Tutorial 4 - Quick Checks

*Tutorial 4.1 – Quick Check*

1. Describe the difference between creating a form using the Form tool and creating a form using the Form Wizard.
2. What is a theme and how do you apply one to an existing form?
3. A(n) control is an item on a form, report, or other database object that you can manipulate to modify the object’s appearance.
4. Which table record is displayed in a form when you press the Ctrl+End keys while you are in Navigation mode?
5. Which wildcard character matches any single alphabetic character?
6. To print only the current record displayed in a form, you need to select the selected records option button in the Print dialog box.
7. In a form that contains a main form and a subform, what data is displayed in the main form and what data is displayed in the subform?

*Tutorial 4.2 – Quick Check*

1. In a(n) report, the data from a record in the primary table appears together, followed on subsequent lines by the joined records from the related table.
2. When you create a report based on two tables that are joined in a one-to-many relationship, the field values for the records from the related table are called the records.
3. Identify three types of modifications you can make to a report in Layout view.
4. Describe the process for moving a control to another location on a report in Layout view.
5. When working in Layout view for a report, which key do you press and hold down so that you can click to select multiple controls (field labels, field value boxes, and so on)?
6. In a report (or form) is special formatting applied to certain field values depending on one or more conditions.