

UNIT-III

IMPORTANT FEATURES OF MS-WORD

Ms-Word not only supports word processing features but also **DTP** features. Some of the important features of Ms-Word are listed below:

- i. Using word you can create the document and edit them later, as and when required, by adding more text, modifying the existing text, deleting/moving some part of it.
- ii. Changing the size of the margins can reformat complete document or part of text.
- iii. Font size and type of fonts can also be changed. Page numbers and Header and Footer can be included.
- iv. Spelling can be checked and correction can be made automatically in the entire document. Word count and other statistics can be generated.
- v. Text can be formatted in columnar style as we see in the newspaper. Text boxes can be made.
- vi. Tables can be made and included in the text.
- vii. Word also allows the user to mix the graphical pictures with the text. Graphical pictures can either be created in word itself or can be imported from outside like from Clip Art Gallery.
- viii. Word also provides the mail-merge facility.
- ix. Word also has the facility of macros. Macros can be either attached to some function/special keys or to a tool bar or to a menu.
- x. It also provides online help of any option.

You can go inside MS-WORD by the following way

1. Take the mouse pointer to **START** button on the task bar. Click the left mouse button. The monitor will show like as follows:

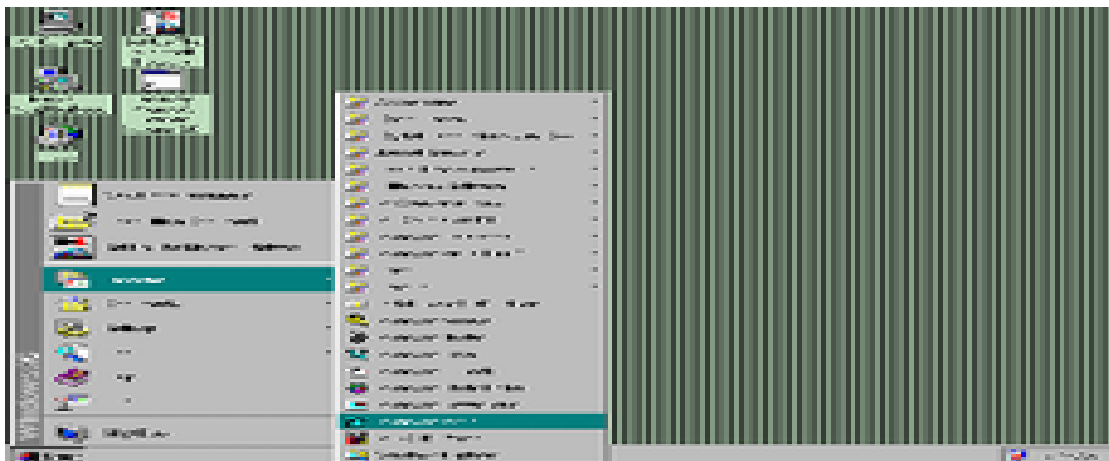


Fig. 9.1

2. Move the pointer to programs. You will notice another menu coming up to the right.
3. In that menu identify where Microsoft word is placed. Move the cursor horizontally to come out of programs.

4. Move into the rectangular area meant for Microsoft word. Click the left mouse button there. The computer will start MS-WORD. You will find the screen as follows.

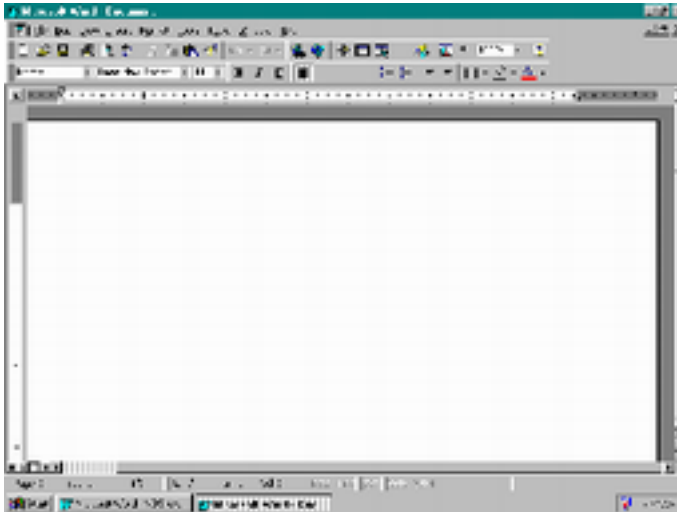


Fig. 9.2

Let us discuss the important components of the screen.

a. Title Bar

The title bar displays the name of the currently active word document. Like other WINDOWS applications, it can be used to alter the size and location of the word window.

b. Tool Bars

Word has a number of tool bars that help you perform task faster and with great ease. Two of the most commonly tool bars are the formatting tool bar and the standard tool bar. These two toolbars are displayed just below the title bar. At any point of time any tool bar can be made ON or OFF through the tool bar option of View Menu.

(c) Ruler Bar

The Ruler Bar allows you to format the vertical alignment of text in a document.

(d) Status Bar

The Status Bar displays information about the currently active document. This includes the page number that you are working, the column and line number of the cursor position and so on.

(e) Scroll Bar

The Scroll Bar helps you scroll the content or body of document. You can do so by moving the elevator button along the scroll bar, or by click in on the buttons with the arrow marked on them to move up and down and left and right of a page.

(f) Workspace

The Workspace is the area in the document window were you enter/type the text of your document.

(g) Main Menu

The Word main menu is displayed at the top of the screen as shown in the Fig. 9.1. The main menu further displays a sub menu. Some of the options are highlighted options and some of them appear as faded options. At any time, only highlighted options can be executed, faded options are not applicable. Infected if the option is faded you will not be able to choose it. You may not that any option faded under present situation may become highlighted under different situations.

MAIN MENU OPTIONS

The overall functions of all the items of main menu are explained below.

(a) File

You can perform file management operations by using these options such as opening, closing, saving, printing, exiting etc. It displays the following sub menu.

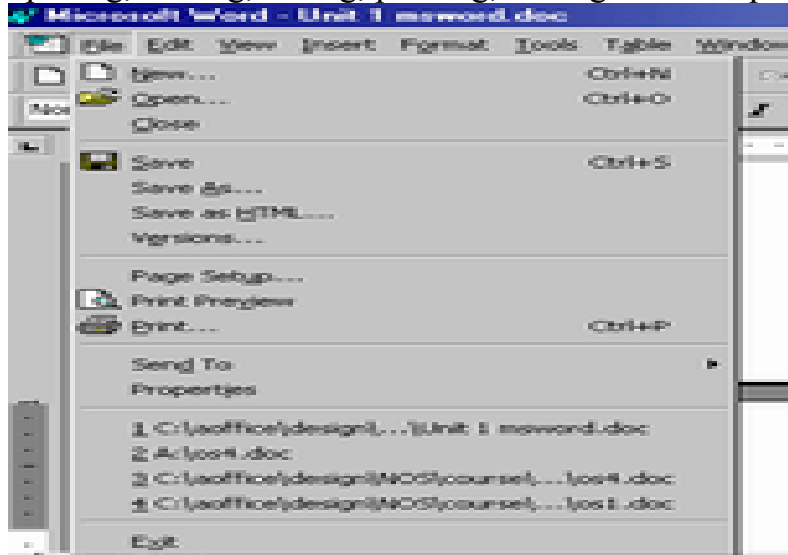


Fig 9.3 File Sub menu

(b) Edit

Using this option you can perform editing functions such as cut, copy, paste, find and replace etc. It displays the following sub menu.

