

You can only create a data entry form after you have created a table. Now that you know how to create tables in your database, you can create a data entry form. This form will help you add information or edit existing data: Forms are the interface that you create for the users. You can always add data from the tables. Also, it's better not to let someone who doesn't know databases well edit tables. For this activity, you will work on the students table that you created in the previous task.

Change Data Source

You can also change the Data Source of your text boxes. This means that a specific field in your table, so that the text you type in the text box is saved in it.

A form helps you add information or edit existing information.

Forms are the interface you create mainly for the users.

You can experiment and change some of the other properties and see what happens. You can see the changes immediately in the Layout View

It's very important for your forms to be simple. More often people who work on a database mainly focus on the forms. because it's the interface of any database.

When you delete a record with an auto numbering field the generated number will not be replaced, so in other words if we have a field Student ID that is an auto number, and we delete the last record No. 6 the next created field will be No. 7 and not No. 6 like the one we deleted.

To fill in a form faster, you can press Tab after typing each field to move to the next one. If you press Tab while working on the last field of a form, you move to the next page to insert another record.

A query is a special question you apply to the database in order to find specific data and get the information you want.

Add criteria

Okay, now let's choose some of your data to display in the result of your query. Let's ask your database a question!

Parameter Queries allow you to look for a specific word as a criterion without having to make a new query every time.

Even though it is not required you should always put quotation marks around your Criteria when creating queries.

You can narrow down your results by applying more complex criteria to more than one field.

Here are all the operators (like that we used earlier) that you can use In your Criteria expressions. By combining them, you can create Criteria anything from simple to very complex

Parameter queries

Now let's do something a bit more interesting. Let's say you want to create a query that will give you the contact information of a specific student. It's easier than you may think. You can simply type the

name of the student in the Criteria row of the Name field. But what if you had hundreds of students? It's not practical to create a new query every time a big database search for a different student. In this case, you can use parameter queries!

Queries on tables with relationships

So far, you have learned how to create queries to ask questions about a single table in your database. But most databases have multiple tables that relate to each other in a particular way. It's time to learn how to create queries for such databases and ask questions about data from many tables simultaneously.

If the relationships of your tables don't suit you, you can delete them and create new ones. You can even create relationships between tables only for the specific query.

IBM Started research on relational databases in 1974 and its first product was SQL/DS in 1981. However, Relational Software made it first when it released Oracle, the first commercially available Relational Database Management System, in 1979

Sort

You can choose to see the results of a query sorted by ascending or descending order.

You can enter, modify and categorize your data with a database program, but if you want to present this information in an easy-to-read format for you or others, you have to create a report. A database report illustrates information from a table or query in a preformatted, attractive manner.

Group allows you to see all related data. This way on one page with one look you can see all the details of a specific person's data

If you want, you can change the order from Ascending to descending by clicking next to the list. You can add up to 4 fields from the lists.

You can Change position, font size and alignment as well as any of the other known text formatting options for all text boxes and labels

Totals

It is useful to include in your reports sums of your data that are calculated every time someone views the report

Right click on the number and select set caption to add a label, explain the new field on your report.