

Microsoft Office

DR: Eman

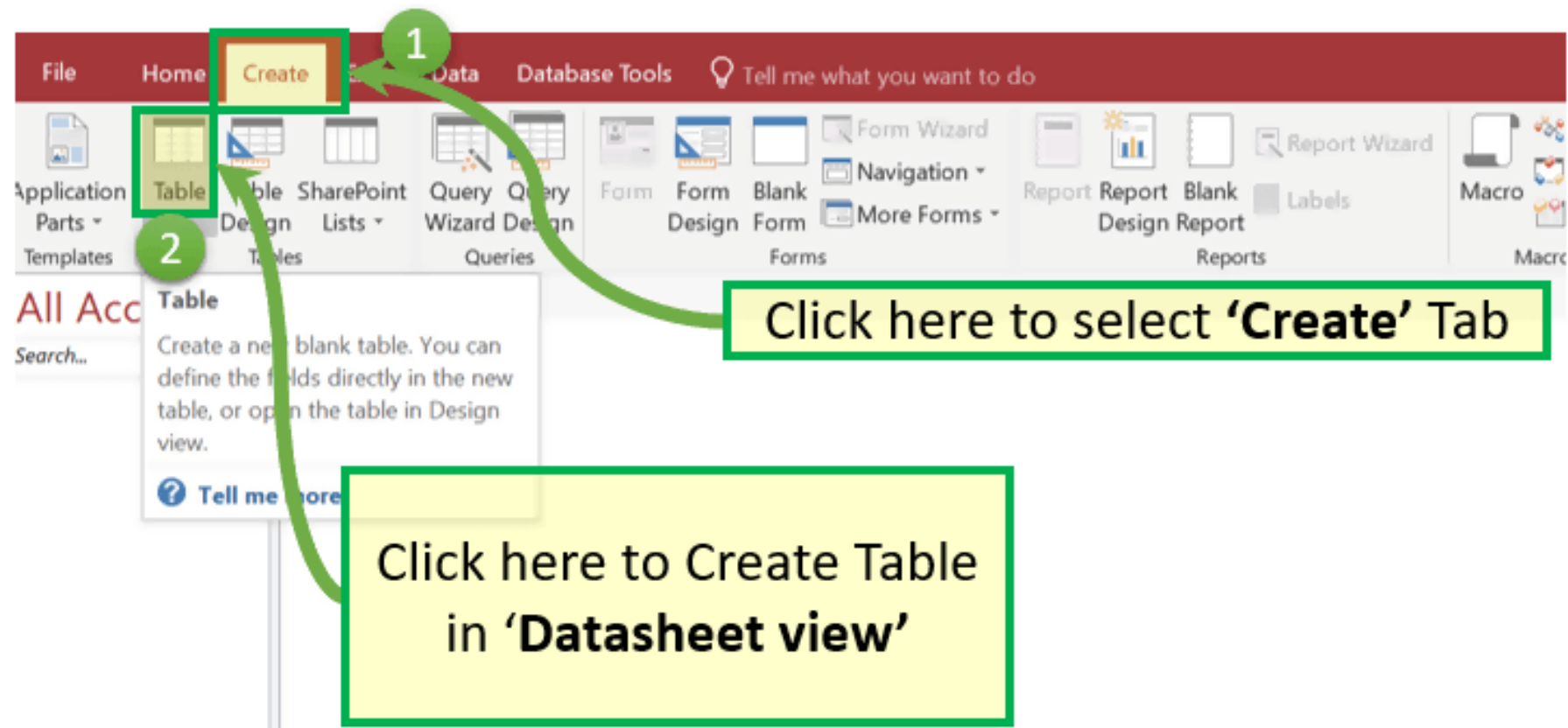
Eng : Shereen

Eng : Rana Mohamed

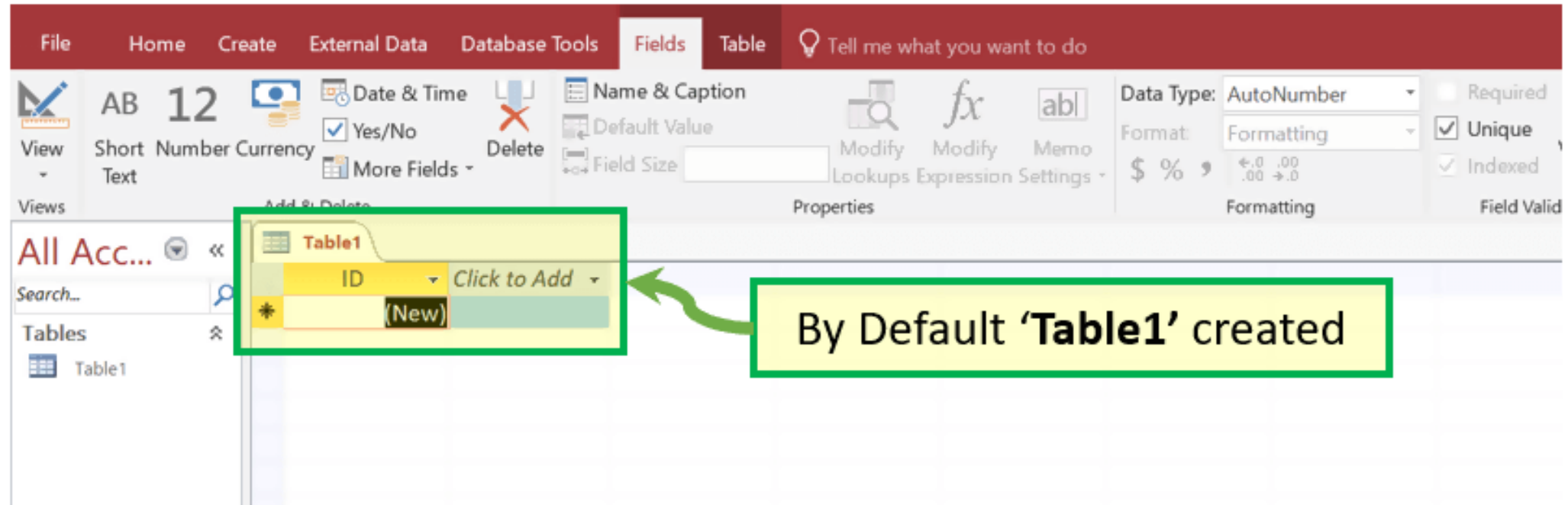
Eng : Hossam Medhat

Create Table – Datasheet View

Step 1) First Click **Create** tab. Then from **Tables** group, click **Table**.



Step 2) System will display the default table created with 'Table1' name.



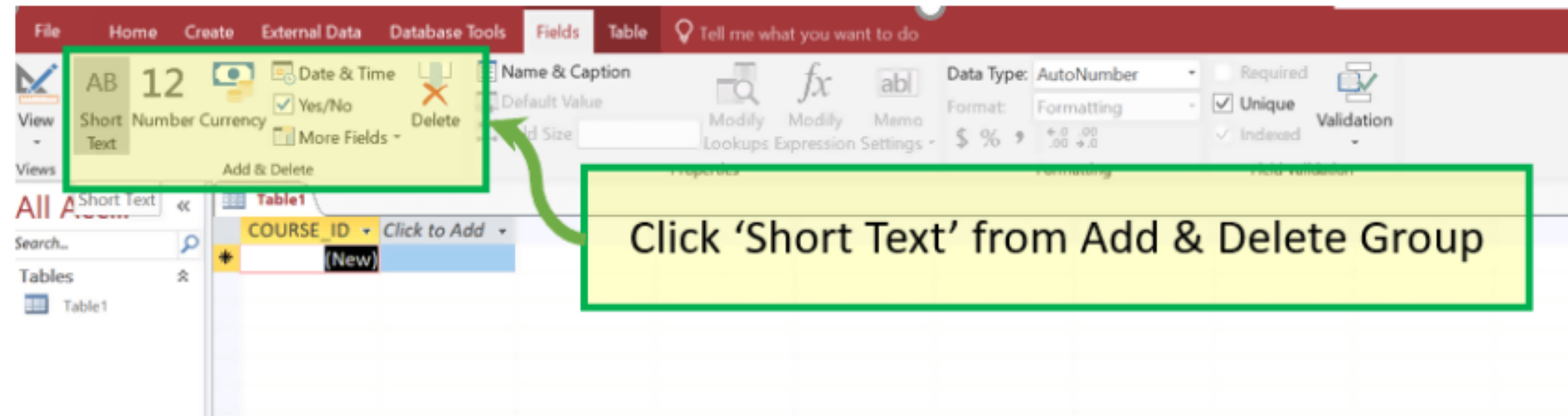
Step 3) To Rename Column, double click on Column Header and enter the new column Name.