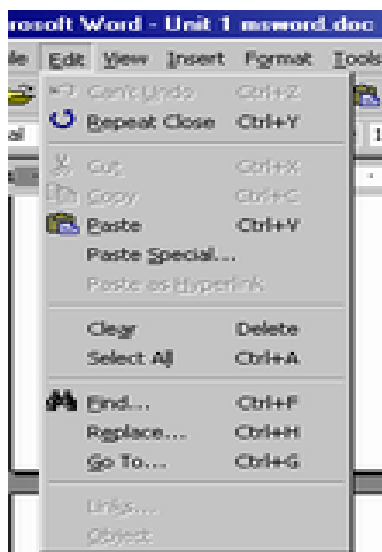


Fig. 9.4 Edit Sub menu

(c) View

Word document can be of many pages. The different pages may have different modes. Each mode has its limitations. For example in normal mode the graphical picture cannot be displayed. They can only be displayed in page layout mode. Using the option "View" you can switch over from one mode to other. It displays the following Sub menu.

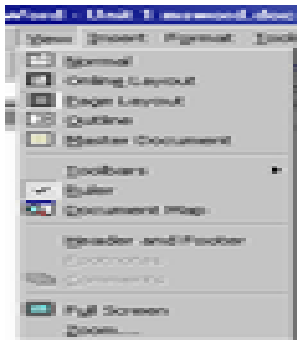


Fig. 9.5 View Sub menu

(d) Insert

Using this menu, you can insert various objects such as page numbers, footnotes, picture frames etc. in your document. It displays the following Sub menu.

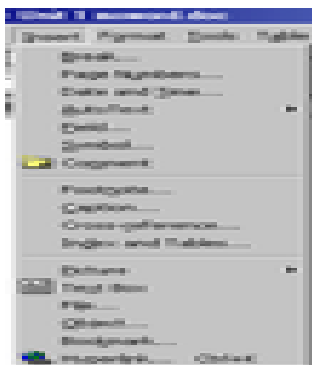


Fig. 9.6 Insert Submenu

(e) Format

Using this menu, you can perform various type of formatting operations, such as fonts can be changed, borders can be framed etc. It displays the following Sub menu.

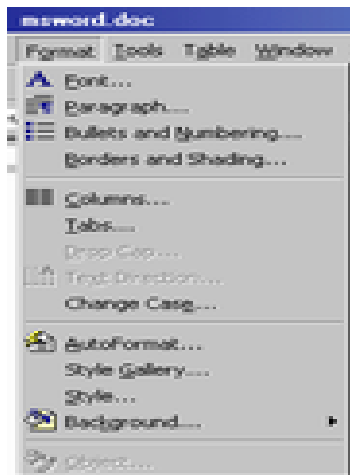


Fig. 9.7 Format Submenu

(f) Tools

Using this menu, you can have access to various utilities/tools of Word, such as spell check, macros, mail merge etc. It displays the following Sub menu.

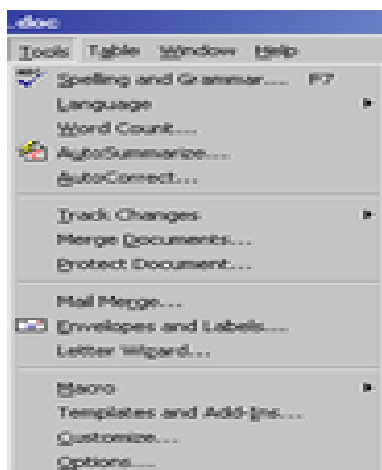


Fig. 9.8 Tool Submenu

(g) Table

This menu deals with tables. Using this menu you can perform various types of operations on the table. It displays the following Sub menu.

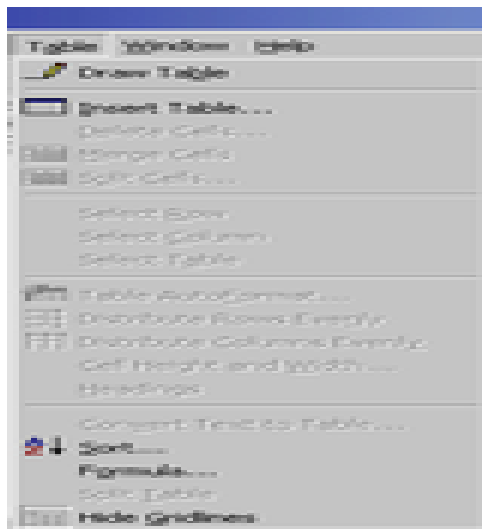
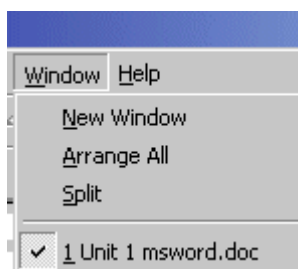




Fig. 9.9 Table Sub menu

(h) Window

This menu allows you to work with two documents simultaneously. This would require two windows to be opened so that each one can hold one document. Using this menu, you can switch over from one window to another. It displays the following Sub menu.



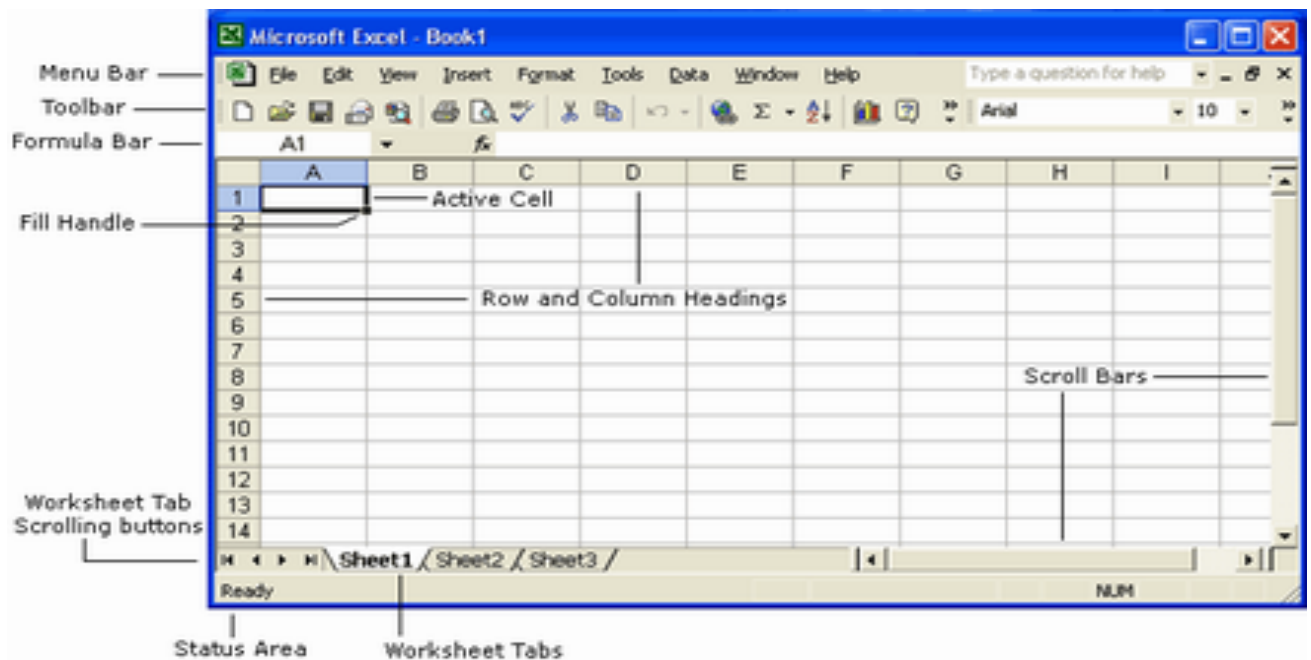
You can start Excel by:

1. Double-clicking on the Microsoft Excel application icon. This application is usually in a folder called Excel. An alias for this icon appears on the desktop of the computers in the Student Microcomputer Facility. 
2. Double-clicking on the icon of any Excel document. When you double-click an Excel document, Excel opens with the document already loaded. 

Exploring the Excel Interface

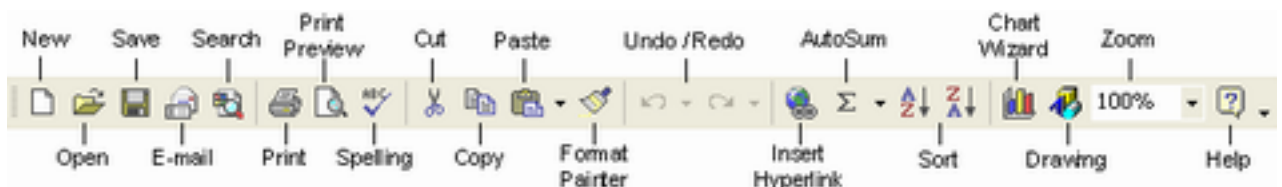
Components of the Excel Window

Besides the usual window components (close box, title bar, scroll bars, etc.), an Excel window has several unique elements identified in the figure below.



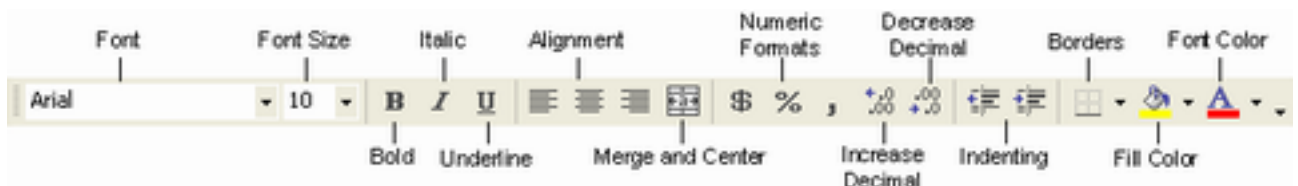
Standard Toolbar

The Standard toolbar, located beneath the menu bar, has buttons for commonly performed tasks like adding a column of numbers, printing, sorting, and other operations. Excel let's you customize the toolbar or even display multiple toolbars at the same time. The Standard Excel XP toolbar appears in the figure below.



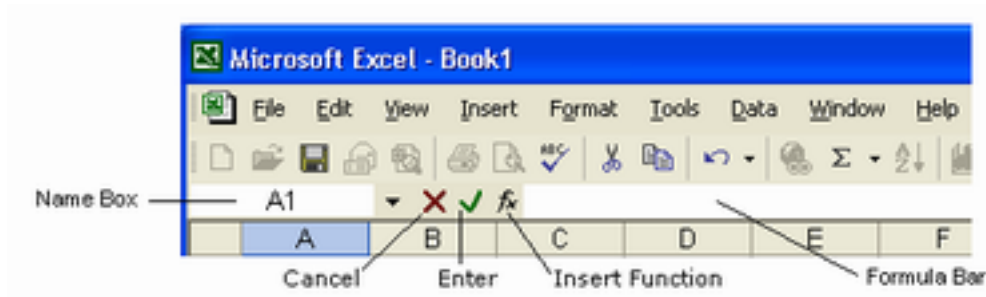
Formatting toolbar

The Formatting toolbar, located beneath the Standard toolbar bar, has buttons for various formatting operations like changing text size or style, formatting numbers and placing borders around cells.



Formula bar

The formula bar is located beneath the toolbar at the top of the Excel worksheet. Use the formula bar to enter and edit worksheet data. The contents of the active cell always appear in the formula bar. When you click the mouse in the formula bar, an X and a check mark appear. You can click the check icon to confirm and completes editing, or the X to abandon editing.



Name box

The Name box displays the reference of the selected cells.

Row and column headings

Letters and numbers identify the rows and columns on an Excel spreadsheet. The intersection of a row and a column is called a cell. Use row and column headings to specify a cell's reference. For example, the cell located where column B and row 7 intersect is called B7.

Active cell

The active cell has a dark border around it to indicate your position in the worksheet. All text and numbers that you type are inserted into the active cell. Click the mouse on a cell to make it active.

Fill handle

The lower right corner of the active cell has a small box called a Fill Handle. Your mouse changes to a cross-hair when you are on the Fill Handle. The Fill Handle helps you copy data and create series of information. For example, if you type January in the active cell and then drag the Fill Handle over four cells, Excel automatically inserts February, March, April and May.

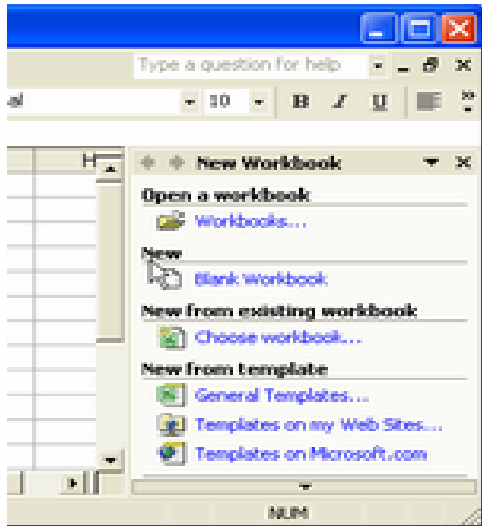
Worksheet tabs

An Excel workbook consists of multiple worksheets. Use the worksheet tabs at the bottom of the screen to navigate between worksheets within a workbook.

Creating a New Workbook

The lower right corner of the active cell has a small box called a Fill Handle. Your mouse changes to a cross-hair when you are on the Fill Handle. The Fill Handle helps you copy data and create series of information. For example, if you type January in the active cell and then drag the Fill Handle over four cells, Excel automatically inserts February, March, April and May.

