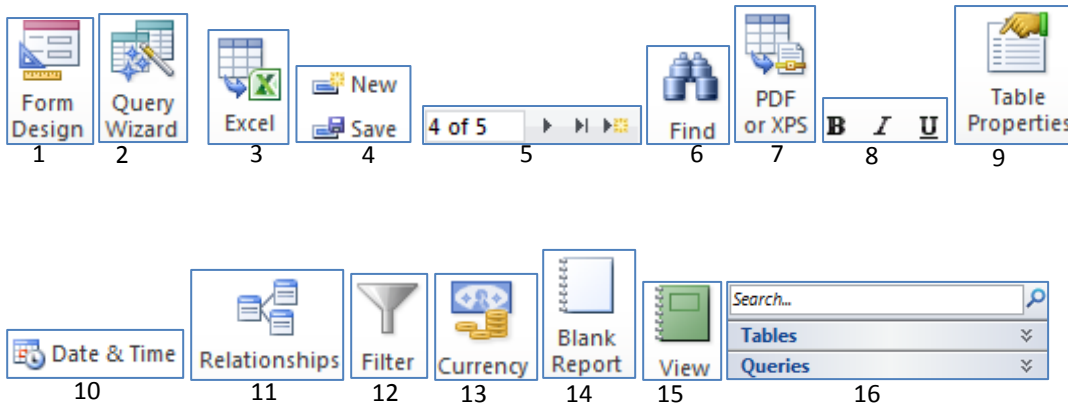


Introduction to Database using Access

“Sheet 3” (Lecture 4: Forms, Lecture 5: Queries)



1. Based on the previous figures, insert the command/commands number in the appropriate place:

- a. Home tab []
- b. Create tab []
- c. Fields tab []
- d. Table Tab []
- e. External data tab []
- f. Database tools tab []
- g. Navigation par []
- h. Navigation pan []
- i. Backstage view []

2. Circle the right answer:

- a. With , Database designers can control exactly how users are able to interact with the database
[Navigation panel – Forms – Queries]
- b. In Access, you can dispense the navigation bar and add with different uses to the form.
[Buttons – Labels - Text fields]
- c. allow you to pull information from one or more tables based on a set of search conditions you define.
[Tables – Queries – Forms]
- d. When you build a query if you want to set multiple criteria, but don't need the records shown in your results to meet them all. Type the first criteria in the "Criteria:" row and additional criteria in the row **[Sort;, Show:, Or:]**

3. True [T] or false [F]:

- a. You can't enter the data directly into database tables. []
- b. Using a form to enter data lets you be certain that you're entering the right data in the right location and format. []
- c. Forms can save information to more than one table at the same time. []
- d. In access, there is no difference between Queries, searches, or filters. []
- e. After creating a Query, you must press the Run command to see the Query results. []
- f. In Access Query, you can include some columns in the Design view, and Hide from the Runtime view. []

4. Even users can enter data directly to tables; usually they use forms to do this. Explain why?

5. Explain the recommended steps for planning a query that uses more than one table.