

Questions:

1. **What is the purpose of the "Create" tab in MS Access and how does it facilitate table creation?**

Answer: The "Create" tab in MS Access serves the purpose of providing a quick and easy way to create tables, forms, reports, and queries. Specifically, within the "Tables Group," it enables users to create tables by following steps such as selecting the "Create" tab, choosing "Table" in the "Tables Group," and subsequently customizing the table in Design view, including renaming and defining fields.

2. **How can you create a form for the "Student" table, and what steps are involved in saving the form?**

Answer: To create a form for the "Student" table in MS Access, users need to select the "Student" table, click the "Create" tab, and choose "Form" from the "Forms Group." The form can be saved using the shortcut Ctrl + S or by right-clicking on the form tab and selecting save. A popup dialogue box appears for entering the form name, such as "studentForm," and clicking OK.

3. **What is the significance of the "Reports" feature in MS Access, and how can a report be created for the "Student" table?**

Answer: Reports in MS Access are organized and summarized forms of data, useful for analysis or presentation. To create a report for the "Student" table, users must select the table, click the "Create" tab, choose "Report" from the "Reports Group," and save the report by entering a name, like "studentReport." The report title can be renamed, and it offers a concise way to view or print organized data.

4. **How does the Query Wizard in MS Access assist in retrieving specific data, and what are the steps to create a simple query for the "Student" table?**

Answer: The Query Wizard in MS Access helps retrieve specific data from databases. To create a simple query for the "Student" table, users click the

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"Create" tab, select "Query Wizard" from the "Query Group," choose a simple query in the popup window, select the desired table (in this case, the "Student" table), pick specific fields, and name the query, e.g., "StudentTBQuery1." The resulting query can be saved, providing a table form with selected fields like student name and semester.

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