

Worksheet

Name:
Roll No: Class: Section:
Date:

QUERIES, FORMS AND REPORTS IN MS ACCESS

Chapter-4

A. Write the steps to create a report in MS Access.

Step 1

Step 2

B. Tick (✓) the correct option.

- Which of the following features of MS Access allows us to retrieve data from a table?

a. Primary Key	<input type="checkbox"/>	b. Select Query	<input type="checkbox"/>
c. Foreign Key	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- The Logo and Title commands present under the Header/Footer group in the tab.

a. Design	<input type="checkbox"/>	b. Format	<input type="checkbox"/>
c. Both a and b	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following statements is incorrect about a query?

a. We can save the query in the database.	<input type="checkbox"/>
b. A query gives you information that you might not be able to find by looking at the table directly.	<input type="checkbox"/>
c. We can provide multiple criteria in a query.	<input type="checkbox"/>
d. We cannot run a query multiple times.	<input type="checkbox"/>

C. Define the following:

- Structured Query Language -
.....
- Parameter Query -
.....