

GHP = 4

Working With Queries

* Answer the following :-

Q1) What is Query?

Ans A Query is a database object that use to take and view information from one or more database table which meet a specific condition. In simple words we can say that a query is like question asked by someone to find specific information from database.

Q2) Explain the parts of a Query window:

Ans • The parts of a query window are :-
Field → this display the selected Field names
Table → existing table name is given beneath field name
Sort → This property either filter data in an ascending or descending. it is optional.
Show → this show that whether the information will be displayed or not with the use of tick mark.

Criteria → It contains the condition on the basis of which the records will be filtered.

Qse → This is used to set multiple criteria.

Q3/ What do you understand by criteria?

Ans Criteria property contains the condition on the basis of which the records will be filtered in the query output.

Q4/ How many types of Query are there in MS Access?

Ans MS Access provides following types of queries:-

- Select query, • Parameter Query,
- Crosstab query, • Action query,
- and • SQL (Structured Query Language) query.

Q5. Differentiate between select and ~~primary~~ Parameter query?

Ans Select query:- it retrieves data from one or more tables and displays the record set in a datasheet.

Parameter query:- it is a type of select query that prompts you for input.

Therefore it runs. The query then uses your input as the criterion that controls the results.

Q6/ What is a Form? Briefly explain its use.

Answer Form allows you to add and update data in one record at a time in a table. It is a convenient way for entering data on which a user fills required information in specific fields.

Q7/ What is a Report? How will you print a Report?

Answer Report is an effective way to organize and summarize data for viewing or printing.

* To print a report follow steps:-

- Select the File tab then click on the Print > Print preview for preview to see and make changes in report and we can directly print by print option.
- If needed, modify using the related command on the ribbon you can modify it.
- Click on print option. The print dialog box will appear, Click on OK by setting desired print option.

Q8/

What are the various views in which forms are displayed?

Ans

There are three main views where a form is displayed :-

- i) Form view → used to enter, edit and view data.
- ii) Design view → used to adjust the design of your form, also used to set a detailed structure of a form.
- iii) Layout view → it is used to change the appearance and size of various controls of a form.

Q9.

What do you mean by relationship in Database.

Ans

Relationships are links that associate a field in one table with a same field in another table in Database.

Q10.

What is the purpose of creating relationship in a data base?

Ans

In Access, you can store data in multiple table. To bring that information together, you need to define a relationship between table, data form both the

Tables can be used by Query, ~~form~~ forms or Reports.

Q11/ ~~How are relationship created?~~

Ans/ To create a relationship, make two tables, one with the name and another that hold information about the students, ~~such~~ such as class, Roll, etc. and click on relationship button in create tab.

————— X ————— X ————— X —————

Q12/ What is the criteria required to create a relationship?