / Design) View is used to enter, edit and view data.
2. (Relationship / Select) Query retrieves data from one or more tables.
3. (Oracle / SQL) is a computer language for relational database and data manipulation which is used to insert, update and modify data.
4. (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:

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

C. Write the names of three views in which a form can be displayed.

1.
2.
3.