

SANJEEVANT PUBLIC SCHOOL

CLASS - VIIIth TEST - 4

Computer Ch-4 (Queries, Form and Reports)

DO THIS WORK IN YOUR COPY (T.M. - 20)

Q1) MCQs $\frac{0}{0}$

(3)

(a) Query is used to _____

(b) The run button resides on the _____

(c) The sort option is used to _____

Q2) fill in the blanks $\frac{0}{0}$

(3)

(a) You can see the report printing in _____

(b) _____ is the default view of a report.

(c) _____ is used to navigate through the table records.

Q3) True or false $\frac{0}{0}$

(3)

(a) forms can be of two types.

(b) you can edit table data in reports.

(c) Query window is divided into four parts.

Q4) Match item. $\frac{0}{0}$

(3)

(a) field selected table for creating a query

(b) Table To add second condition for the query

(c) or Table fields to be added in query

Q5) Answer these following question $\frac{0}{0}$

(8)

(a) what is a Report?

(b) Define Queries in Access?

(c) what are the different Report views?