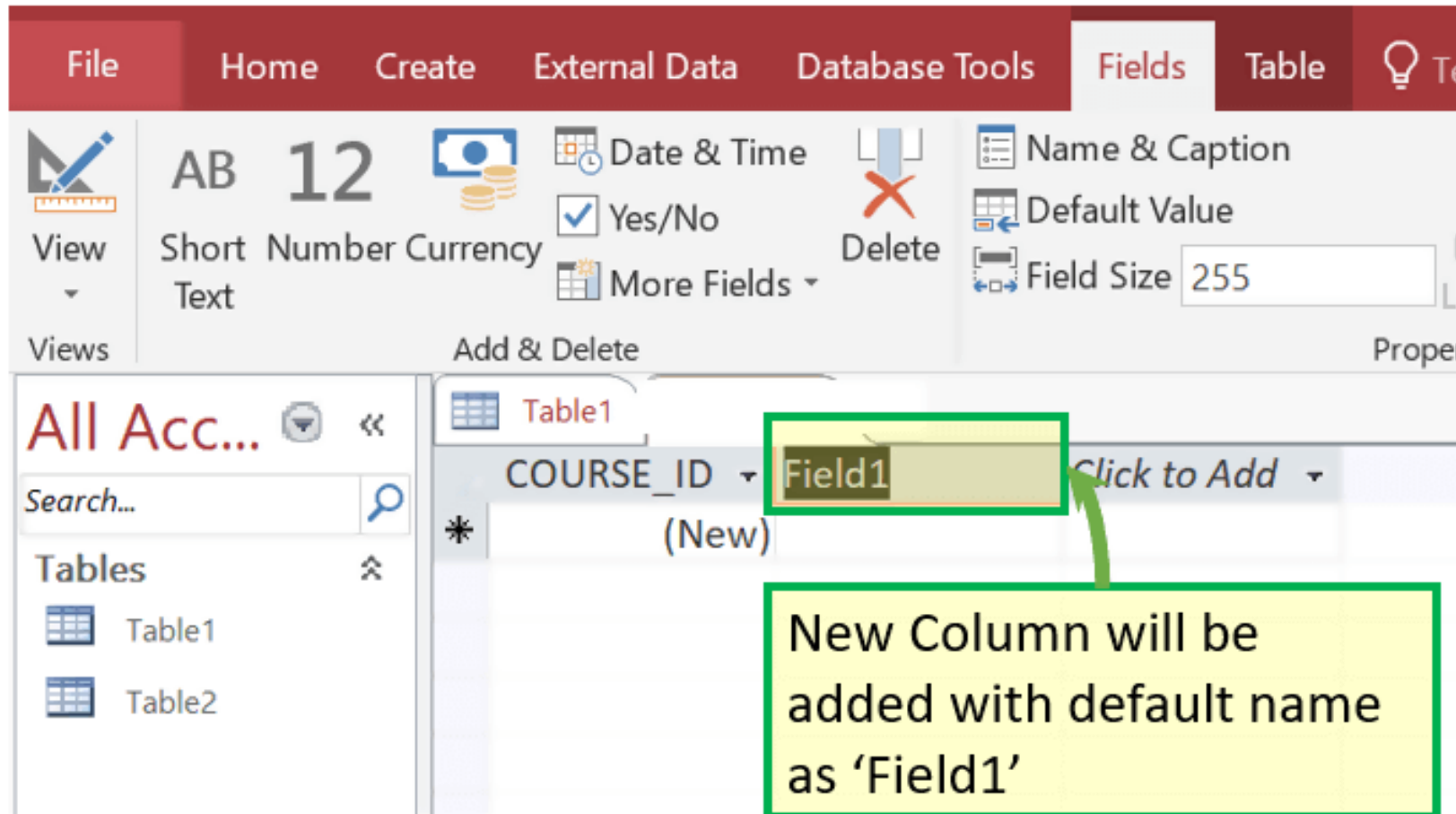
The screenshot displays the Microsoft Access interface with the 'Fields' tab selected in the ribbon. The 'Table1' table is open, and the 'COURSE_ID' column header is highlighted with a green box. A green arrow points from a yellow callout box to the 'COURSE_ID' header. The callout box contains the text: 'Double click and enter new column name as 'Course_ID''. The ribbon includes tabs for File, Home, Create, External Data, Database Tools, Fields, and Table. The Fields tab is active, showing options like Name & Caption, Default Value, Field Size, Data Type, Format, and Field Validation. The 'Table1' table is shown in the left pane, and the 'COURSE_ID' column is the first column in the table.

Step 4) You can **Add Column** by clicking on any category from the **'Add & Delete'** group. Alternatively, you can also add a column by clicking on 'Click to Add'

For Example, click on 'Short Text' from the 'Add & Delete' group.



Step 5) Column will be added with the default name as 'Field1.'



Step 6) Click on Header and rename as '**COURSE_NAME**.'

The screenshot shows the Microsoft Access interface with the **Fields** tab selected. The ribbon includes sections for **Views**, **Add & Delete**, and **Properties**. In the **Add & Delete** section, the **Click to Add** button is highlighted with a green box. A green arrow points from this button to a yellow text box that says "Enter the new name as '**COURSE_NAME**'". The **Properties** section shows the **Field Size** property set to 255. In the background, a table named **Table1** is visible with a field named **COURSE_ID** and a new row labeled **(New)**.

File Home Create External Data Database Tools **Fields** Table Tell me what you want to do

AB 12 View Short Text Number Currency Date & Time Yes/No More Fields Delete

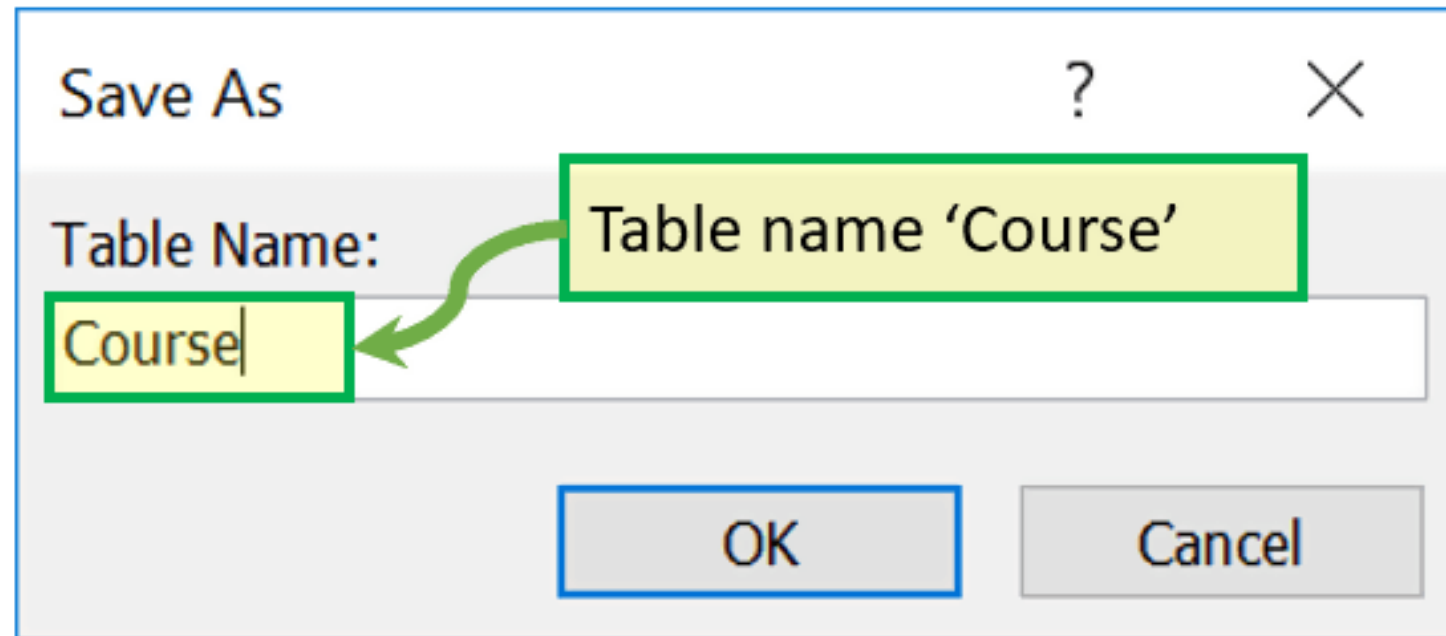
Table1

COURSE_ID (New)

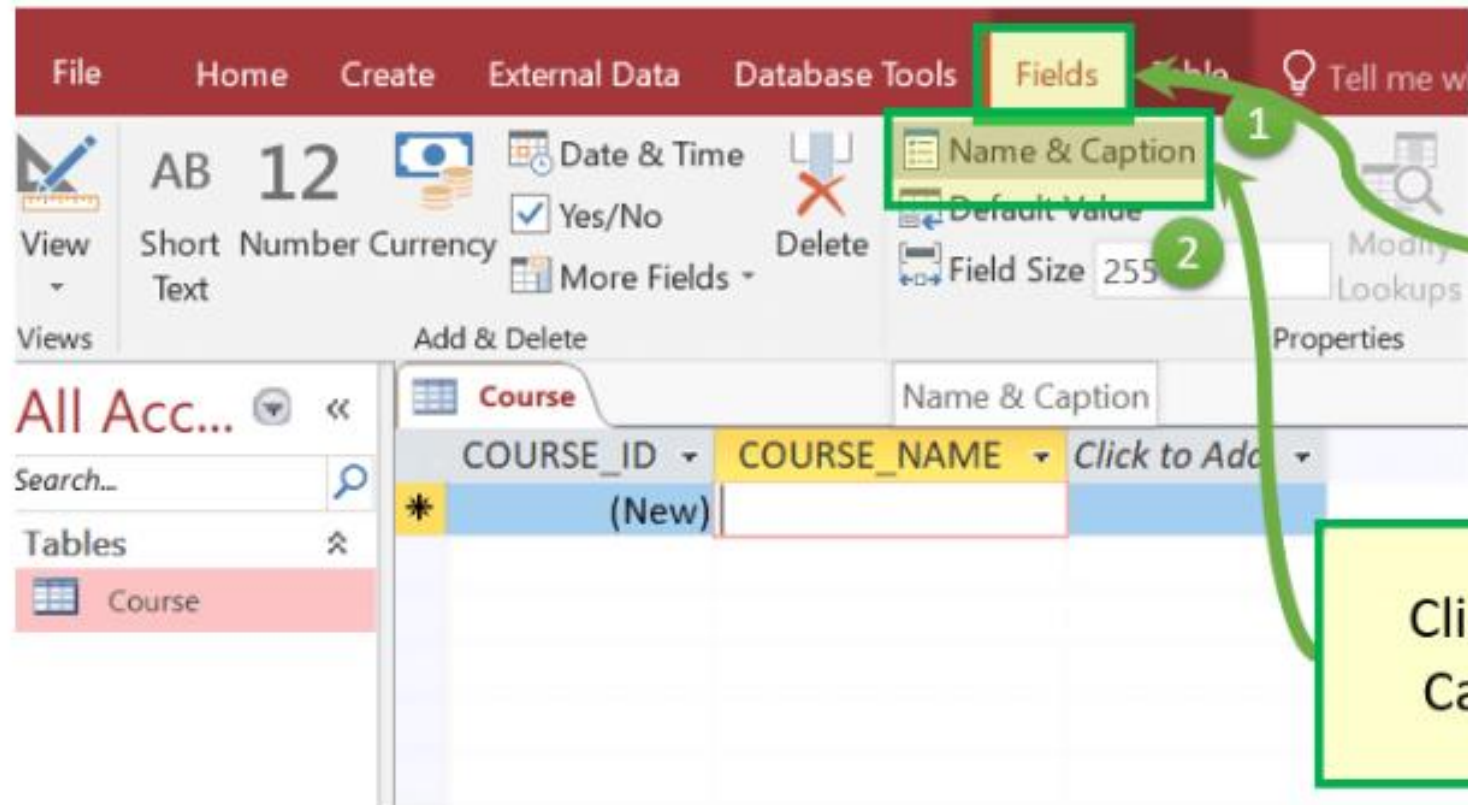
COURSE_NAME Click to Add

Enter the new name as '**COURSE_NAME**'

Step 7) Press 'Ctrl + S' and Enter the new table name to save the table.