If you are already in Excel and you want to create a new workbook, choose New from the File menu or click the New tool on the toolbar. If you choose New from the file menu the Task Pane will open on the right side of the Excel worksheet. To create a blank workbook, click Blank Workbook in the Task Pane, and a new workbook opens.



Changing column widths by dragging column borders

You can change column widths by dragging column borders with the mouse. Move the mouse pointer to the right hand border of the column you wish to change. The mouse pointer will change shape to a left and right pointing arrow as seen below.

ABC.XLS			
C	D	↔	E

Click and drag the mouse to adjust the column width. Note that when you are adjusting the width in this way, a numeric width indicator appears in the upper left part of the formula bar.

Formulas and Functions

Formulas and functions that perform calculations are the true power of spreadsheets.

Formulas

To build a formula, first select the cell in which you want the results to appear. In Excel, all formulas start with the = sign. After the = sign, type the cells you want to add or subtract along with the mathematical operation you wish to perform. For example, to add the January sales in the worksheet below, the formula would be =B3+B4+B5. If you want to subtract February Widget Sales from January Widget sales, the formula would be =B3-C3.

	A	B	C	D	E	F	G	H
1								
2		January	February	March	April	May	Totals	%s
3	Widgets	98	39	40	140	240		
4	Figets	122	18	50	150	250		
5	Digets	56	52	60	160	260		
6								
7	Totals							

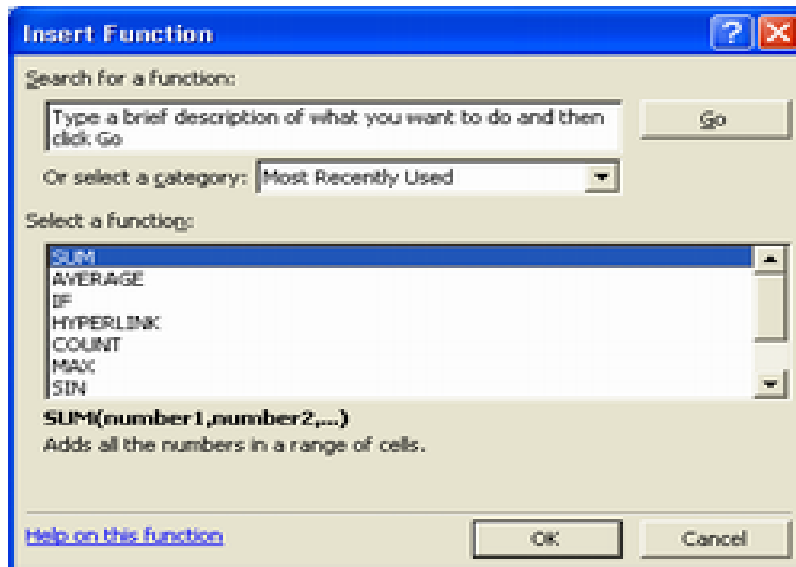
Building many formulas can quickly become tedious. Fortunately, the **Copy** command described earlier also works with formulas.

Copying Formulas

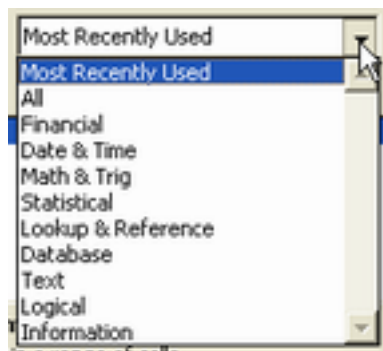
The easiest way to copy a formula is with the Fill Handle in the lower right corner of the cell. Create your initial formula and then position the mouse on the Fill Handle. When the mouse changes shape to a cross-hair, press and drag over the adjacent cells you want to copy the formula to.

Using the Insert Function Button

The Insert Function Button is located by the Formula Bar. Click the Insert function button in to activate the Insert Function dialog window.

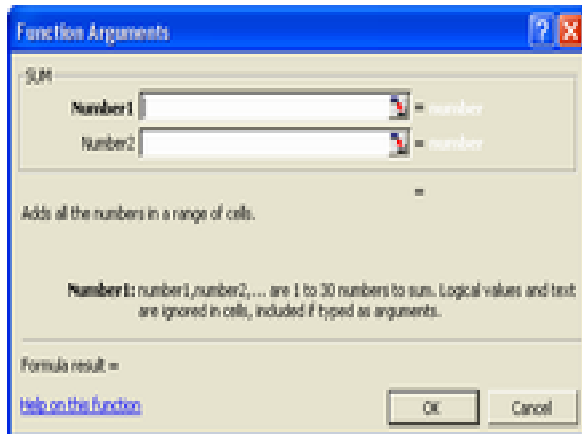


First, choose the Function Category you are interested in from the select a category drop down menu.



Then select the function you want in that category. When you have selected the proper function click OK.

In the Function Arguments dialog box you specify the cells the function will operate on, which are called its arguments. Select the cells with the mouse and click OK. Notice the creation of the function in the formula bar.



Power Point :Definitions

Presentation: The primary type of file PowerPoint is used to create. Presentations typically have the file extension .ppt; however, you can also save PowerPoint presentations as Adobe Acrobat documents with the file extension .pdf. Finally, you can save your presentation as a web page, with the file extension .html or .htm.

Slides: Individual parts of a presentation. Slides are similar to the individual pages in a print document, and can contain text, graphics, and animation.

Layout: The specific arrangement of text and images on a slide. Layouts can be very simple, consisting of simple titles and text, or they can be more complex and include elaborate colors and images. You can also include animation, sounds, and other multimedia objects in your layout.

View: Microsoft PowerPoint has three main views: normal view, slide sorter view, and slide show view. Normal view is the main editing view. Slide sorter view is an exclusive view of your slides in thumbnail form, helpful for rearranging the order of your slides. Slide show view takes up the full computer screen, like an actual slide show presentation. In this full-screen view, you see your presentation the way your audience will.

Design Template: The specific “look” of a slide or group of slides. A design template can be very basic - with black text on a white background - or it can be very colorful and complex. Typically, PowerPoint presentations have the same design template for all slides, although it is possible to select a different design template for each slide. Later, I'll show you how to select different design templates.

Slide Show: The way a presentation appears when you are presenting it. When you display your slides in a slide show, the slides typically take up the whole screen, and they appear in sequence.

Placeholder: Boxes with dotted or hatch-marked outlines that appear when you create a new slide. These boxes act as "placeholders" for objects such as the slide title, text, clip art, charts, and tables. Placeholders are sometimes called “text boxes.”

Sizing handles: Small circles that appear along the edges of the selection rectangle around an object on your slide. You drag a sizing handle to change the shape or size of an object. To maintain the proportions of an object while resizing, simply drag a corner handle.

Starting PowerPoint

This section describes how to start PowerPoint, what you will see when you first open the program, and how to start creating a presentation from scratch.

