Tutorial 6 - Quick Check

*Tutorial 6.1 – Quick Check*

1. Which object(s) should you use to perform all database updates? Forms
2. The Row Source property specifies the data source for a control in a form or report or for a field in a table or query.
3. What is the Documentor? The documentor is an Access tool that is used to create detailed documentation of all or selected portions of a database.
4. What is the Multiple Items tool? It creates a customizable form that displays multiple records from a source table or query in a datasheet format.
5. What is a split form? It displays data in both Form view and Datasheet view at the same time.
6. As the screen’s size and resolution change, the Anchor property for a control automatically resizes the control.

*Tutorial 6.2 – Quick Check*

1. What is a bound form, and when do you use bound forms? Bound forms are connected (bound) to fields in a database. They are used to display & maintain field data.
2. What is the difference between a bound and an unbound control? A bound control is connected (bound) to a field in a database, whereas an unbound control is not bound to a field in a database.
3. The rulers consist of the dotted and solid lines that appear in the Header, Detail and Footer sections to help you position controls precisely in a form.
4. The handle in a selected object’s upper-left corner is the move handle.
5. How do you move a selected field value box and its label at the same time? You place the pointer anywhere on the border of the field value box, but not on a move handle or a sizing hand le. When the pointer changes, you can then drag the field value box and the attached label to a new location.
6. How do you resize a control? You move the pointer over a sizing handle, which is on the border of the control. The pointer will change, indicating the direction of resizing. You can then drag the sizing handle to resize the control.
7. A(n) combo control provides the features of a text box and a list box.
8. How do you change a label’s caption? You open the label’s property sheet, then edit the text in the Caption box.
9. What is the Form Header section? The form header is an area located at the top of the form that can contain titles, instructions, command buttons & other controls.

*Tutorial 6.3 – Quick Check*

1. To create a combo box to find records in a form with the Combo Box Wizard, the form’s record source must be a(n) table or query.
2. You use the Subform/Subreport tool to add a subform to a form.
3. To calculate subtotals and overall totals in a form or report, you use the Sum() function.
4. The Control Source property setting can be either a(n) field name or a(n) expression.
5. Explain the difference between the Tab Stop property and tab order. The Tab Stop property is used to control whether a user can tab to a given field to make changes to it; tab order is a list of fields that controls the sequencing when the tab key is used to move focus from field to field.
6. What is focus? A control has focus when it is active and awaiting user action
7. The Special Effect property has settings such as Raised and Sunken.