

EXERCISE**Q.1 Fill in the blanks:**

1. Forms are used to enter, view, and modify or delete data in database.
2. The easiest and quick way to create a form in Microsoft Access is by using wizard.
3. Tabular form is used to display multiple records at a time in tabular format.
4. A sub-form is a form, which is displayed within the main form.
5. There are basically four layouts of forms in Microsoft Access.
6. The report object is used only to retrieve data from a database and display it on the screen or print it on the printer. It cannot be used to edit data in a database.
7. Reports can compare, summarize and subtotal large sets of data.
8. In Microsoft Access, a report can be created in any one of the three layouts. These layouts are Columnar, Tabular, and Justified.
9. Reports are the finished results of your data input to the database backed through the forms as front end.
10. The report object is used only to retrieve data from a database and displays it on the screen or print it on the printer. It cannot be used to edit data in a database.

Q.2 Select the correct option:

1. A form that contains the sub form is called
 - a) Form
 - b) Main Form**
 - c) Report
 - d) None of them
2. How many basic layouts of forms are here in Microsoft Access.
 - a) 2
 - b) 3
 - c) 4**
 - d) 5
3. _____ objects is not used to enter data into database:
 - (a) Reports**
 - (b) Tables
 - (c) Forms
 - (d) None
4. A form is an object of:
 - (a) Table
 - (b) Database**
 - (c) Report
 - (d) Query

5. Forms are designed for:
- (a) Input Data
 - (b) Display Data
 - (c) Accepting Change
 - (d) All of them**
6. The forms are the _____ end of our database in Microsoft Access
- a) Back End
 - b) Front End**
 - c) Both a and b
 - d) None of them
7. A _____ auto form displays one record at a time.
- a) Tabular
 - b) Columnar**
 - c) Datasheet
 - d) Justified
8. Which of the following is used to retrieve data from one or more tables of database and to present it to the user in a formatted way.
- a) Report**
 - b) Form
 - c) Query
 - d) Table
9. Tables are the _____ of our database in Microsoft Access
- a) Front end
 - b) Back end**
 - c) both a and b
 - d) none of above
10. How many are the layouts of Form in MS-Access?
- (a) 2
 - (b) 3
 - (c) 4**
 - (d) 5
11. Which form layout displays multiple records at a time?
- (a) Justified
 - (b) Datasheet**
 - (c) Columnar
 - (d) None
12. Form within a form is called
- a) Sub Form**
 - b) Main Form
 - c) both a and b
 - d) none of above
13. A form with multiple tabs and each tab consisting a page of information
- a) Parent Form
 - b) Sub Form
 - c) Switchboard
 - d) multiple page form**
14. The different design elements placed on form are called
- a) Components
 - b) Object
 - c) Controls**
 - d) All of Above
15. Which is not an example of a control element placed on the form
- a) Text Box
 - b) Text**
 - c) Combo Box
 - d) List Box

16. Each of the following is a form layout except.
- (a) Justified (b) Datasheet
(c) Columnar (d) **Spreadsheet**
17. A Form within another form is called:
- (a) Main form (b) Special form
(c) Dialog box (d) **Sub form**
18. The form which contains the subform is known as:
- (a) **Main form** (b) Special form
(c) Dialog box (d) Child form
19. If there are small finite number of values for a certain field on a form which object will be suitable
- a) Text Box b) Text Area
c) **Combo Box** d) List Box
20. In addition to navigate records can be used for _____
- a) Change Data b) Enter Data
c) **Open Form** d) None of Above
21. _____ report spreads the information for a single record over many rows
- a) **Columnar** b) Tabular
c) Datasheet d) Justified
22. _____ report simply provide a column for each field of the records in rows under the column header
- a) Columnar b) **Tabular**
c) Datasheet d) Justified
23. A formatting that depends on the control's value is called
- a) Formatting b) Logical Formatting
c) Data Formatting d) **Conditional Formatting**
24. Report can be printed using _____ menu
- a) **File** b) Edit
c) Print d) Tools
25. A subform can be created using:
- (a) Form wizard (b) Subform wizard

- (c) Drag and drop method (d) **All**
26. _____ control objects is also called Push button:
- (a) Radio Button (b) **Command Button**
- (c) Check Box (d) None
27. _____ is used to display a list of items on the form:
- (a) Check Box (b) List Box
- (c) Combo Box (d) **Both b & c**
28. _____ is used to display options that have values in the form of True/False or Yes/No:
- (a) Check Box (b) Option Button
- (c) Combo Box (d) **Both a & b**
29. A Form that contains multiple tabs and each tab consists of a page of information is called:
- (a) Switchboard (b) Subform
- (c) Parent Form (d) **Multiple page Form**
30. The process of using data of another database in current database without copying it is called _____
- a) Attaching b) Adding
- c) Shifting (d) **Linking**
31. To link a database _____ menu is used
- a) Add (b) **File**
- c) Link d) Tools
32. A form that appears at the start of the application is called
- a) Start Form b) Initial Form
- (c) **Switch Board** d) First Form
33. Which menu is used to access switchboard manager
- a) File b) Edit
- c) Switch (d) **Tools**
34. _____ is used to retrieve data from one or more tables of database and to present it to the user in a formatted way:
- (a) **Report** (b) Form

(c) Query

(d) Table



35. How many are layouts of report?
(a) 2 (b) 3
(c) 4 (d) 5
36. Which type of report can display multiple records on one page?
(a) **Tabular** (b) Datasheet
(c) columnar (d) Both (a) & (c)
37. To close the switch board automatically which command can be associated with a button
a) Close b) **Exit**
c) Stop d) Unload
38. _____ is not type of report:
(a) Tabular (b) **Datasheet**
(c) Columnar (d) None
39. _____ is the main function of a report:
(a) Edit data (b) Delete data
(c) Accept data (d) **Displays data**

Q.3 Write T for true and F for false statement:

1. A form can enter, edit and retrieve data from only on table at a time. (F)
2. When a form is closed, the records entered in the form are automatically save din the database. (T)
3. We cannot change any record of a table in a database using a form. (F)
4. A form within another form is known as tabular form. (F)
5. The tabular layout of a form is called datasheet layout. (F)
6. We have not any facility to test a conditional statement in reports. (F)
7. The easiest way to create a report in Microsoft Access is by using the Report Wizard. (T)
8. The options for layout of report are Columnar, Tabular and Justified. (T)
9. Reports are primarily used to input data easily into database tables. (F)
10. The record navigation buttons at the lower-left corner of a form are used to save recently edited data in the database. (T)