

Access Chapter 4 – Creating Reports and Forms

TRUE/FALSE

1. Grouping means creating separate collections of records sharing some common characteristic.
2. A form is the appropriate choice if it is necessary to print data.
3. A basic report is a report that lists all the fields and all the records in a table without any special features.
4. When you view a report in Print Preview, you can make changes to the report.
5. Design view is most useful when the changes you need to make to a report are especially complex.
6. In Layout view of a report, you can specify both grouping and sorting.
7. When you click the Group & Sort button on the Format tab, Access produces an ‘Add a group and sort’ button at the bottom of the screen.
8. To add more space between groups, enlarge the group header or group footer.
9. The contents of the Report Header section print once at the beginning of the report.
10. The contents of the Page Header section print once at the top of each page and typically contain the column headings.
11. The contents of the Report Footer section print once at the bottom of each page and often contain a date and a page number.
12. Once you decide on a general report style, you should stick with it throughout your database.
13. The contents of the Detail section print once for each record in the table.
14. The various objects on a report are called tools.
15. When the data in a report is grouped, there are four additional sections.

16. To calculate the total of amount paid values, click the Totals button on the Format tab and then click Totals on the list of available calculations.
17. You can use the filter buttons on the Home tab to filter records in a report.
18. To adjust margins or change the page orientation of a report, open the report in Layout view and click the Arrange tab.
19. You cannot use the Report Wizard to create a report on multiple tables.
20. If pound signs (#) appear in a column, such as Current Due, in a report it means that the column is too small to hold the entire number.
21. The Form Footer section appears at the bottom of the form and usually contains a date.
22. You can include horizontal gridlines on a form but not vertical gridlines.
23. A control layout is a guide that aligns the controls to give the form a uniform appearance.
24. You can print all the records, a range of pages, or a selected record of a form by selecting the appropriate print range.
25. The Page Setup tab is available for both forms and reports.

MODIFIED TRUE/FALSE

1. A report that includes the group calculations such as subtotals, but does not include the individual detail lines is called a summary report. _____
2. To add an additional field to a report, click the Show Tables button on the Format tab to display a field list. _____
3. The Form Header section appears at the top of the form and usually contains the form title.

4. To add a date to a form, use the Date and Time button in the Controls group on the Format tab.

5. An AutoStyle is a predefined style that can be applied to a report or form. _____

MULTIPLE CHOICE

1. To create a simple report, select the table for report in the Navigation Pane, click the Create tab, and then click the _____ button in the Reports group.
 - a. Simple Report
 - b. Basic Report
 - c. Report
 - d. Report View

2. To use the Report Wizard to create a report for a table, select the table for the report in the Navigation Pane, click the Create tab, and then click the _____ button.
 - a. Report Wizard
 - b. Control Wizards
 - c. Layout Wizard
 - d. Report Design

3. _____ shows the report as it will appear when printed.
 - a. Report view
 - b. Layout view
 - c. Design view
 - d. Print Preview

4. _____ shows the report on the screen but also allows you to make changes to the report.
 - a. Print Preview
 - b. Layout view
 - c. Report view
 - d. Design view