Step 8) You can also save new Name, Caption and Short description for any Column by clicking on **'Name and Caption.'** Click on it



Click here to select **'Field'** Tab

Click here Name and Caption Dialog Box.

Note that the Data type of Course_ID is '**AutoNumber.**' Hence this is also the Unique Key of the table.

The screenshot shows the Microsoft Access interface with the Properties sheet for 'Table1' selected. The 'Field Name' is 'COURSE_ID'. The 'Data Type' is set to 'AutoNumber' (highlighted with a green box). The 'Field Size' is set to 'Long Integer'. The 'Format' is set to 'Standard'. The 'Table1' sheet shows the 'COURSE_ID' field with a primary key symbol (*) and a '(New)' value. A green arrow points from the 'Data Type' dropdown to a yellow box containing the text 'Data type of Course_ID is Auto Number'.

Field Name	Data Type	Field Size	Format
COURSE_ID	AutoNumber	Long Integer	Standard

Data type of **Course_ID** is **Auto Number**

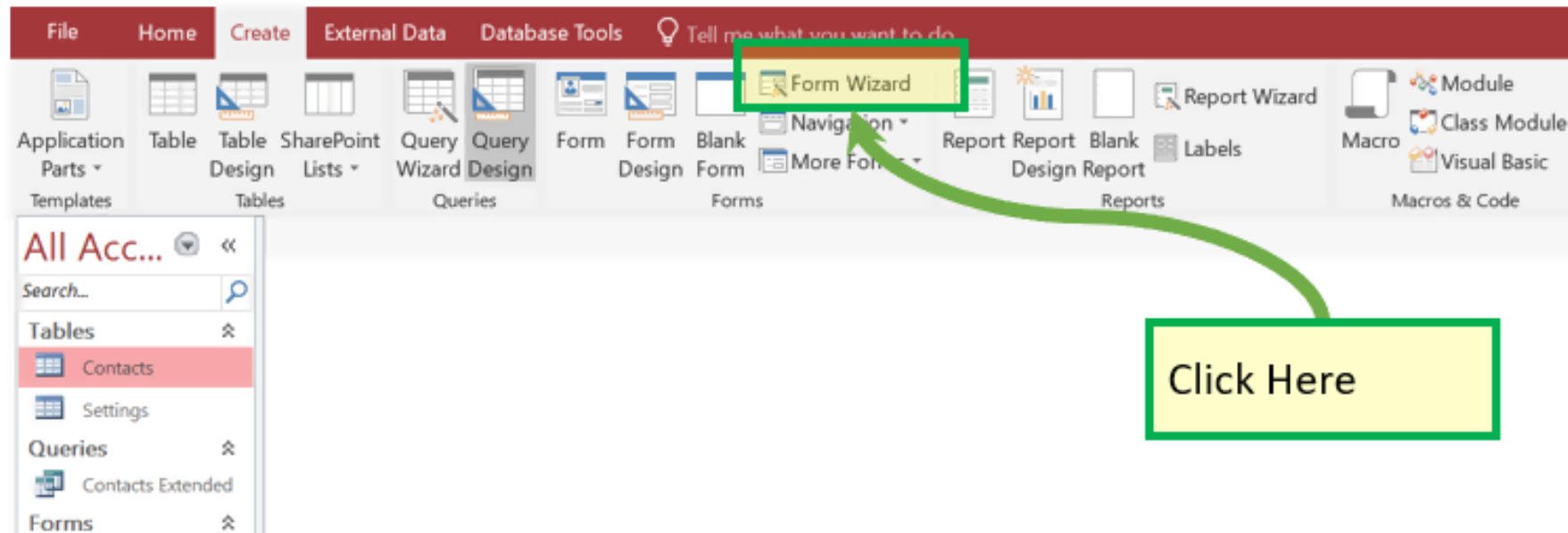
[illegible]

How to Create a form

1. Create using Form Wizard

This option allows the user to create the form with the wizard and select the column from the available list of column form in legacy Select window format.

Step 1) Click on 'Form Wizard.'



Step 2) System will display below the screen.

Form Wizard



Which fields do you want on your form?

You can choose from more than one table or query.

Tables/Queries

Table: Contacts

1

Available tables list
which can be selected
from 'Tables/Queries'
Dropdown

Available Fields:

2

ID
Company
Last Name
First Name
E-mail Address
Job Title
Business Phone
Home Phone
Mobile Phone

Selected Fields:

All Columns displayed
from selected table
'Contact' above.

