

## Computer Science - ICS Part 2 Computer Science Chapter 7 Short Questions Preparation

Q1. What is Autoform?

**Ans 1:** Autoform: Autoform is a wizard in MS Access that create the specified type of form selected table or query. To create an AutoForm select the forms tab and click on New button . There two types of automatic forms. The AutoForm generates a simple data entry form based on the selected Table or query. The other type is the multi-step Form wizard, which allows you more control over the creation process.

Q2. What is linking in MS-Access?

**Ans 1:** Unlike importing, linking objects from another database will create a link to an object in another database while not copying the table to the current database. Create a link by following these steps:

- 1) Open the destination database.
- 2) Select File | Get External | Link Table.... From the Menu Bar
- 3) Choose the Database that the table is located in and click the Link button.

Q3. Define Combo box.

**Ans 1:** In Microsoft Access a combo box is an object or control that you place on a form. It displays a list of values that a user can quickly select from. The value displayed within a combo box can be populated by a table/query, value list, or field list. Here is a list of topics that explains how to use combo box in Access.

Q4. Define Combo Box?

**Ans 1:** In Microsoft Access, a combo box is an object or control that you place on a form . It displays a list of values that a user can quickly select from. The values displayed within a combo box can be populated by a table/query, value list, or field list. Here is a list of topics that explain how to use combo boxes in Access.

Q5. Write the use of Switchboard.

**Ans 1:** A switchboard is a form that allow you to navigate around your access database . The switchboard is made of buttons to open forms, reports, queries, etc

Q6. What is Autoform?

**Ans 1:** Autoform is a wizard Access that creates the specific types of form from selected table or query. To create an Autoform select the forms tab and click the New button, There are two types of automatic form. The Autoform generates a simple data entry form based on selected table or query.

Q7. Discuss the use of design view in MS-Access.

**Ans 1:** Access form creates the user interface to your table. Although you can use Datasheet to perform many of the same functions as forms, Forms are used as an alternative way to enter data into database table, It provides a different way of viewing table data.

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Q8. Distinguish between form and sub-form.

**Ans 1: Form:** The Object of database is used to enter data into database, edit data and view data from database, you can add, update and delete records in your table by using a form. Form provides facilities to display data retrieved from database tables.

**Ans 2: Sub-Form :** A sub-form is a form that placed in a parent form, called the main form. Sub-Form are particularly useful to display data from tables and queries that have one to many relationships. A sub-form combination is sometimes database tables.

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Q9. Define radio button.

**Ans 1:** Option buttons are also called radio buttons. These are user interface controls typically used to provide quick, intuitive way to select from two or more mutually exclusive data values.

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Q10. Define Report ?

**Ans 1:** Presentation of processes data obtained from database is called report. The report can be displayed on the screen, on the paper or on the disk. The Following are the main uses of reports: 1) To display information obtained from a database. 2) To display result of a query 3) To produce output according to the needs of the user.

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