



	LESSON 4 Working With Queries	
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D) Define the following terms:

1. Query

2. Forms

3. Reports

4. Criteria

5. Sort

6. Relationships

7. Primary Key

II) Answer the following in Short?

1) How can we extract specific information from the database?

2) Name the types of queries.

1) Which property contains the condition on the basis of which the records will be filtered in the Query output?

4) Which property is used to set multiple criteria?

5) Which button is clicked to view the query output without saving it?

6) Which property is used to filter the data either in Ascending or Descending order?

7) Which property is used to display the fields in query output when the check box is set to true?