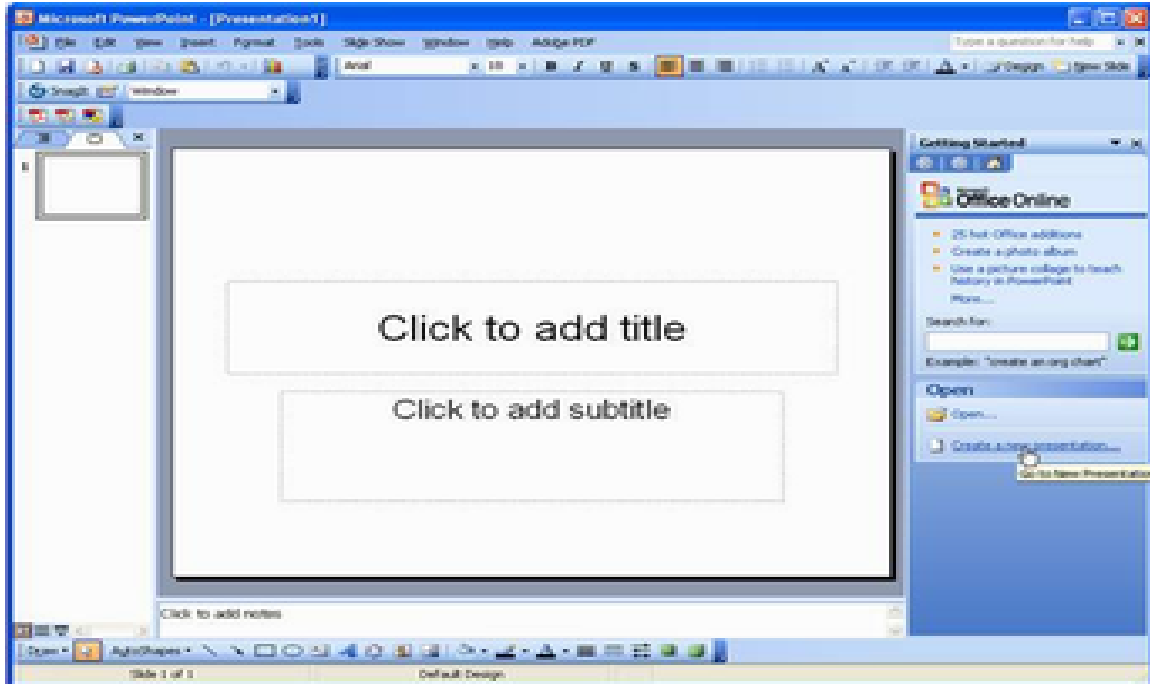
Step1:

To start PowerPoint, go to the Start menu and select Programs ->Microsoft Office ->Power Point.

Step2:

PowerPoint opens in “ Normal” view. In normal view, you will see the following:

- A blank slide in the center of the window.
- Off to the left, a “Slides” pane that will display a thumbnail sketch of all the slides in your presentation, in sequence.
- Off to the right, a “Task” pane that will display the following options for getting started:
 - i. “Open,” to open a pre-existing presentation.
 - ii. “Create a new presentation,” to start a new presentation.



Step3:
Click “Create a new presentation” to start a new presentation.

Step4:
Click “Blank presentation” to create a presentation from scratch. Your other options here are “From design template,” “From AutoContent wizard” and “From existing presentation.”

Step5:
Click on a desired layout from the choices that appear in the task pane. A discussion of layouts follows in the next section.

NOTE:

Layouts, Text and Slides

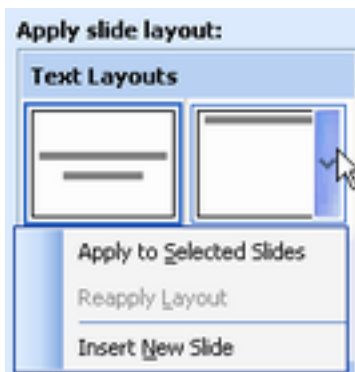
This section describes how to apply a layout; insert, format, and delete text; and insert and delete slides.

To apply a layout to your new slide:

Step1:
Scroll through the available layouts in the “Slide Layout” task pane off to the right.

Step2:
Click on the layout you would like to apply to your slides.

NOTE: You may change the layout of all or some of your slides at any point while working on your presentation. To apply a layout to only certain slides, select the slides you want in the slide pane on the left, and then go to the task pane on the right. Click the downward arrow button on the right side of the layout you want in the task pane on the right. You will get a menu that lets you choose "apply to selected slides".



To insert and format text in a slide :

Step1:

Click inside a placeholder.

Step2:

Enter text. You may use the formatting toolbar at the top of the PowerPoint window to apply various formats to your selected text. You may notice this toolbar is identical to the one used in Microsoft Word.



Step3:

When you are finished entering text, click outside the placeholder on some "empty space."

To delete text :

Option #1: Highlight the text you want to delete by dragging the cursor over the letters, and press the delete key.

Option #2: Click on the selection rectangle around the text so that its border changes from hatch marks to dots, and then press the delete key.

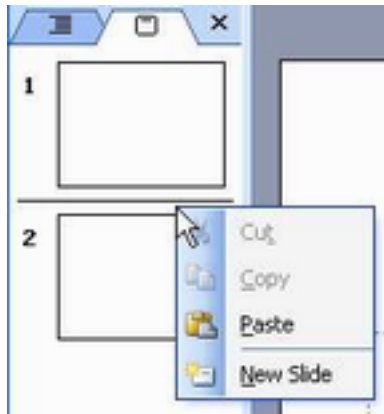
To insert a new slide:

Option #1: Go to Insert->New Slide. A blank slide will appear in the workspace, positioned after the selected slide or slide you were viewing.

Option #2: Click on the "New Slide" button on the formatting toolbar at the top of the PowerPoint window.



Option #3: On the Slides pane (off to the left), position your cursor to the point in the presentation where you would like the new slide to appear (i.e. between slides, at the beginning of the presentation, or at the end of the presentation). Right click, and choose "New slide" from the menu that appears.



To delete a slide :

Option #1: Go to Edit->Delete Slide. The current slide will disappear from the workspace.

Option #2: On the Slides pane (off to the left), click on the slide you would like to delete, and then hit the <Delete> key.

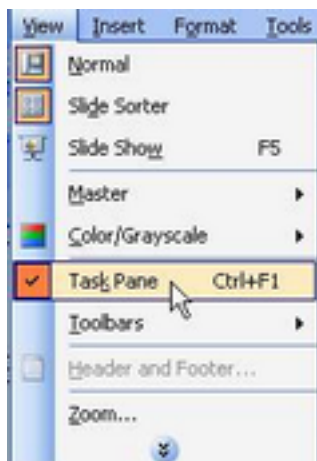
Design Templates and Images

This section describes how to use Design Templates to change the appearance of your slides. It also describes how to insert and manipulate images on your slide.

To change the design template:

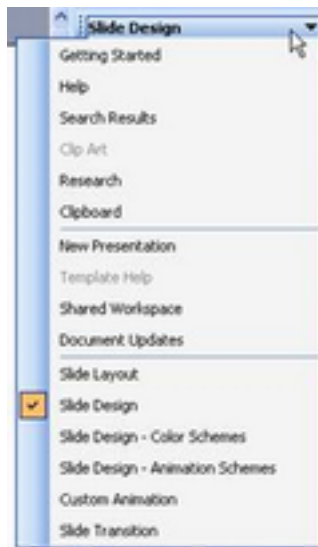
Step1:

Go to View->Task Pane. Verify that this option has a checkmark next to it. If it does not, click once on the "Task Pane" option.