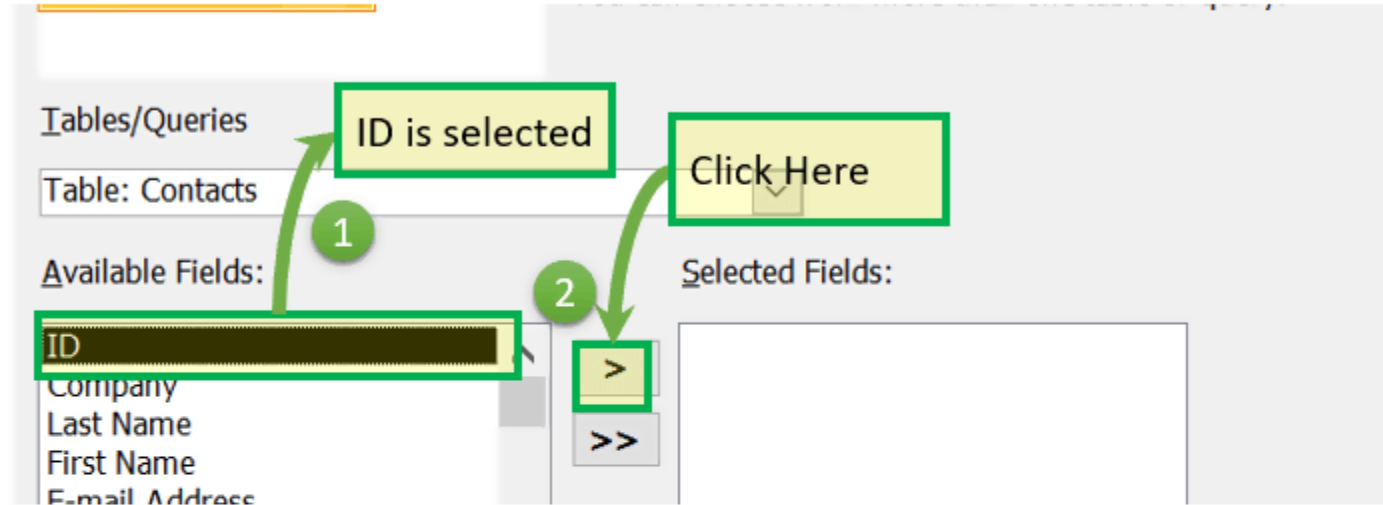
Cancel

< Back

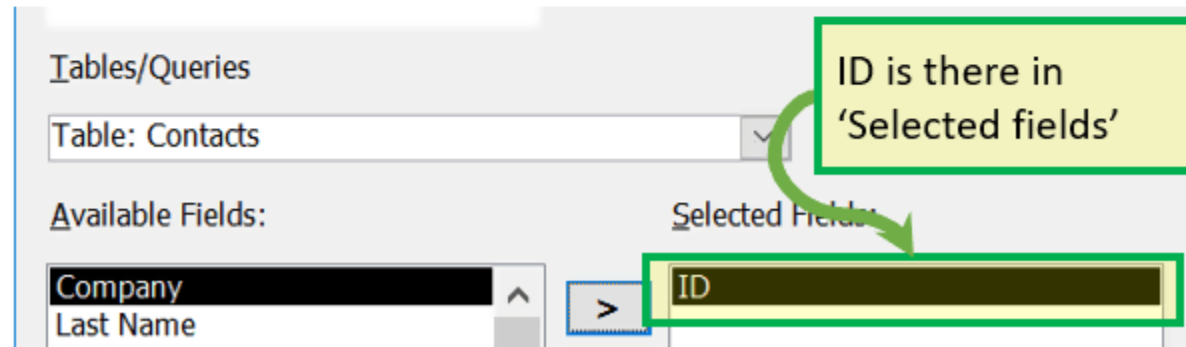
Next >

Finish

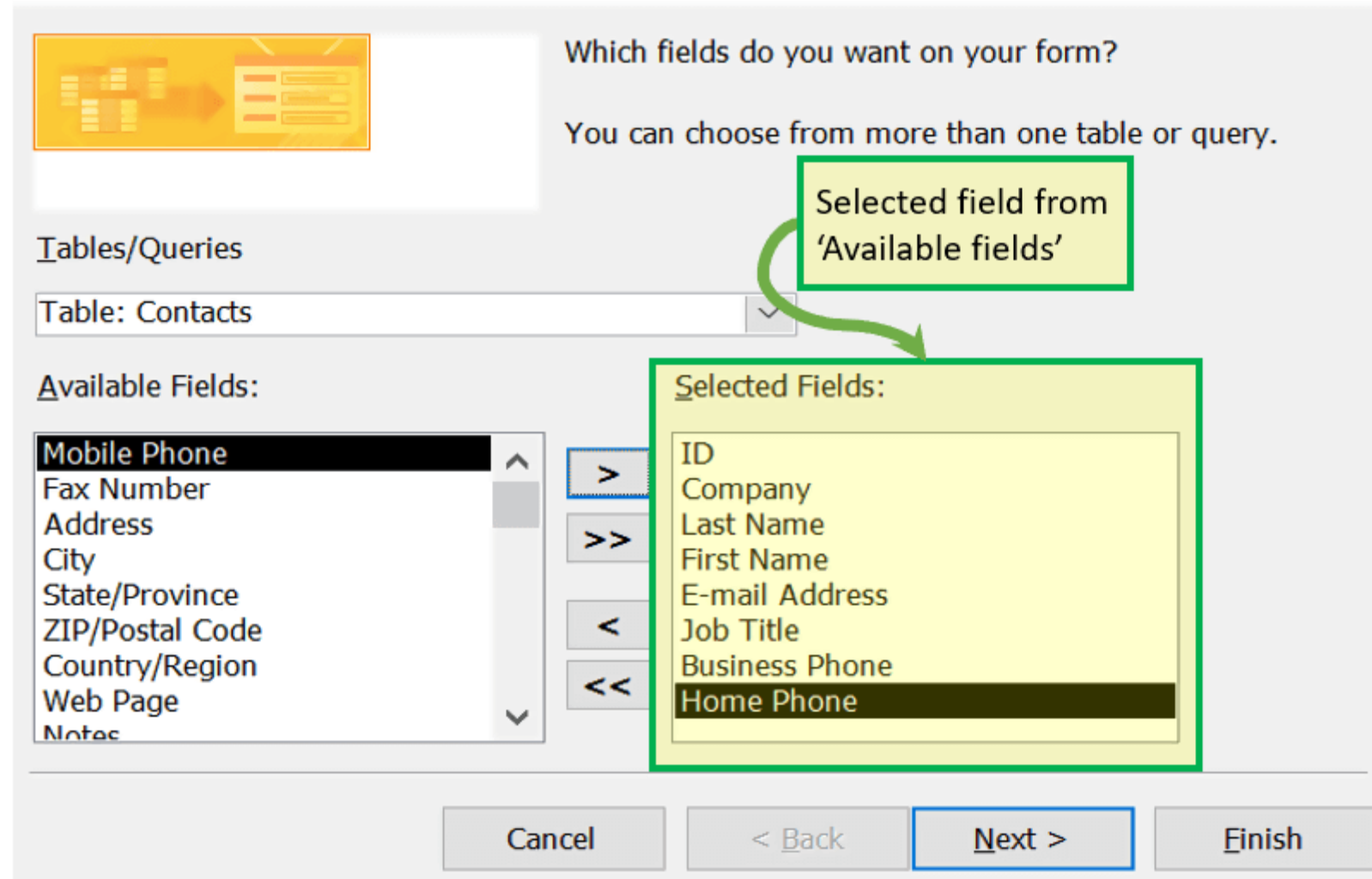
Step 3) Select the columns which you want to be there in final form.



Result: ID is selected



Step 4) Keep selecting all required column as explained in Step 3 above and then click 'Next.'



Which fields do you want on your form?

You can choose from more than one table or query.

Tables/Queries

Table: Contacts

Available Fields:

Mobile Phone
Fax Number
Address
City
State/Province
ZIP/Postal Code
Country/Region
Web Page
Notes

>
>>
<
<<

Selectd Fields:

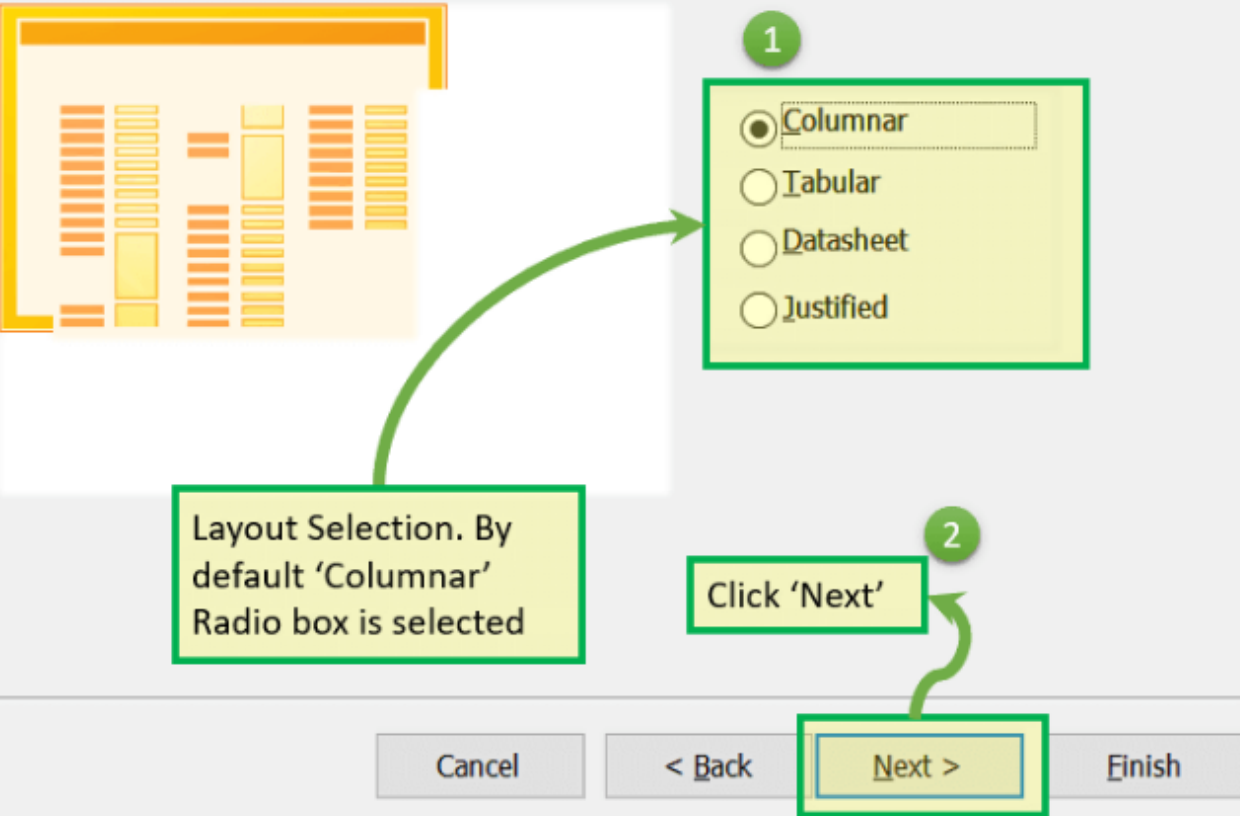
ID
Company
Last Name
First Name
E-mail Address
Job Title
Business Phone
Home Phone

Cancel < Back Next > Finish

Step 5) Layout selection box will appear which allows the user to select the different type of form layout. Click 'NEXT'

Form Wizard

What layout would you like for your form?




Layout Selection. By default 'Columnar' Radio box is selected

Click 'Next'

Cancel < Back **Next >** Finish

Step 6) Enter the name of the form as “Contact_Form” and click ‘Finish.’

Form Wizard



What title do you want for your form?

Contacts_Form

Enter the Form name as 'Contact_Form'

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

☒ Open the form to view or enter information.

☐ Modify the form's design.

Cancel < Back Next > Finish

Result: Contact_Form now exist with all column displayed which are there in step 4 in the Selected column list.

The screenshot displays the Microsoft Access interface. The 'Navigation Pane' on the left shows the 'Forms' section with 'Contact_Form' highlighted. The main window shows the 'Contacts_Form' form with the following data:

Field	Value
ID	1
Company	Guru
Last Name	Guru
First Name	Guru
E-mail Address	xyz@gmail.com
Job Title	Consultant
Business Phone	989897878
Home Phone	564564564

Annotations:

- 1: Points to the form title bar.
- 2: Points to 'Contact_Form' in the 'Forms' section of the Navigation Pane.

New Form with name as 'Contact_Form' is displayed and all the column selected is now present in 'Contact_Form' form.

New Form with name as 'Contact_Form' has been created under "Forms" section.

Queries For

Contact

ID	First Name	Last Name
1	Mohamed	Ali
2	Ali	Youssef
*	(New)	

to Add

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries
Table: Contact

Available Fields:

- ID
- First Name
- Last Name
- Email
- Mobile Phone
- Address

Selected Fields:

Cancel < Back Next > Finish

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries
Table: Contact

Available Fields:
First Name
Last Name
Email
Mobile Phone
Address

Selected Fields:
ID

Buttons: >, >>, <, <<

Buttons: Cancel, < Back, Next >, Finish

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries
Table: Contact

Available Fields:

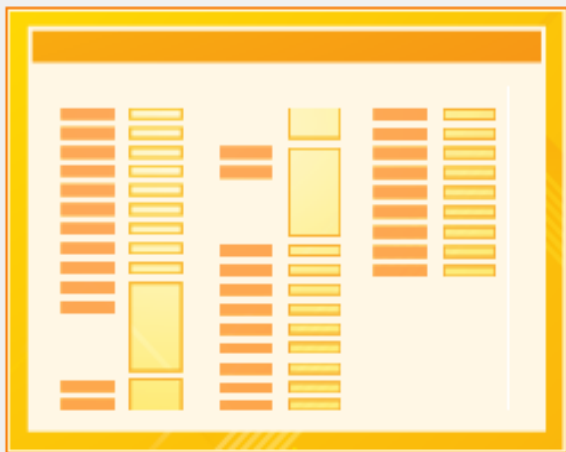
Selected Fields:
ID
First Name
Last Name
Email
Mobile Phone
Address

Buttons: >, >>, <, <<

Buttons: Cancel, < Back, Next >, Finish

Form Wizard

What layout would you like for your form?



