Chapter 19: Creating Forms and Reports
Quiz Yourself Answers

1. The Form tool creates a form using all the fields in the selected table or query. The Form Wizard allows you to choose some or all of the fields in the selected table or query, choose fields from other tables and queries, and display fields in any order on the form.

2. To apply a theme to a form, display the form in Layout view, click the Themes button in the Themes group on the Design tab, and then click the theme in the displayed gallery to apply it to all objects or right-click the theme and choose to apply it to the current object only.

3. A control is an item on a form, report, or other database object that you can manipulate to modify the object’s appearance.

4. A wildcard character is a placeholder you use when you know only part of a value or when you want to start or end with a specific character or match a certain pattern.

5. The question mark (?) wildcard character matches any single alphabetic character.

6. The main form displays the data from the primary table, and the subform displays the data from the related table.

7. The navigation buttons in the subform are used to navigate and display records from the related table in the subform. The navigation buttons in the Form window are used to navigate and display records from the primary table in the main form.

8. To print only the current record displayed in a form, you open the Print dialog box, click the Selected Record(s) option button, and then click OK.

9. Detail records are the field values for the records from the related table when you create a report based on two tables that are joined in a one-to-many relationship.

10. To resize a field on a report, display the report in Layout view, click the field you want to resize to select it, and then drag an edge of the orange outline surrounding the field to the size you want.

11. When working in Layout view for a report, hold down the Shift key as you click different fields to select multiple fields on the report.

12. To apply conditional formatting to a report, display the report in Layout view, select the field value box for the field you want to format conditionally, click the Conditional Formatting button in the Control Formatting group on the Report Layout Tools tab, click the New Rule button in the Conditional Formatting Rules Manager dialog box, specify the condition and formatting in the New Formatting Rule dialog box, and then click OK in each dialog box.