

COMPUTER WORKSHEET- I
CLASS – VIII

Q.1 Fill in the blanks.

1. A _____ displays specific records from a table that meet a certain criteria.
2. A _____ is a graphical representation of a table.
3. A _____ is a presentation of data in a printed format.
4. You can also use the _____ to create a report.
5. _____ are a means to view and analyze large amounts of data.

Q.2 Answer the following questions.

1. Define Reports.

2. Define Form.

3. Define Query.

4. What are the ways to view reports in MS Access?

5. How do you create a query?