Step2:

You will see the current Task Pane on the right-hand side of the PowerPoint window. This Task Pane should be labeled "Slide Design". If it is not, click once on the directional arrow to the right of the Task Pane title, and select "Slide Design."



Step3:

You will see a number of design templates displayed in the Task Pane. Use the scrollbar to browse through the available templates.

Step4:

Click once on the design template you would like to apply to your presentation.

If you would like to apply the design template to only selected slides, mouse over the desired template, and click on the arrow button that appears on the left side of the template icon. From the menu given, choose Apply to Selected Slides.



To insert a picture into your presentation :

Option #1: If you have already saved the picture you would like to insert, go to Insert->Picture->From File, and navigate to your picture file. Select your file, and click "Insert". Your picture will appear on the current slide.

Option #2: If you would like to insert clip art:

i. Go to Insert->Picture->Clip Art. You will see that the "Insert Clip Art" task pane is visible on the right side of the PowerPoint window.

ii. If you know what kind of clip art you want, enter a word that describes it in the text box labeled "Search Text," and hit <Search>. Otherwise, simply hit <Go>.



iii. Use the scrollbar to browse through available clip art.

iv. Click once on the clip art you would like to insert. Your clip art will appear on the current slide, with sizing handles visible.

To change the shape of a picture :

Step1:

Move your cursor over the picture and click once to select it. You will see a number of small circles appear along the edge of the picture. These circles are called "sizing handles." There is also one green circle, which is used to rotate the image.



Step2:

Click on one of the sizing handles that appears on a side of the picture, hold the mouse button down, and drag the handle to change the shape of the picture. Your pointer will be a double-sided arrow when you are directly over a sizing handle. You are distorting the picture by stretching or squishing it.

Step3:

Release the mouse button when you have achieved the desired shape.

To change the size of a picture :

Step1:

Move your cursor over the picture and click once. You will see the sizing handles described above.

Step2:


Click your cursor on one of the sizing handles that appears on the corner of the picture, hold the mouse button down, and drag the picture to make it smaller or larger. Using these corner handles maintains the original proportions of the image (it does not stretch or squish).

Step3:

Release the mouse button when you have achieved the desired size.

To move a picture :

Option #1: Using the mouse:

- i. Move your cursor over the picture until the cursor looks like this .
- ii. Click the mouse button, hold the button down, and drag the picture to change its location.
- iii. Release the mouse button when you are satisfied with the location of the image.

Option #2: Using the direction arrow keys:

- i. Move your cursor over the picture.
- ii. Click the mouse button once.
- iii. Use the direction keys to move the picture vertically, horizontally, right, and left. This option works well when you need to adjust the position very precisely, or just a tiny bit.

Drawing Tools

This section is an introduction to tools on the Drawing toolbar.

Sometimes you need to create your own visual effects to get your point across. The drawing tools give you the ability to do this.

To view the Drawing toolbar, go to View->Toolbars->Drawing. Click on Drawing so that a check mark appears beside it on the menu.

The following is an explanation of basic tools on the toolbar, from right to left :



Draw: this button gives you options for moving or manipulating the objects already on the slide that you have selected. For example, you can rotate or flip objects, align multiple objects in relation to one another, or position objects in front of or behind each other with the order option, among other things.

Select: this button looks like the cursor arrow. Click this button to then select and move objects on your slide.

Autoshapes: this button gives you the option to insert pre-designed objects such as lines, arrows, basic shapes, and action buttons, among other things. Simply choose one of the options from the Autoshapes menu, then click or click and drag (depending on which object you choose) on your slide to insert that object. You can then manipulate that object by using the sizing handles, as mentioned in the previous section, Design Templates and Images.

Line and Arrow: these tools allow you to insert lines or arrows by clicking the tool, then clicking and dragging in your slide.

Rectangle and Oval: these tools allow you to insert rectangles or ovals by clicking the tool, then clicking and dragging in your slide.

Text Box: clicking this tool and then clicking in your slide inserts a box in which you can type an unlimited amount of text. This box is the same as the placeholders mentioned in the "Layouts" section of this tutorial. The box expands to accommodate what you type. Hitting the <enter> key on the keyboard takes you to the next line of text. You can move a text box by clicking on the border (your cursor should be a 4points arrow) and dragging it to the desired position. You can also resize a text box using the sizing handles, the same way you resize an image.

WordArt: this tool gives you some dramatic, pre-designed styles for formatting your text. Once you select a style and enter your text in the WordArt dialogue box, your text is added to your slide. You can manipulate that

WordArt object as you would an image or text box.

Insert Diagram or Organizational Chart: this tool gives you some pre-designed diagrams or charts to choose from, which are then inserted into your slide. Again, you can manipulate these (position, size, shape) as you would an image or text box.

Insert Clip Art and Insert Picture: these tools open the clip art task pane or ask you to navigate to an image file, respectively. Once you click on the clip art you want, or the image file you want, your selection is inserted into your slide.

Fill color: this tool allows you to choose whether to fill a selected object on your slide with a color. You can choose the color, and you also have choices of effect, such as texture, pattern, and gradient.

Line Color: similar to fill color, line color lets you assign color to lines in your slide. You may apply line color to line objects, or to the lines around selected shapes or text boxes.

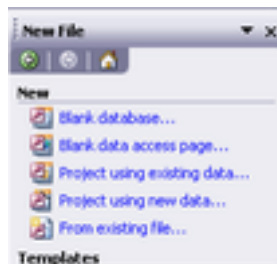
Text Color: this lets you assign color to text in a selected text box.

Line, Dash and Arrow Style: these tools let you change the weight (how thick or thin), the solidity (dashes or dots) and the endpoints (arrows, circles, diamonds) of a selected line.

1. Creating a database.

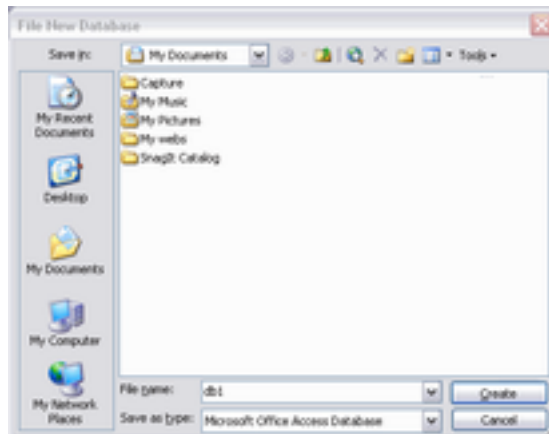
To create a new database we need to:

- Click on the option **Blank database...** in the task pane that appears to the right of the screen.



sel can use the **File** menu on the menu bar and select **New...** button on the tool bar. In this case a task pane will appear and we have to


- The following dialogue box will appear next where we indicate the name of the database we are creating and where it should be stored.



In the **Save in:** box click on the arrow on the right to select the folder **where we are going to save** the database.


Note how in the lower box appear all the subfolders of the selected folder.

Double click on the folder where we want to save the database.

