

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON 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. (Field / Table) is the first row of the design grid that displays the selected field names from the table.
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 heading and column heading so that you can see your data in terms of two categories at once.

C. Answer the following questions:

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