

**RYAN INTERNATIONAL SCHOOL LUDHIANA**  
**SESSION – 2014-15**  
**COMPUTER WORKSHEET- II**  
**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.

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2. Define Form.

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3. Define Query.

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

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5. How do you create a query?

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