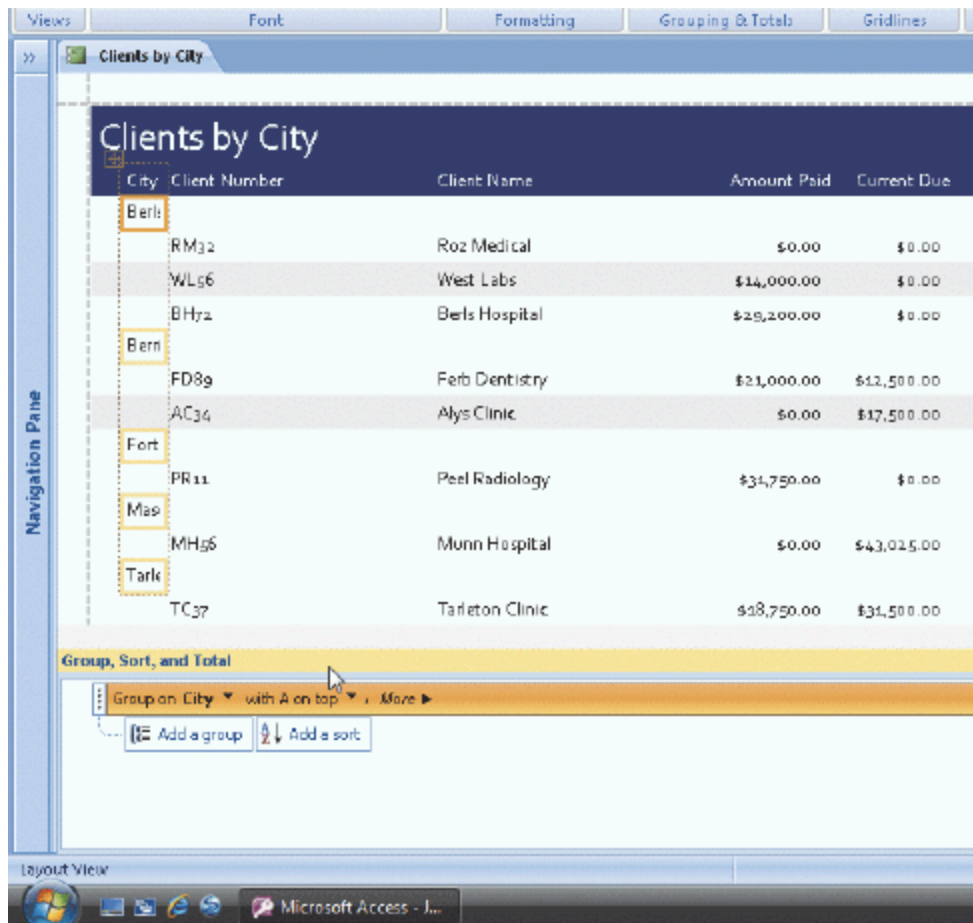


Figure 4-1

5. In the accompanying figure, you can click the More button in the Group, Sort, and Total pane to specify additional options. The _____ option allows you to choose the length of the value on which to group.
 - a. Length
 - b. Group Length
 - c. Value
 - d. Restrict

6. In the accompanying figure, you can click the More button in the Group, Sort, and Total pane to specify additional options. The _____ option allows you to choose values to be totaled and where they are to appear.
 - a. Aggregate
 - b. Totals
 - c. Group Totals
 - d. Sum

7. In the accompanying figure, you can click the More button in the Group, Sort, and Total pane to specify additional options. The _____ option allows you to customize the group title.
 - a. Customize
 - b. Header
 - c. Title
 - d. Label

8. In the accompanying figure, you can click the More button in the Group, Sort, and Total pane to specify additional options. The _____ option allows you to indicate whether Access is to attempt to keep portions of a group together on a page.
 - a. Same Page
 - b. Page Group
 - c. Page Group
 - d. Page Group

19. You use the _____ button in the Report Wizard dialog box to specify subtotals or other calculations within the wizard.
- a. More
 - b. Totals
 - c. Summary Options
 - d. Aggregate
20. To use a field list to add a field to a report, click the _____ button on the Format tab to display a field list.
- a. Show Table
 - b. Add Existing Fields
 - c. Field List
 - d. Display Fields
21. If you click an Edit Table link in a field list, the table will appear in _____ view and you can make changes to it.
- a. Form
 - b. Layout
 - c. Table
 - d. Datasheet
22. To delete a field from a report, click the field and then press the _____ key(s).
- a. CTRL+D
 - b. DELETE
 - c. ALT+D
 - d. SHIFT+ENTER
23. To create a report in Layout view without using the Report Wizard, click the Create tab, and then click _____ in the Reports group.
- a. Report Design
 - b. Layout
 - c. Blank Report
 - d. Layout Report
24. When you add the _____ property for a multivalued field, such as Specialties Needed to a report, each value would be on a separate line.
- a. Distinct
 - b. Unique
 - c. Value
 - d. Group
25. To use the Form Wizard to create a form for a table, select the table for the form in the Navigation Pane, click the Create tab, and then click the _____ button.
- a. Form Wizard
 - b. More Forms
 - c. Blank Form
 - d. Form
26. The _____ section appears at the top of the form and usually contains the form title.
- a. Title
 - b. Form Header
 - c. Group Header
 - d. Form Label
27. The body of the form is in the _____ section.
- a. Body
 - b. Main
 - c. Detail
 - d. Record
28. The _____ section appears at the bottom of the form and often is empty.
- a. Form Footer
 - b. Totals
 - c. Page Footer
 - d. Grand Totals
29. _____ shows the form on the screen and allows you to use the form to update data.

