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. In the Form Wizard, one can select which fields are added to the form, whereas the Form tool adds all fields in the table by default.
2. What is a theme and how do you apply one to an existing form? A theme is a predefined set of formats including colors, fonts and other effects that enhance a form’s appearance and usability. A theme can be applied to a form by selecting the Themes button in the Themes group on the Design tab while in Layout view.
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? The last table record.
5. Which wildcard character matches any single alphabetic character? The ’?’ 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? The data displayed in the main form comes from the primary table, whereas the data displayed in the subform comes from the related table.

*Tutorial 4.2 – Quick Check*

1. In a(n) grouped 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 joined records.
3. Identify three types of modifications you can make to a report in Layout view. One can move and resize fields, add a theme,and change field alignment from within Layout view.
4. Describe the process for moving a control to another location on a report in Layout view. One clicks & drags the control to move it.
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)? The SHIFT key.
6. Conditional formatting in a report (or form) is special formatting applied to certain field values depending on one or more conditions.