☒ Columnar

☐ Tabular

☐ Datasheet

☐ Justified

Cancel

< Back

Next >

Finish

Form Wizard

What title do you want for your form?

Contact_Form

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

☒ Open the form to view or enter information.

☐ Modify the form's design.

Cancel

< Back

Next >

Finish

Contact_Form

ID

First Name

Mohamed

Last Name

Ahmed

Email

ma@gmail.com

Mobile Phone

1547

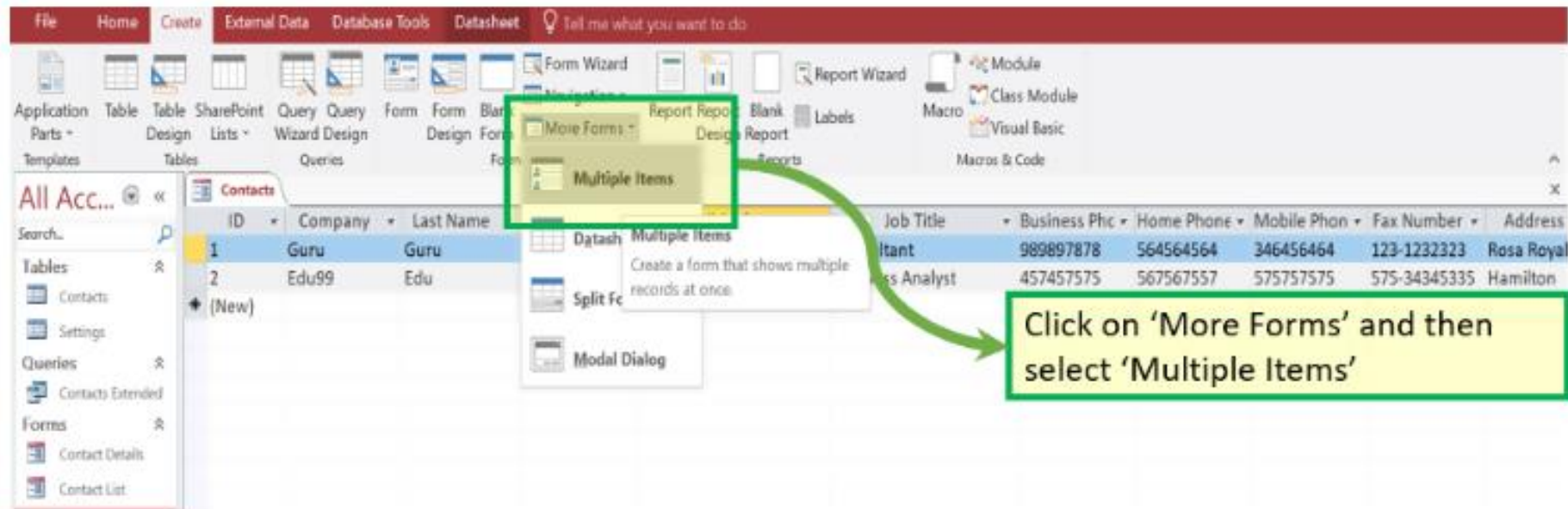
Address

Cairo

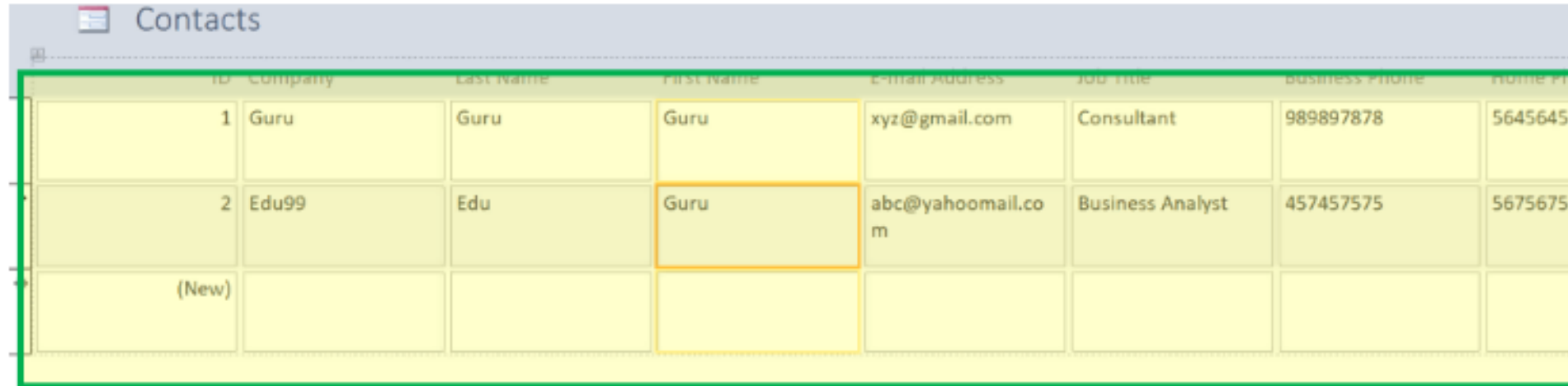
3. Create form by 'Multiple Item.'

It is another type wherein All the records already created will be displayed in Form with an option to Add new record.

Step 1) From the 'Create' tab. Click on 'More forms' and select 'Multiple Items.'



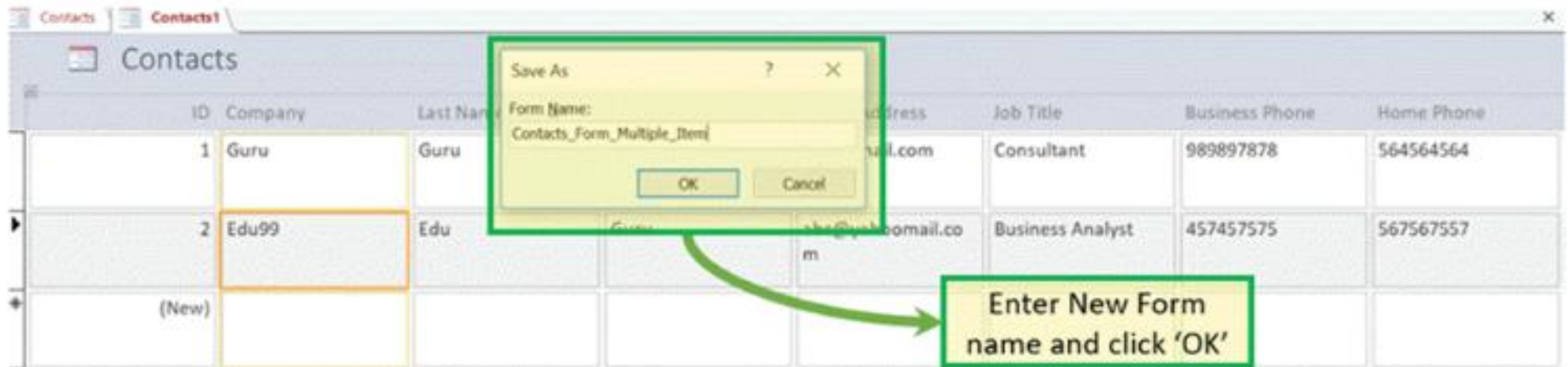
Result: Below Multiple lines, the window will appear



ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phone	Home Ph
1	Guru	Guru	Guru	xyz@gmail.com	Consultant	989897878	5645645
2	Edu99	Edu	Guru	abc@yahooail.co m	Business Analyst	457457575	5675675
(New)							

Multiple line view with line for each record exist in 'Contact' table.
3rd Row provide the option to Add new row in this form view

Step 2) Press 'Ctrl+S'. Enter the new form name and click 'OK.'

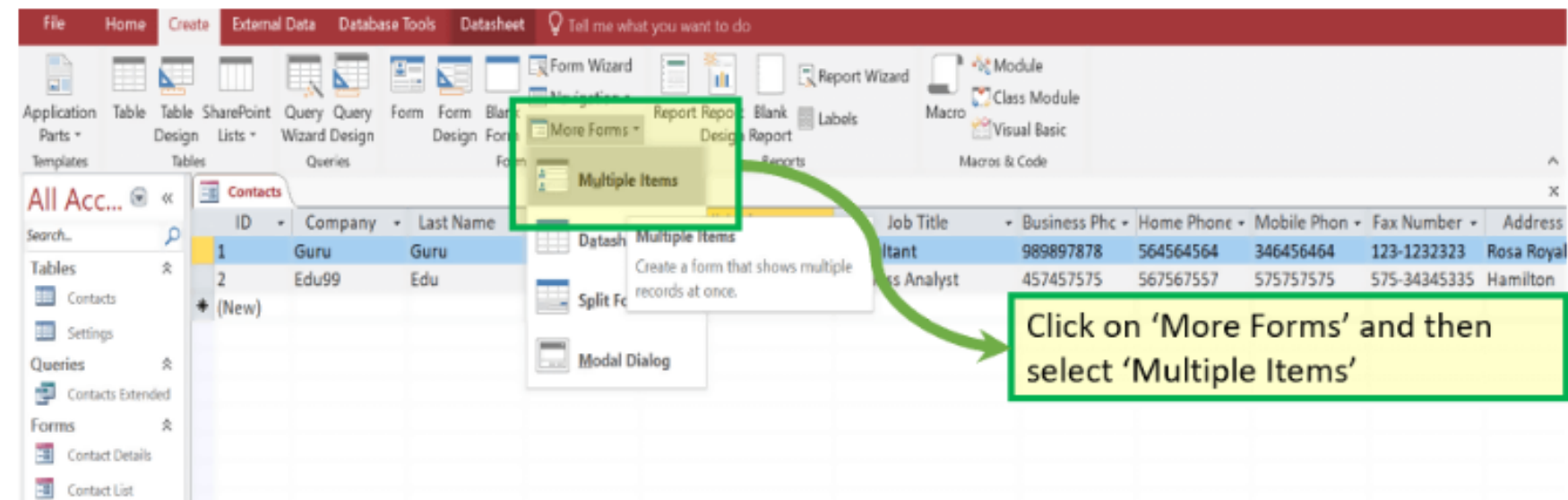


4. Create form by 'Split from'.

It is a mix of simple form and split form in a way that this form provides the view of **Form and datasheet** in a split window.

