

## Worksheet – Chapter 3: Working with Queries, Forms and Reports

### Multiple-choice questions

1. A form is used to \_\_\_\_\_.  
a) Print data    b) Enter data                    c) Delete database            d) Install software
2. A query helps in \_\_\_\_\_.  
a) Viewing specific data            b) Formatting tables    c) Creating passwords  
d) Designing animations
3. The button used to create a form automatically is \_\_\_\_\_.  
a) Report            b) Form            c) Table            d) Macro
4. Query results are displayed in \_\_\_\_\_.  
a) Slides            b) Rows and columns    c) Only images                    d) Web pages
5. The Wizard that helps in creating a query easily is \_\_\_\_\_.  
a) Form Wizard            b) Table Wizard            c) Simple Query Wizard            d) Layout Wizard

### Fill in the blanks

1. A \_\_\_\_\_ is a device for gathering data in a sequential style.
2. A \_\_\_\_\_ is a question asked to get specific information from a database.
3. Forms make the process of \_\_\_\_\_ data easier.
4. Reports are useful for \_\_\_\_\_ and summarising data.
5. The \_\_\_\_\_ tab contains tools to create forms and reports.

### True/False

1. A form is directly related to a table. (True/False)
2. Query results cannot be edited. (True/False)
3. A report can be printed for display. (True/False)
4. Design View gives more control while creating queries. (True/False)
5. Forms cannot be formatted. (True/False)

**Match the following**

- |                        |                                |
|------------------------|--------------------------------|
| A. Form                | 1. Asks specific questions     |
| B. Query               | 2. Summarises data             |
| C. Report              | 3. Entering data               |
| D. Layout View         | 4. Formatting forms            |
| E. Simple Query Wizard | 5. Helps create queries easily |

**Short answer questions**

1. What is a form in MS Access?
2. What is the purpose of creating a query?
3. How is a report useful?
4. List the steps to create a form.
5. What is the difference between Query Design and Query Wizard?