

A. Multiple Choice Questions

Ans. 1. (a) 2. (a) 3. (a) 4. (c)

B. Answer the following

Ans. 1. The three views in which a form can be displayed are: Form View, Layout View and Design View.

Ans. 2. **Record:** Records refer to rows of table in a database that stores the related entries.

Form: A form is a way to enter data into the database. It is nothing more than a graphical representation of a table.

Query: A query is used to extract information from a database. It displays specific records from a table that meets a certain criteria.

Ans. 3. To create a form, select the table for which you want to create the form and follow the given steps:

Step-1: Click the Create tab on the Ribbon.

Step-2: Click the Form from the Forms group. Access creates a form and places all the fields of the selected table on the form.

Ans. 4. The query window is divided into two panes. The top pane displays the tables selected for the query. The bottom pane displays a design grid where you can add fields to the query and also specify the criteria.

The design grid shows the following headings.

Field row displays the fields from the selected table.

Table row displays the name of the table.

Sort row is used to filter the data in ascending or descending order.

Show row displays a check mark which indicates that this field will be visible when the query is executed.

Criteria row is used to specify the condition on the basis of which the records will be filtered.

Or row is used to specify multiple criteria.

Note

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- **Multiple criteria** can be added on a table.
- When you type two criteria on the same line, only records where both criteria are met will be displayed. This is called AND condition.
- When you type first criterion on the Criteria row and the second criterion on the Or row, the records where either criteria are met will be displayed. This is called OR condition.

Field:	Roll Number	Names	Address	Age	Result
Table:	Students	Students	Students	Students	Students
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				>12	"Pass"
or:					



Roll Number	Names	Address	Age	Result
1	Ritika Wandle	C-78, Dwarka	13	Pass
6	Anil Pawar	E-67, Gurugram	13	Pass
#	(New)		0	

multiple criteria in the same row (AND condition)

Field:	Roll Number	Names	Address	Age	Result
Table:	Students	Students	Students	Students	Students
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				>12	"Pass"
or:					



Roll Number	Names	Address	Age	Result
1	Akshat Mishra	B-89, Noida	12	Pass
2	Ritika Wandle	C-78, Dwarka	13	Pass
3	Saachi Ogre	B-23, Gurugram	12	Pass
6	Anil Pawar	E-67, Gurugram	13	Pass
7	Naveen Kumar	D-23, Noida	12	Pass
8	Arijun Malhotra	K-34, R.K. Param	13	Fail
9	Yash Chauhan	M-68, Dwarka	14	Fail
#	(New)		0	

multiple criteria in different rows (OR condition)