- a. Layout view
 - b. Design view
 - c. Form view
 - d. Screen view
30. In _____ you cannot update the data, but you can make changes to the layout of the form.
- a. Layout view
 - b. Form view
 - c. Design view
 - d. Screen view
31. _____ allows you to make changes, but it does not show you the actual form.
- a. Form view
 - b. Layout view
 - c. Design view
 - d. Screen view
32. To include horizontal and vertical gridlines on a form, click the Gridlines button on the _____ tab to display the Gridlines menu.
- a. Arrange
 - b. Create
 - c. Home
 - d. Format
33. To change the color of the font in a control, use the _____ arrow on the Format tab to display a color palette.
- a. Foreground
 - b. Font Color
 - c. Format
 - d. Control Color
34. To add an additional field to a form, click the _____ button to display a Field List.
- a. Show Tables
 - b. Field List
 - c. Add Existing Fields
 - d. Add Form Fields
35. To filter records on a form, click the Advanced button on the _____ tab to display the Advanced menu.
- a. Create
 - b. Format
 - c. Home
 - d. Database Tools
36. The _____ command on the Advanced menu allows you to sort records and enter criteria to restrict retrieval.
- a. Advanced Filter/Sort
 - b. Apply Filter/Sort
 - c. Query/Sort
 - d. Filter by Form
37. To clear a current filter, click _____ on the Advanced menu.
- a. Toggle Filters
 - b. Remove Filters
 - c. Delete Filters
 - d. Clear All Filters
38. To create a form in Layout view without using the wizard, click Create on the Ribbon and then click the _____ button on the Create tab.
- a. Layout Form
 - b. Blank Form
 - c. More Forms
 - d. Form Design
39. To create a Datasheet form, click the _____ button arrow on the Create tab, and then click Datasheet.
- a. Special Forms
 - b. Split Form
 - c. More Forms
 - d. AutoForm

40. The function of the _____ button is to tie a control to a section or another control so that it moves or resizes in conjunction with the movement or resizing of its parent.
- a. Binding
 - b. Aspect
 - c. Positioning
 - d. Anchoring

COMPLETION

1. _____ means creating separate collections of records sharing some common characteristic.
2. The contents of the _____ section print once at the beginning of the report.
3. The contents of the _____ section print once at the end of the report.
4. The contents of the _____ section print once at the top of each page and typically contain the column headings.
5. The contents of the _____ section print once at the bottom of each page and often contain a date and page number.
6. The contents of the _____ section print once for each record in the table.
7. When the data in a report is grouped, the contents of the _____ section are printed before the records in a particular group.
8. When the data in a report is grouped, the contents of the _____ section are printed after the group.
9. _____ are objects that display data and perform actions. They allow you to work with labels and images to improve the user interface.
10. You can emphasize values in a column that satisfy some criterion by formatting them differently from other values. This emphasis is called _____.
11. When a report is open in Design view, the _____ tab contains additional buttons not shown in Layout view.
12. A report that includes the group calculations such as subtotals, but does not include the individual detail lines is called a(n) _____.

