Class 7
Computer
Chapter 8
Working With Tables and Queries

A. Fill in the blanks:
1. Sorting
2. Toggle Filter
3. Freezing
4. Query
5. OR

B. State True or False:
1. False
2. False
3. False
4. False
5. False

C. Application Based Questions:
1. Specifying the simple criteria
2. Answers are as follows:
• Account Number
• Setting account type as savings.
• Setting criteria balance > 2000

D. Multiple Choice Questions:
1. Select
2. Two
3. Parameter query
4. Table
5. Remove Sort

E. Answer the Following:
Q1. What do you understand by Sorting? How can you sort data in Access?
Ans 1: Sorting means arranging the data either in the ascending or descending order. We can sort data within a table based on the values of a particular field. To sort the data, follow the steps given below:
• Select the field that you wish to sort.
• Click on the drop-down arrow of its field header.
• Select either Sort Smallest to Largest or Sort Largest to Smallest option from the drop-down list. (If the field is numeric) or select the Sort A to Z or Sort Z to A option (if the field is alphanumeric).

Q2. What is the utility of filter in a Datasheet?
Ans 2: Filtering in a Datasheet implies displaying specific records while hiding rest of the records until the filter effect is cleared.

Q3. What is Query? Explain the parts of a query window?
Ans 3: A Query is a database object that helps a user to retrieve and view information from one or more database tables that meet specific condition/criteria, specified by the user. Major Parts of a Query Window are as follows:
a) Design Area – It is present at the top and displays the fields, tables, and queries that you may want to use in the query.
b) Grid – It is present at the bottom and contains columns where you can set up the fields.

Q4. What do you understand by criteria?
Ans 4: A Criteria is the one which contains the condition on the basis of which the records can be filtered in the Query output. If an item matches all the criteria you enter, it appears in the query results.

Q5. What is Advance Filtering? How it can be applied on a table in a datasheet?
Ans 5: It is an advanced version of the normal filter. By specifying the customized filter criterion, it further narrows down the display of the records.
It can be applied on a table in the datasheet by the following steps:
a) Click on drop-down arrow present to the right of the selected column header
 b) Select The Number filters option after which a cascading menu appears
c) Select any options from the list (Equals, Does Not equal, Less Than, Greater Than, between)
 d) The Custom Filter dialog box appears in which type the required number and click OK.