Whatever the user enters in Form is visible directly in Datasheet view immediately and vice versa.

Step 1) From the 'Create' tab, click on 'More forms' and select 'Split Form.'



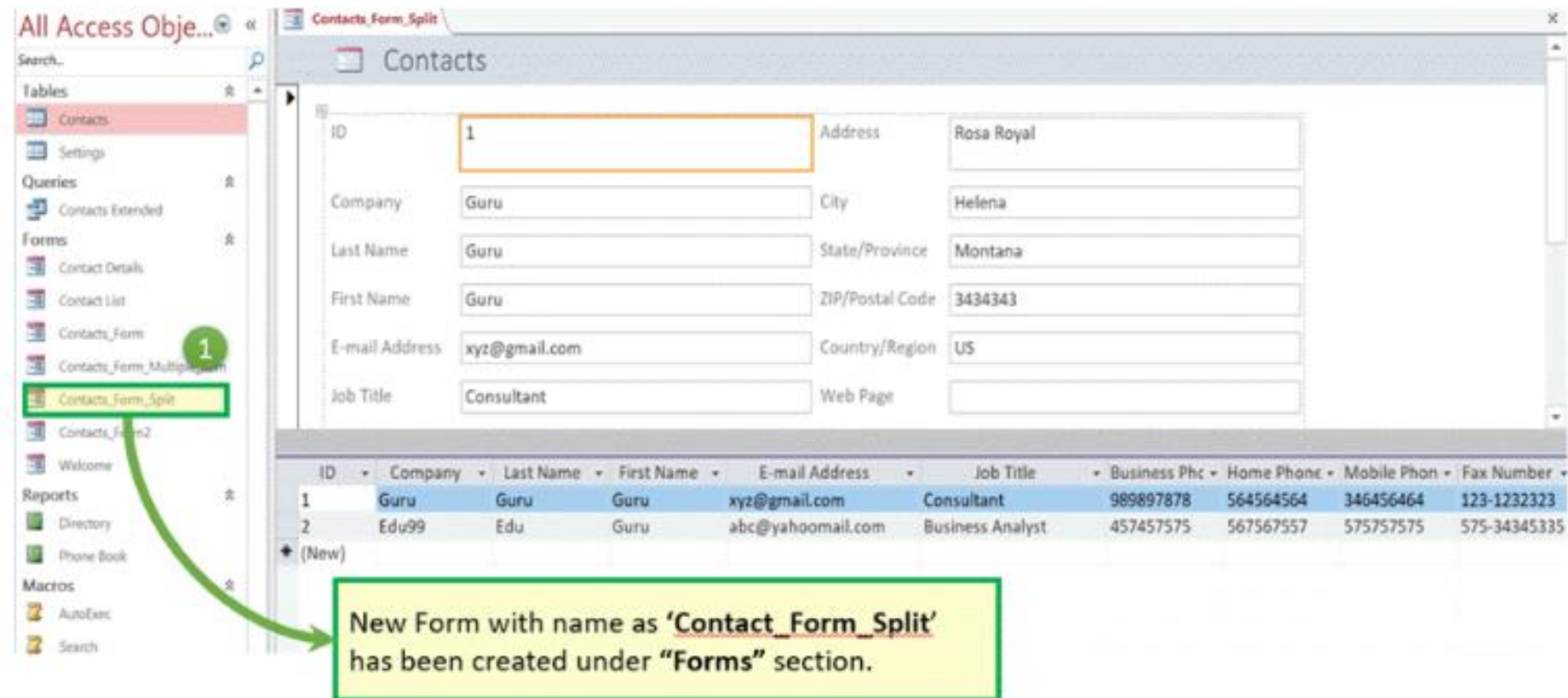
The screenshot shows the Microsoft Access interface. The 'Create' tab is active, and the 'More Forms' button is highlighted with a green box. A green arrow points from this box to a yellow callout box that says 'Click on 'More Forms' and then select 'Multiple Items''. Below the ribbon, the 'Contacts' table is open in Datasheet view, showing columns: ID, Company, Last Name, Job Title, Business Phc, Home Phone, Mobile Phon, Fax Number, and Address. The data includes two records: ID 1 (Guru, Guru) and ID 2 (Edu99, Edu). The 'Forms' section in the left-hand pane shows 'Contact Details' and 'Contact List'.

ID	Company	Last Name	Job Title	Business Phc	Home Phone	Mobile Phon	Fax Number	Address
1	Guru	Guru	Itant	989897878	564564564	346456464	123-1232323	Rosa Royal
2	Edu99	Edu	ss Analyst	457457575	567567557	575757575	575-34345335	Hamilton

Step 2) Press 'Ctrl+S' and enter the new form name. Click 'OK.'

[illegible]

Result: New Form with the name as 'Contact_Form_Split' exists under the "Forms" section.



The screenshot displays the Microsoft Access interface. On the left, the 'All Access Objects' task pane shows the 'Forms' section with 'Contact_Form_Split' highlighted. A green box and a green arrow point from this form to a data table at the bottom. The data table has the following columns and rows:

ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone	Mobile Phon	Fax Number
1	Guru	Guru	Guru	xyz@gmail.com	Consultant	989897878	564564564	346456464	123-1232323
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst	457457575	567567557	575757575	575-34345335

New Form with name as 'Contact_Form_Split' has been created under "Forms" section.

Database1 : Database- C:\Users\Rna\Documents\Database1.accdb (Access 2007 - 2013 file format) - Access

Microsoft account

FORM LAYOUT TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT

View Paste Cut Copy Format Painter Filter Sort & Filter Records Find Text Formatting

Ascending Descending Remove Sort Toggle Filter New Save Delete Refresh Spelling More Replace Go To Select

Calibri (Detail) 11

All Access Objects

Search...

Tables

- Contact

Forms

- Contact_Form

Contact_Form

ID 1 Email ma@gmail.com

First Name Mohamed Mobile Phone 1547

Last Name Ahmed Address Cairo

ID	First Name	Last Name	Email	Mobile Phone	Address
1	Mohamed	Ahmed	ma@gmail.com	1547	Cairo
2	Ali	Youssef	ay1111@gamil.com	1111	Giza
3	Aya	Mohamed	a123@gmail.com	123456789	Cairo
*(New)				0	

Field List

Show all tables

Fields available for this view:

- ID
- First Name
- Last Name
- Email
- Mobile Phone
- Address

**Edit the existing record via
Form.**

Step 1) Click on 'Contact_Form'

The screenshot shows the Microsoft Access interface. On the left, the 'All Access Objects' pane is visible, with the 'Forms' section expanded. The 'Contacts_Form' object is highlighted with a green box and a green arrow pointing to it from a box labeled '1'. On the right, the 'Contacts_Form' window is open, showing a form with fields for ID, Company, Last Name, First Name, E-mail Address, Job Title, Business Phone, and Home Phone. The form is titled 'Contacts_Form' and has a green box around it with a green arrow pointing to it from a box labeled '2'. A green arrow points from the 'Contacts_Form' window to a box labeled 'Contact_Form Window will appear with 1st Row data.'

1

2

Contacts_Form

ID 1

Company Guru

Last Name Guru

First Name Guru

E-mail Address xyz@gmail.com

Job Title Consultant

Business Phone 989897878

Home Phone 564564564

Double Click on 'Contact Form'

Contact_Form Window will appear with 1st Row data.

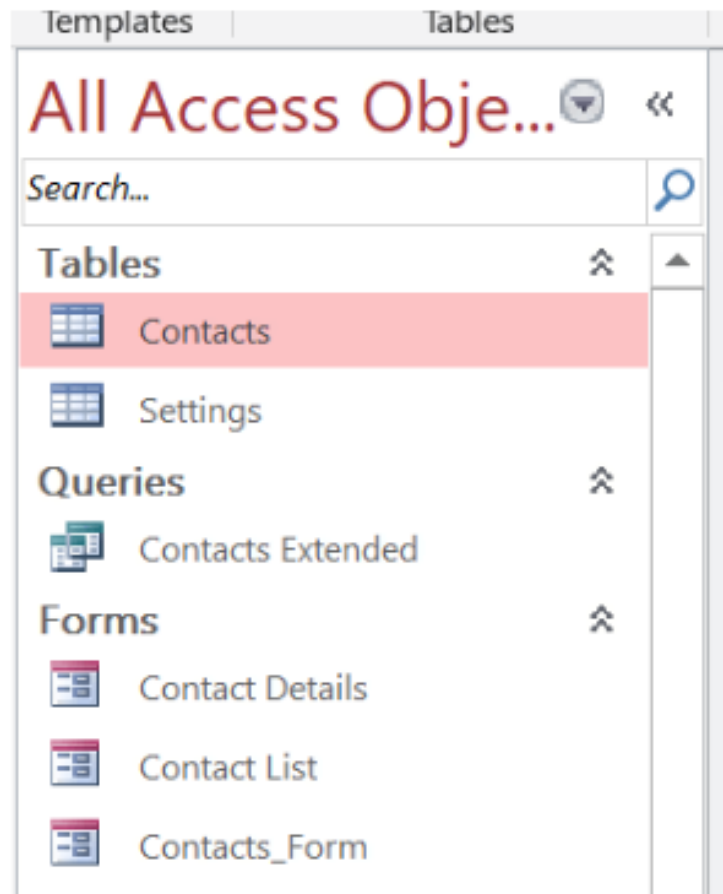
Step 2) Update some values on 'Contact_Form' value

Contacts_Form

ID	<input type="text" value="1"/>
Company	<input type="text" value="Guru99"/>
Last Name	<input type="text" value="Edu"/>
First Name	<input type="text" value="Guru"/>
E-mail Address	<input type="text" value="xyz@gmail.com"/>
Job Title	<input type="text" value="Consultant"/>
Business Phone	<input type="text" value="989897878"/>
Home Phone	<input type="text" value="564564564"/>

Update Company name from Guru to 'Guru99'
and Last name from 'Guru' to 'Edu'

Step 3) Double Click on 'Contact' table.