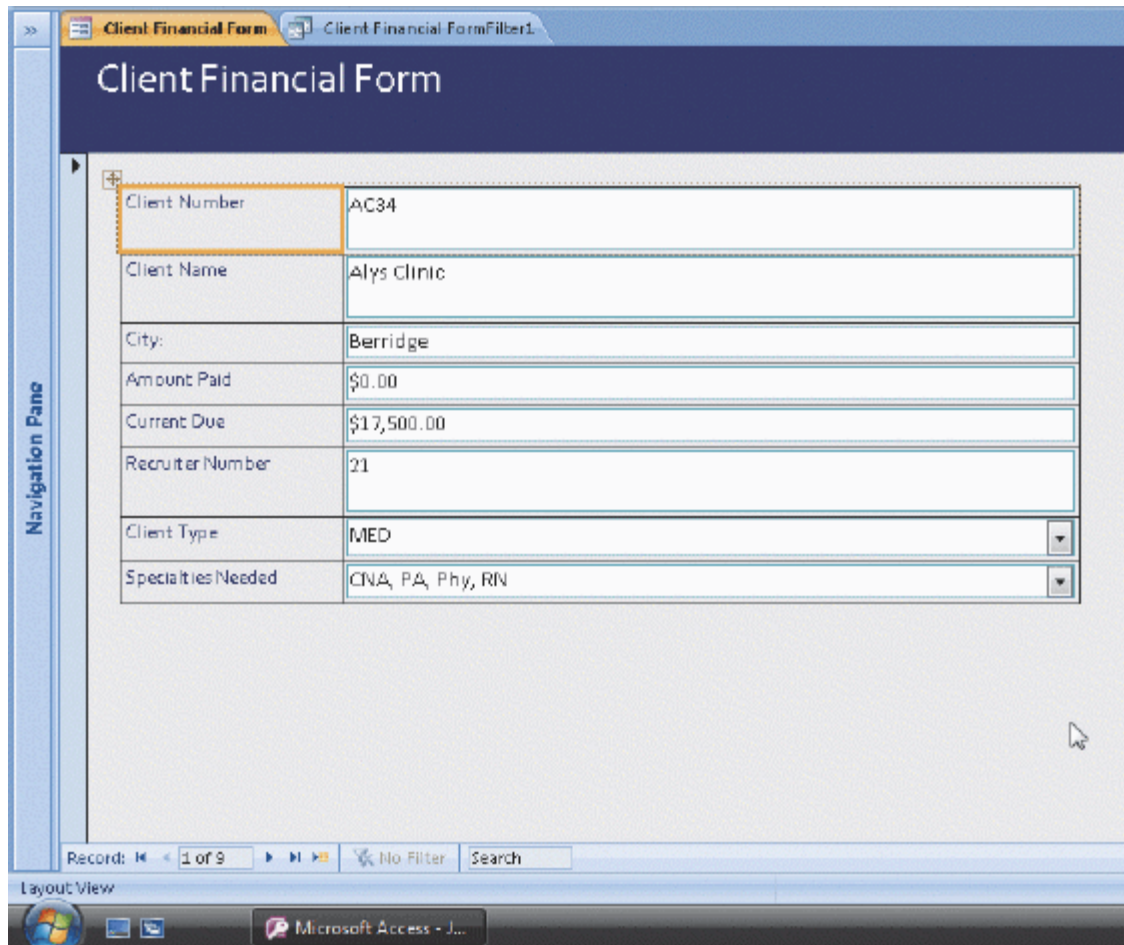


Figure 4-2

13. On a custom form such as that shown in the accompanying figure, controls that are used to display data from a database are called _____ controls.
14. On a custom form such as that shown in the accompanying figure, controls that are not associated with data in a database and that are used to display such things as the form's title are called _____ controls.
15. On a custom form such as that shown in the accompanying figure, controls that are used to display data that is calculated from data in the database are called _____ controls.
16. On a custom form such as that shown in the accompanying figure, the controls for the fields are arranged vertically with labels to the left of the control. This is a(n) _____ layout.
17. On a custom form such as that shown in the accompanying figure, the controls for the fields are arranged vertically with labels to the left of the control. If the controls were arranged horizontally with the labels across the top, the form would have a(n) _____ layout.
18. On a custom form such as that shown in the accompanying figure, you could apply a(n) _____ which is a predefined style that can be applied to a report or form.

19. A(n) _____ form is a form that shows multiple records in a datasheet with one record per row.
20. A(n) _____ form displays a table in a datasheet.

MATCHING

Identify the letter of the choice that best matches the phrase or definition.

- | | |
|------------------|--------------------|
| a. subtotal | f. Control Padding |
| b. Module | g. Reports |
| c. Stacked | h. Arrange |
| d. Forms | i. Page Setup |
| e. Print Preview | j. Tabular |
1. Represent formatted printouts of data in a database.
 2. Usually viewed on the screen.
 3. A total for just the records in a group.
 4. A layout that is similar to a spreadsheet with labels across the top and data in columns below the labels.
 5. A layout that is similar to a paper form, with labels to the left of each field.
 6. Sets the amount of spacing between controls and the gridlines of a layout.
 7. A specific style for a report or form.
 8. Shows a report as it will appear when printed.
 9. Tab on Ribbon that contains buttons to allow you to align data.
 10. Tab on Ribbon that contains buttons to allow you to change the orientation.