Chapter 6

WORKSHEET

I. Fill in the following blanks.

1. The Sort & Filter group is present on the _____ tab.

2. _____ are used when we want to print the data in a well-organised manner.

3. _____ and _____ are two different ways in which queries can be added.

4. _____ can be used to view only certain records that satisfy a particular criterion.

5. _____ your filter allows you to turn the filter on and off.

II. State whether the following statements are True (T) or False (F).

1. One of the ways for creation of queries is called Split forms. _____

2. Reports can be used when we want to view and print the data in a well-organised manner. _____

3. The Wizard allows creation of tables through a step-by-step procedure. _____

4. Forms allow a user to enter, view or modify information in a database. _____

5. A primary key is a button that allows a user to open a table in a database. _____

III. Answer the following questions.

1. What do you mean by a report? Write the steps to create a report.

2. Why do we use forms?

3. How do you create a Totals row in a table?