Result: Updated value is present in the original table record.

ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone	Mobile Phon	Fax Number
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564	346456464	123-1232323
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst	457457575	567567557	575757575	575-34345335
*	(New)								

Contact

Contact_Form

Contact_Form

ID

2

First Name

Ali

Last Name

Youssef

Email

ay111@gamil.com

Mobile Phone

1111

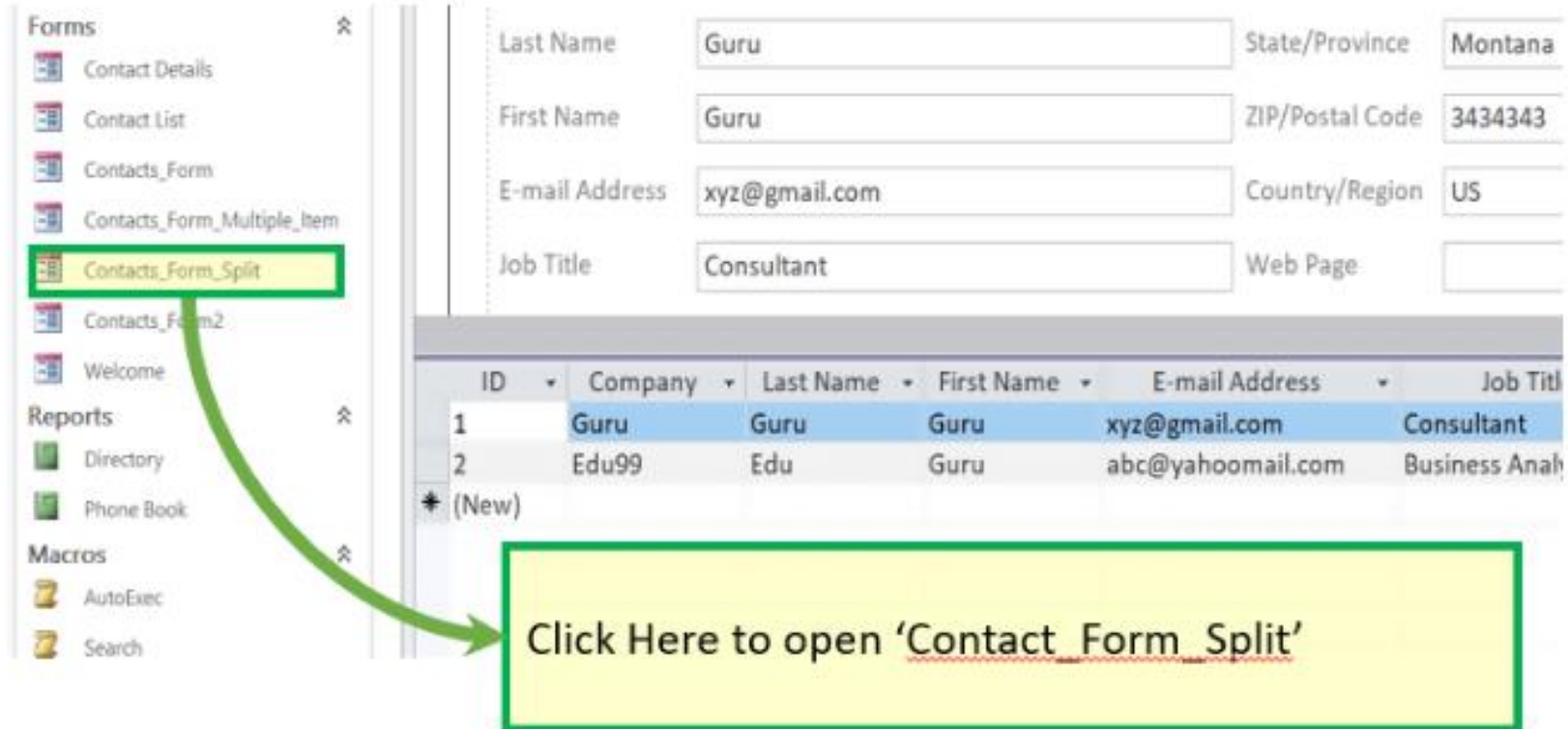
Address

Giza

Contact		Contact_Form					
	ID	First Name	Last Name	Email	Mobile Phor	Address	Click to Add
	1	Mohamed	Ahmed	ma@gmail.com	1547	Cairo	
	2	Ali	Youssef	ay1111@gamil.com	1111	Giza	
*	(New)				0		

Add a record to a Form.

Step 1) Open 'Contact_Form_Split'



The screenshot displays a software interface with a left sidebar and a main content area. The sidebar is organized into three sections: Forms, Reports, and Macros. The 'Forms' section contains several items, with 'Contacts_Form_Split' highlighted by a green rectangular box. A green curved arrow originates from this box and points towards a yellow rectangular callout box with a green border. This callout box contains the text 'Click Here to open <u>'Contact_Form_Split'</u>'. The main content area is divided into two parts. The top part is a form with several input fields: 'Last Name' (Guru), 'First Name' (Guru), 'E-mail Address' (xyz@gmail.com), 'Job Title' (Consultant), 'State/Province' (Montana), 'ZIP/Postal Code' (3434343), 'Country/Region' (US), and 'Web Page'. The bottom part is a table with the following data:

ID	Company	Last Name	First Name	E-mail Address	Job Title
1	Guru	Guru	Guru	xyz@gmail.com	Consultant
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst
* (New)					

Step 2) To Add record, click on 'New (blank) Record Icon.'

Contacts_Form \ Contacts \ Contacts_Form_Multiple_Item \ Contacts_Form2 \ **Contacts_Form_Split**

Contacts

ID: Address:

Company: City:


Last Name: State/Province:

First Name: ZIP/Postal Code:

E-mail Address: Country/Region:

Job Title: Web Page:

ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst	457457575	567567557
* (New)							

Record: 1 of 2 |  | No Filter | Search

Click Here to Add New Record

Result: New record window appear in:

1. Form View and
2. Datasheet View.

The screenshot displays the Microsoft Access interface with the 'Contacts' table selected in the 'All Access Objects' pane. The 'Contacts_Form_Split' form is open, showing both the Form View and Datasheet View. A green box labeled '1' highlights the Form View, and a green box labeled '2' highlights the Datasheet View. A green arrow points from the 'New Record' form in the Form View to the 'New Record' form in the Datasheet View.

'New Record' form appear to add data for new records.

ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone	Mobile Phon	Fax Numbe
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564	346456464	123-123232
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst	457457457	567567567	678678678	987-987654
[New]									

'New Record' form in Data sheet view as well.

Step 3) Manually fill the data from Form. Note that in split form all data will be automatically reflected in below data sheet as well.

Contacts

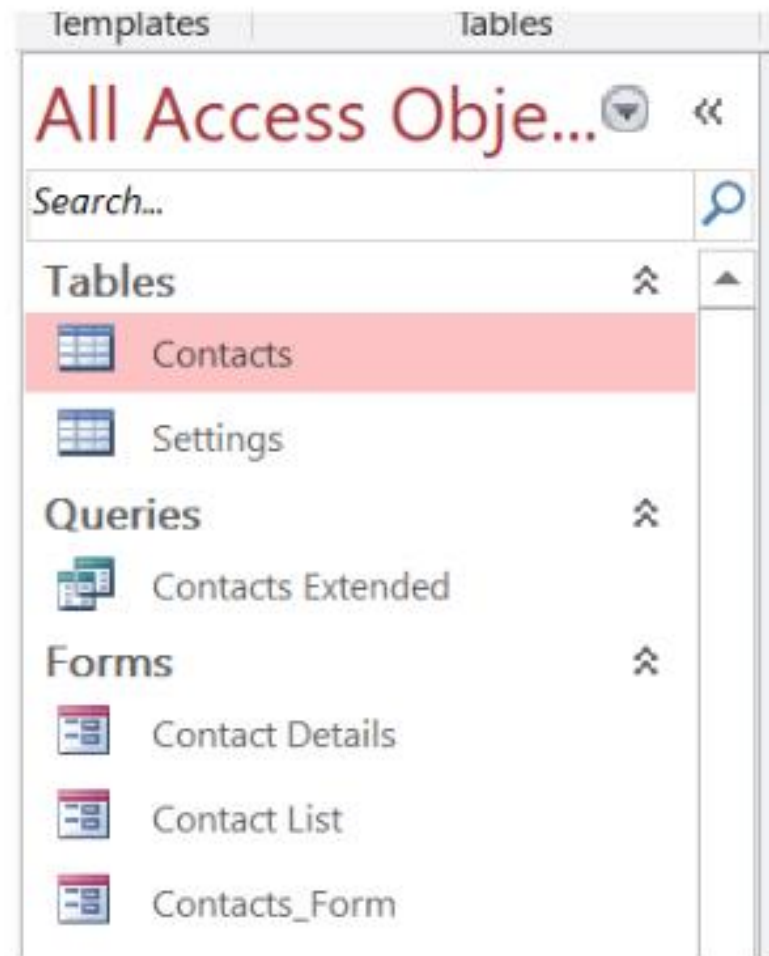
1 Manually fill data for record 3 here.

