SATISH CHANDRA MEMORIAL SCHOOL

SUB : COMPUTER

CLASS : VIII (SESSION:2020-2021)

HOME ASSIGNMENT (CHP-3:Advanced Feature of MS-ACCESS)

Q.1. \_\_\_\_\_\_\_\_ tab is used in designing and making Query, Form or Report.

(a)Design (b)External Data (c)Create (d)None.

Q.2. A \_\_\_\_\_\_\_\_\_is used to retrieve selective data based on specific criteria from one or more tables.

(a)Form (b)Report (c)Query (d)None.

Q.3.\_\_\_\_\_\_ view of Query allows to create the Query with the Query design grid where we can give condition.

(a)Datasheet view (b)Design View (c)Window View (d)None.

Q.4. \_\_\_\_\_\_\_\_\_view of Query allows to show the information that the query has extracted from the corresponding

table.

(a)Datasheet view (b)Design View (c)Window View (d)None.

Q.5. \_\_\_\_\_\_\_\_\_\_\_\_\_ is a combination of rows and columns given at the bottom of Query Design View window where

We can select field, table name, sort and condition to design & make a query.

(a)Query Grid (b)Query Design Grid (c)Design Grid (d)None.

Q.6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box allows us to add table(s) in a query during query design

(a)Add Table (b)Show Table (c)Include Table (d)None.

Q.7. The added table is displayed with all the fields of the table in the \_\_\_\_\_\_\_\_\_\_\_\_ area under newly created

query object tab.

(a)Query Tab area (b)Query Design area (c)Query Working area (d)None.

Q.8.Even after selecting a field of table in Query Design Grid, we can stop displaying the field in query datasheet view

by checking of \_\_\_\_\_\_ box.

(a)Display row(b)Show row(c)Include row (d)None.

Q.9.\_\_\_\_\_\_\_\_\_\_\_ is the row inside Query Design Grid where we can set a certain condition for a particular field to

display information accordingly.

(a)Criteria (b)Show (c)Field (d)None.

Q.10.\_\_\_\_\_\_\_\_\_\_\_ operators like >, <, >=, <=, =, != are used in making condition or criteria in designing a query.

(a)Mathematical (b)Relational (c)Logical (d)None.

Q.11. How many options are there to make a Form under create tab and inside Forms group.

(a)Form Design (b)Form Wizard (c)Blank Form (d)All of these.

Q.12.We can find the option - Form Wizard in \_\_\_\_\_\_\_\_\_\_\_\_\_ option in Forms group under design tab.

(a)More Form (b)Form Creation (c)Form Make (d)None.

Q.13.In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box, we can add table fields into form in designing form.

(a)Form Create (b)Form Wizard (c)Form (d)None.

Q.14. We can set \_\_\_\_\_\_\_\_\_\_ in Form Wizard dialog box in designing Form.

(a)Form Layout (b)Form Style (c)Both (a) & (b) (d)None.

Q.15. After Completion of Form Design and saving a Form, form name is displayed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(a)Object Tab (b)Form Menu (c)Navigation Pane (d)None.

Q.16.Any data modification done in Form is reflected \_\_\_\_\_\_\_\_\_\_\_ .

(a)Form Datasheet view (b) Table (c) Form Design View (d)None.

Q.17.We can change the appearance of the form using the various options on the \_\_\_\_\_\_ and \_\_\_\_\_\_ tabs.

(a) design, format (b) modify, format (c) design, modify (d) None

Q.18. We can add a logo and title to your report by making use of Logo and Title option in the \_\_\_\_\_\_\_\_\_\_\_\_ group on

the Design tab.

(a)format (b) Header/Footer (c) Modify (d)None

Q.19. You can format the font (size, colour, alignment), add a background image, change the colour of shapes and so on,

using the options on the \_\_\_\_\_\_\_ tab

(a)Design (b) Format (c) Design (d) None

Q.20. **\_\_\_\_\_\_\_\_\_\_\_\_\_**are used to present data from tables or queries in a format that can be printed.

(a)Form (b)Report (c)Query (d)None.

Q.21. \_\_\_\_\_\_\_ tab and \_\_\_\_\_\_\_\_\_ group is used to design a report.

(a)Reports, Create (b) Create, Format (c)Create, Reports (d)None

Q.22. \_\_\_\_\_\_\_\_\_\_\_ dialog box provides to add Report Layout, Orientation, Styles to the Report is being designed.

(a)Report Format (b) Report Wizard (c)Report Design (d)None

Q.23.A Report based on a database table \_\_\_\_\_\_\_\_\_ to change or modify data of that table.

(a) allows (b)does not allow (c)conditionally allows (d)None

Q.24. A Report, Form or a Query is called \_\_\_\_\_\_\_\_\_\_\_\_ in database of MS-ACCESS.

(a) tool (b)control (c)object (d)None

Q.25.\_\_\_\_\_\_\_\_\_\_\_\_ is the main feature of a Form that contradicts a Report.

(a) data modification (d) data is fixed (c) condition allowed (d)None

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