

Chapter- 3

WORKING WITH QUERIES, FORMS AND REPORTS

WORKSHEET

- 1.What is a query? Name the parts of a query window.
- 2 What do you understand by Criteria?
- 3.Differentiate between a Form and Report.
- 4.What is a Form? How is it useful?
5. How can you export a Report to a Word file?
6. How to set relationship between tables?
- 7.what is criteria, how to set criteria?
8. how many views are there to display report?
- 9.what is foreign key?
10. How many ways queries can be created?

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