**HOME WORK (CHP-3, ADVANCED FEATURE OF MS-ACCESS)**

**CLASS – VIII**

1. **Choose the correct answer.**
   1. The object to be used to pull out data from one or more tables based on conditions is
      1. Query. **b)** Form. **c)** Report. **d)** Table.
   2. Which of the following is not a view for working with a Form object?
      1. Form View **b)** Datasheet View **c)** Design View **d)** Layout View
   3. The basic elements of a form or report are called
      1. controls. **b)** objects. **c)** windows. **d)** reports.
   4. In a Query Design Grid, which of the following options is not present?
      1. Criteria **b)** Sort **c)** Show **d)** Filter
   5. A query can be worked on in views, while a report has views.
      1. Two, four **b)** Three, four **c)** Three, three **d)** Four, Four
   6. A query can be seen in command view which is called \_\_\_\_\_\_\_\_\_\_\_\_\_ view
      1. Access **b)** SQL **c)** Design **d)** Datasheet
   7. In a query data are displayed based on a certain condition called \_\_\_\_\_\_\_\_\_\_ in MS-ACCESS.
      1. Data **b)** Information **c)** Criteria **d)** None
   8. \_\_\_\_\_\_\_\_\_ dialog box allows us to add a table within query design area.
      1. Show Table **b)** Add Table **c)** Table **d)** None
   9. A form with empty body can be created by clicking the option \_\_\_\_\_\_\_ under forms group.
      1. Blank Form **b)** Form Wizard **c)** More Forms **d)** None
   10. We can set which of the following property within Report Wizard dialog box?
       1. Report Layout **b)** Report Orientation **c)** Report Style **d)** All of these
2. **Fill in the blanks using the words given in the box.**

Objects Design Form Datasheet

* 1. When you click on the  option on the Design tab, the results of the Query appear in

View.

* 1. Queries, forms and reports are of Access.

**3.**

in a database table.

**4.** Data is not displayed in the

provides a convenient user interface to view, modify and enter data

view of a report or a form.