The buttons that appear on the right of **Save in**, are explained here .

In the **File name:** box write down the name we want to call the database.

click on the **Create** button.

 A new database is created to which Access assigns a **.MDB** extension, and it will appear in the **Database** window:



If you look at the **Database** window, on the left appear the different **types of objects** that we can have in the database, (tables, queries, forms,...) and on the right, depending on the type of object selected on the left, Access shows us the objects of this type that are already been created and allows us to create new distinct objects.


In our case the object selected is the **Tables**, the primary element of any database as all the rest of the objects are created from this.

At this moment there are no tables created, when these are made they will appear on the right of the window below the **Create...** options.

Unit 3. Creating data tables (I)

Here we will see how to **create a data table** in order to be able to **introduce data** into the database in the following units, and later work with this data using the advantages provided to us by Access2003.

Creating a data table.

To **create a data table** we need to position ourselves in the **database** window with the **Tables** object selected, if we click on the New button  it opens a window with the various available ways of creating a new table:

- **Datasheet view** consists of directly introducing the data into the table, and according to the value introduced into the column determines the type of data that the column has.

- **Design view** is the method we will detail in this unit.

- **Table wizard** guides us step by step in the creation of the table using a predetermined sample table.

- **Import table** consists of creating a new table from an existing one in another database.

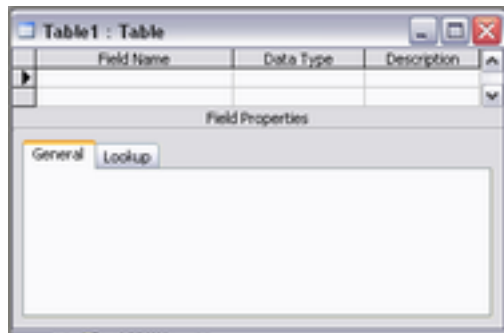
- **Link table** consists of creating a reference to another table stored in a different database.

Next we will explain the way to create a table in **design view**. This method consists in defining the structure of the table i.e define the different columns that it will contain as well as other considerations such as codes, validation rules etc...

Another way to arrive at the design view is from the **Database** window with the **Tables** object selected then double clicking on the option **Create table in Design view**.



The **Table design** window will appear:



In the title bar we have the **name of the table** (as we have still not assigned a name to the table, Access has assigned a default name **Table1**).

Next we have a **grid where we define the columns** (fields) that compose the table using a line for each column, so in the first row of the grid we will define the first column of the table, in the second row of the grid we will define the second column of the table and so on and so on.

At the bottom **left** we have two tabs (**General** and **Lookup**) to define the **properties of the field** i.e additional characteristics of the column we are defining.

And on the **right** we have a box with text to **help** us with what we need to accomplish.

Queries (I)

In this unit we will learn how to **create queries** and how to **use them to edit records** in tables created in Access2003.

Types of queries.

Queries are those objects in a database that allow us to **view, change, and arrange data stored in tables**.

We can also use them as the source of records for forms and reports.

Various types of queries exist:

Select queries.

These are the queries that extract or show us data. They will show data that complies with specific criteria.

Once we have the result we can consult the data and edit it (this can or cannot be done, depending on the query). A select query generates a logical table (named this way because it is not actually in the hard drive but in the memory of the computer, and every time we open it is recalculated).

This is the most common type of query.

Action queries.

These are the queries that carry out changes to the records. Various types of action queries exist to delete, update, insert data, and to create a new table from one existing table. These queries are named delete queries, update queries, append queries and Make-Table queries. We will study them in unit 10.

Crosstab queries.

We use these queries to calculate and restructure data for easier analysis. Crosstab queries calculate a count, average, sum, or other type of total for data that is grouped by two types of information (two fields), one down the left side of the datasheet and another across the top.

SQL queries.

When we want some action to be made on the data, we must tell Microsoft Jet engine to do it. SQL is the language that Microsoft Jet engine understands and permits us to communicate to it.

When you create a query in **Query Design** View, Access constructs the equivalent SQL statement behind the scenes for you. If you want, you can view and edit the SQL statement in **SQL** view.

After you make changes to the query in **SQL** view, the **Query Design** view will change and adapt to the new SQL sentence. However, sometimes, query might not be displayed in **Query Design** view because of the SQL sentence.

There is some statements that can not be defined from the **Query Design** View but rather directly in SQL, these are SQL-specific queries.

These queries will not be studied in this course as in order to define them knowledge of SQL is necessary, which is not part of the objective of this course.

Creating a query.

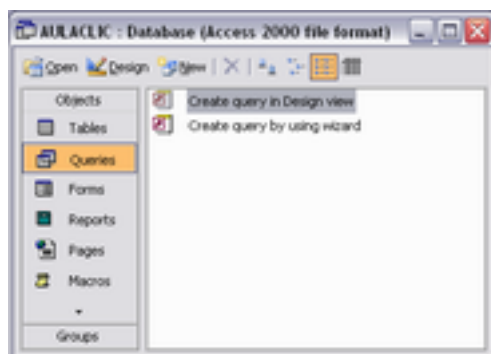


To **create a query**, follow the next steps:

Open the database where the query will be created.

Click on the **Queries** object found on the left lateral of the **Database** window.

This is the screen that will appear:



Later we have 3 alternatives:

 Double click on the **Create query by using wizard** option.

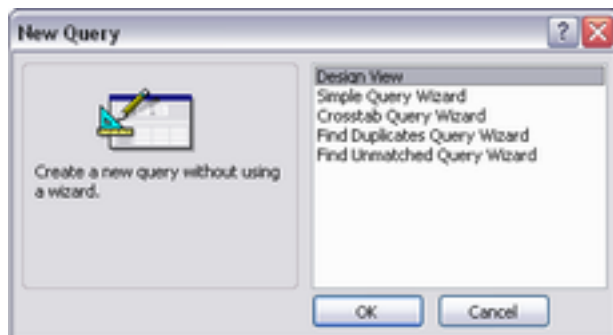
In this case the wizard window will open in which we are asked from which table we choose to extract the data, the fields we wish to visualize and the title of the query, next it will automatically generate the corresponding query.

 Double click on **Create query in Design view**.

In this case the **Query design** window will open on which we will elaborate further on, and within which we can define our query in more detail.

 Click on the  button in the **Database** window.

The following dialogue box will appear:



The **Simple Query Wizard** is the same as **Create a query using the wizard** mentioned above.

The **other wizards** permit us to generate special types of queries. In Unit 9 we will study the **Crosstab Query Wizard**.

The **Design view** option has the same effect as the **Create a query in Design view**. This is the option we will explain next.

On entering the **Query design** we are firstly asked for which tables the query should extract the data from:



If we wish to extract data from another query, click on **Queries** tab and select it.

The screenshot shows the 'New Form' dialog box. On the left, there is a graphic of a notepad and pencil with the text 'Create a new form without using a wizard.' Below this is a text box labeled 'Choose the table or query where the object's data comes from:'. On the right, under the 'Design View' tab, there is a list of form types: 'Form Wizard', 'AutoForm: Columnar', 'AutoForm: Tabular', 'AutoForm: Datasheet', 'AutoForm: PivotTable', 'AutoForm: PivotChart', 'Chart Wizard', and 'PivotTable Wizard'. At the bottom are 'OK' and 'Cancel' buttons.

