**Session 5: Create forms and reports using wizard**

**34. Why there is a need to create Forms?**

**Answer –** A form allows the user to enter information into a database in a systematic manner. It is a user-defined interface that allows users to see, enter, and edit data directly in database.

**35. What is the purpose of creating Reports?**

**Answer –** Reports help to present the data in proper manner which is stored in the database, It also displays the data in summary format.

**36. What are the prerequisites to create a Form and Reports?**

**Answer –**  
**Forms –**  
a. Forms help or manage to store data in a systematic format.  
b. The prerequisites to create a form would be –  
c. Add all the necessary fields in the form  
d. Make the connection between form and the table  
**Reports –**  
a. Reports display the data in a summarized manner.  
b. The prerequisites to create a report would be –  
c. Data  
d. Data source

**37. Differentiate between Forms and Reports.**

**Answer –**  
**Form**  
a. Forms are used to store the data in the semantic way  
b. Edit, delete & modify can be easily managed  
c. Auto calculation can be done easily  
**Report**  
a. Report display the data in the presenting format  
b. Report can display all the record from the table  
c. Edit, delete & modification cannot be done through report  
d. You can take printout with the help of report

**38. Can a form display data from queries?**

**Answer –** Yes form can display the data from queries, with the help of query you can filter the data and you can display in the form.

**39. In how many ways Forms and Reports can be created in a database?**

**Answer –** There are two ways to create a form and report in the database.  
a. Using Wizard  
b. Using Design View