

Chapter-6  
More About MS Access

### Section A: Fill in the Blanks

1. A \_\_\_\_\_ is used to retrieve specific data from one or more tables in a database based on certain criteria.
2. \_\_\_\_\_ provide a user-friendly way to input and edit data into a database.
3. \_\_\_\_\_ are used to present data in a structured and visually appealing format, ideal for printing or electronic documents.
4. The \_\_\_\_\_ view in MS Access allows you to design a form or report.
5. To save a query, you can press \_\_\_\_\_ from the keyboard.

### Section B: True or False

1. Queries can only retrieve data from a single table. (True/False)
2. Forms are used to create a user-friendly interface for entering and editing data. (True/False)
3. Reports can only be created using data from a single table. (True/False)
4. The Design View in MS Access is used to design forms and reports. (True/False)
5. You can run a query by clicking the Run button in the Database toolbar. (True/False)

### Section D: Multiple Choice Questions

1. Which of the following is used to retrieve specific data from a database?
  - a) Form
  - b) Query
  - c) Report
  - d) Table
2. Which view in MS Access is used to design a form?
  - a) Form View
  - b) Design View
  - c) Layout View
  - d) Datasheet View
3. What is the primary purpose of a **report** in MS Access?
  - a) To input data
  - b) To retrieve specific data
  - c) To organize and summarize data for printing or viewing
  - d) To create tables
4. Which of the following is NOT a step in creating a query?
  - a) Click on the Create tab
  - b) Click on the Query Design option
  - c) Add tables to the query
  - d) Save the query before running it
5. Which of the following is used to move between records in a form?
  - a) Design Grid
  - b) Record Navigation Bar

- c) Query Window
- d) Report Tool

### **Quiz: More About MS Access**

Question 1: What is the primary purpose of a query in MS Access?

- a) To create tables
- b) To retrieve specific data from one or more tables
- c) To design forms
- d) To print reports

Question 2: Which of the following is used to create a user-friendly interface for entering and editing data?

- a) Query
- b) Form
- c) Report
- d) Table

Question 3: Which view in MS Access is used to change the size and appearance of objects in a form?

- a) Form View
- b) Design View
- c) Layout View
- d) Datasheet View

**Question 4: What is the purpose of a report in MS Access?**

- a) To input data
- b) To retrieve specific data
- c) To organize and summarize data for printing or viewing
- d) To create tables

**Question 5: Which of the following is NOT a step in creating a form?**

- a) Select the table from the navigation pane
- b) Click on the Create tab
- c) Click on the Query Design option
- d) Click on Form in the Forms group