Intro

1  Create a form, and how to operate it for the editing of

Choose the table or query where the object's data comes from:

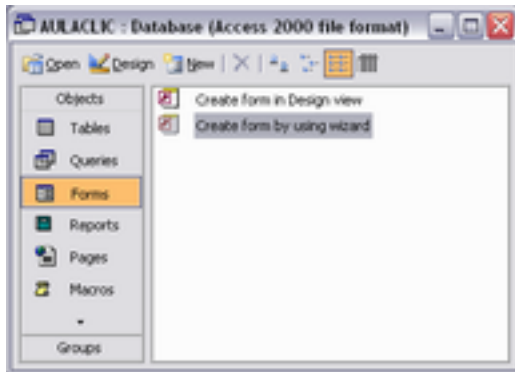
- 🍌 **Form wizard** uses an a wizard that guides us step by step in the creation of the form.

According to the type of form that we select (**columnnar**, **tabular**,...) the form will present the data in a distinct way, when we click on one of the options, a sample will appear on the left side with the way in which the data will be presented with this option. E.g **Autoform: columnnar** presents one record on a screen, meanwhile **Autoform: tabular** presents all the records on one screen and every record in a row.

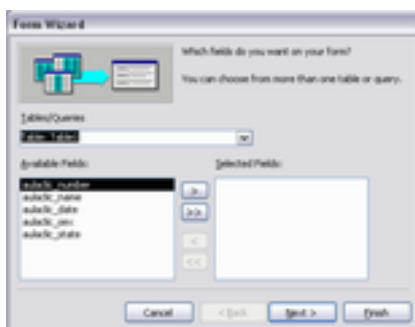
 Chart Wizard uses a wizard that guides us step by step in the creation of a graphic.

We will next explain how to create a form using the wizard.

To start the wizard we can do it as describe in the last point, or a faster way would be from the **Database window** with the **Forms** object **selected**, by double clicking on the **Create form using wizard** option.




The first window of the wizard appears:





In this window we are asked to introduce the **fields** to include in the form.

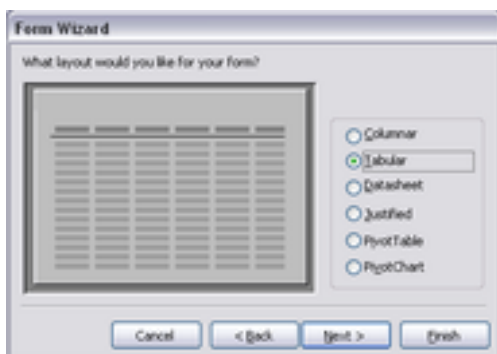
Firstly we select from the **Table/Queries** box the table or query that **we are going to get the data from**, this will be the **form source**. If we want to extract data from various tables it would be better to first create a query to obtain this data and then select this query as the form source.

Next we will select the **fields to include** in the form by clicking on the field and then the  button or simply double click on the field.

If we selected the wrong field click on the  button and the field will be removed from ther selected fields list.

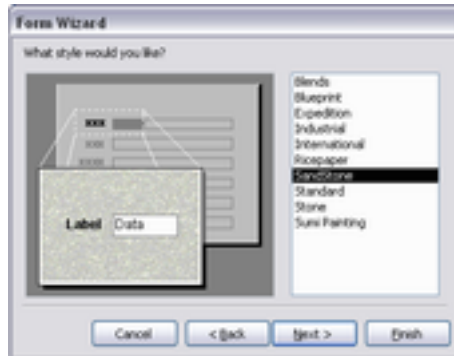
We can **select all** the fields at the same time by clicking on the  button or deselect all the fields at once using the button .

Next we click on the **Next>** button and the window seen in the following example will appear...



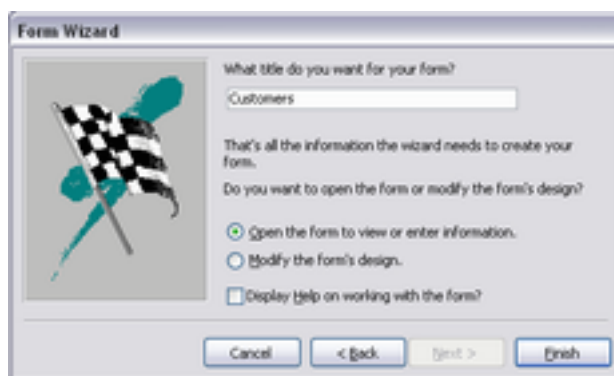
In this screen we select the **data distribution** within the form. By selecting a format it will appear on the left side the way it will be seen in the form.

Once we have selected the distribution of our choice click **Next** and the following window will appear:



In this screen we select the forms **style**, we can select between the various defined styles that Access has. By selecting a style it will appear on the left side as it will in the form.

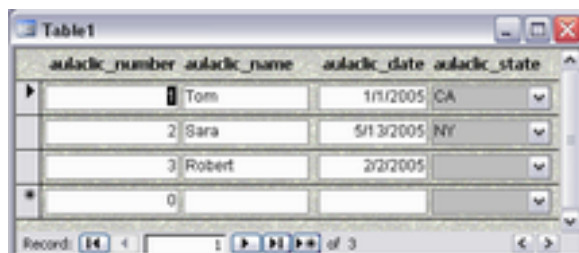
Once we have selected a style of our choice we click on the **Next** button and the last screen of the forms wizard will appear.



In this window we are asked for the **title of the form**, this title will also be the name assigned to the form.

Before clicking on the **Finish** button we can choose between:

🟡 **Open the form to view or enter information**, in this case we will see the result of the form ready for the editing of data, e.g:



or,

🟡 **Modify the form's design**, if we select this option the **Form design** view will appear where we can modify the aspect of the form, e.g:

DBMS:

- Database is an organized collection of related files. It may be small contained within your own PC or it may available through online connection.
- In 1950 the large organizations used to maintain large information in the form of files for example university may contain student details, staff detail, fee detail so it is very difficult to maintain in files.
- If we want to modify anything then we have to update each record so with DB we can do modifications much easier.
- DBMS or DB manager consists of programs that control the structure of a database and access to the data.
- The advantages of DBMS are as follows:

File Sharing: This is the biggest benefit; all authorized users can work with the same set of files.

Reduced data redundancy: Data redundancy means that the same data field appears in many different files and in different format.

Improved data integrity: Data integrity means that data is accurate, consistent and up to date.

Increased Security: Though various department share data, but specific information can be limited to selected users. Thus through the use of password we can give access to particular sector students, staff medical.

Types of DBMS: DBMS is classified according to the No. of users.

1. Single user
 2. Multi user
- Single user DBMS supports only user at one time.
 - In other words if user A is working then user B & C must wait until user A has completed his/her work.
 - If single user DB runs on pc it is called desktop DB.
 - Multiuser DB supports multiple users at the same time.

- If DB support small no. of user (50) is called Workshop Db if more than 50 then it is called enterprise DB.