ID	3	Address	Fiona
Company	Education	City	Helena
Last Name	Krish	State/Province	Montana
First Name	Krish	ZIP/Postal Code	3456342
E-mail Address	abc@gmail.com	Country/Region	US
Job Title	UI Developer	Web Page	

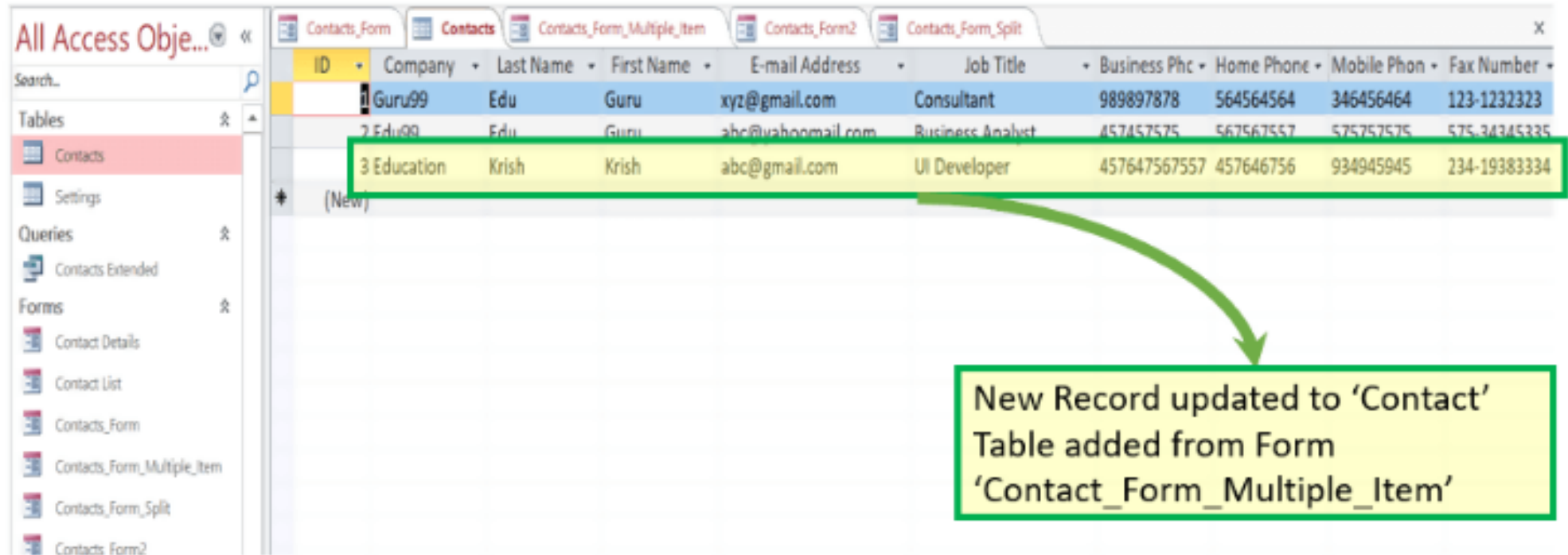
ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone	Mobile Phon	Fax Number
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564	346456464	123-1232323
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst	457457575	567567557	575757575	575-34345335
3	Education	Krish	Krish	abc@gmail.com	UI Developer	457647567557	457646756	934945945	234-19383334
+ (New)									

2 All Data filled in Form is automatically reflected in Data sheet view

Step 4) Double Click on 'Contact' table.



Result: New Record updated to 'Contact' Table added from Form 'Contact_Form_Multiple_Item'



The screenshot shows the Microsoft Access interface. On the left, the 'All Access Objects' pane lists 'Tables', 'Queries', and 'Forms'. The 'Contacts' table is selected. The main window displays the 'Contacts' table with the following data:

ID	Company	Last Name	First Name	E-mail Address	Job Title	Business Phc	Home Phone	Mobile Phon	Fax Number
1	Guru99	Edu	Guru	xyz@gmail.com	Consultant	989897878	564564564	346456464	123-1232323
2	Edu99	Edu	Guru	abc@yahoo.com	Business Analyst	457457575	567567557	575757575	575-34345335
3	Education	Krish	Krish	abc@gmail.com	UI Developer	457647567557	457646756	934945945	234-19383334
(New)									

A green arrow points from the third record (ID 3) to a text box on the right:

New Record updated to 'Contact' Table added from Form 'Contact_Form_Multiple_Item'

Contact

Contact_Form

Contact_Form_Split

Contact_Form

ID

4

Email

gg@gmail.com

First Name

Gehad

Mobile Phone

15478

Last Name

Ahmed

Address

Giza

ID	First Name	Last Name	Email	Mobile Phor	Address		
1	Mohamed	Ahmed	ma@gmail.com	1547	Cairo		
2	Ali	Youssef	ay1111@gamil.com	1111	Giza		
4	Gehad	Ahmed	gg@gmail.com	15478	Giza		
* (New)				0			

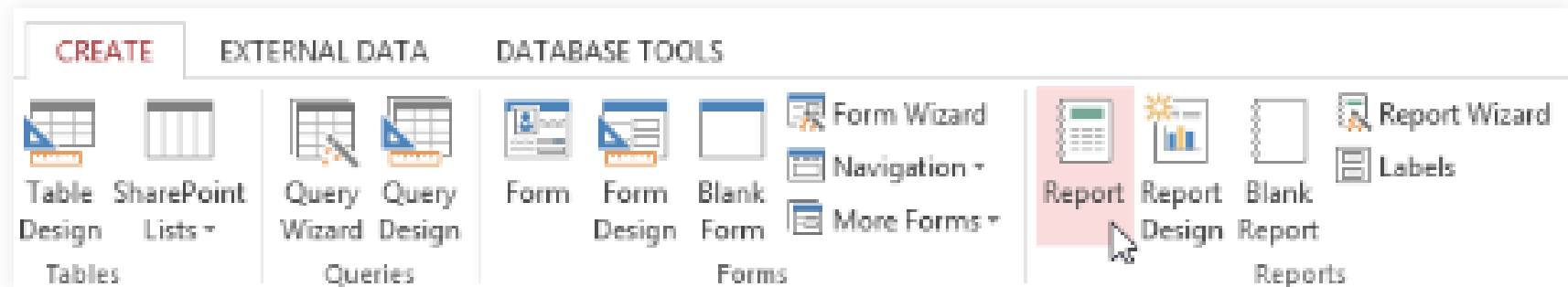
Report

1

Open the table or query you want to use in your report. We want to print a list of cookies we've sold, so we'll open the **Cookies Sold** query.

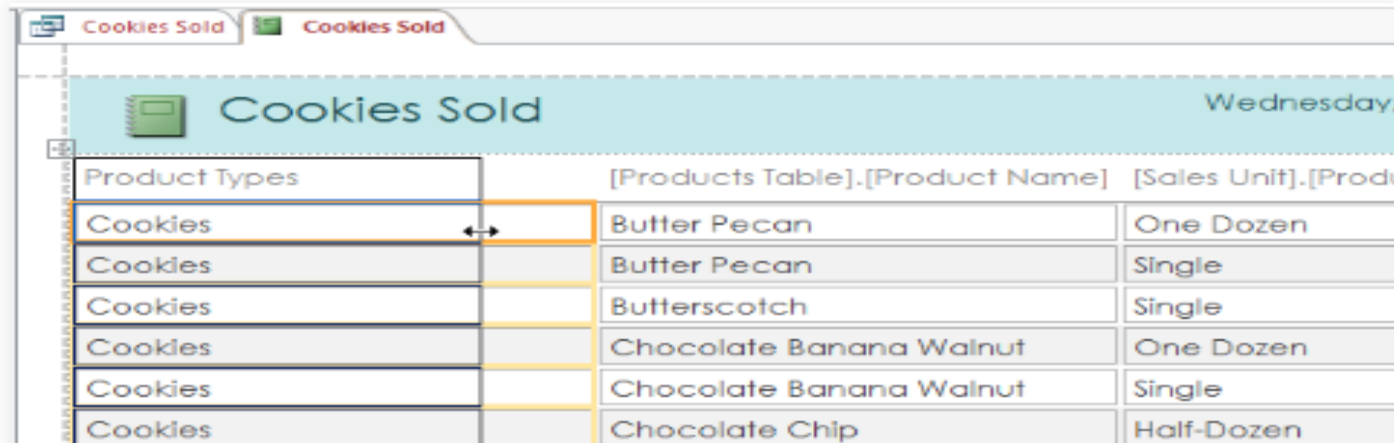
Cookies Sold			
Product Types	Products Table.Product Name	Sales Unit.Product Name	SumOfQuan
Cookies	Fudge Brownie	One Dozen	7
Cookies	Fudge Chocolate	Single	6
Cookies	Ginger Shortbread	One Dozen	6
Cookies	Chocolate Chip	Single	5
Cookies	Butterscotch	Single	3
Cookies	Fudge Brownie	Single	3
Cookies	Cranberry Walnut	One Dozen	3
Cookies	White Chocolate Macademia Nut	Half-Dozen	3
Cookies	Snickerdoodle	Single	3

- 2 Select the **Create** tab on the Ribbon. Locate the **Reports** group, then click the **Report** command.



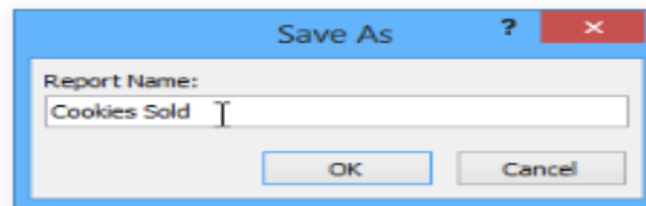
- 3 Access will create a new report based on your object.

- 4 It's likely that some of your data will be located on the other side of the **page break**. To fix this, **resize** your fields. Simply select a field, then **click** and **drag** its edge until the field is the desired size. **Repeat** with additional fields until all of your fields fit.



Product Types	[Products Table].[Product Name]	[Sales Unit].[Produce]
Cookies	Butter Pecan	One Dozen
Cookies	Butter Pecan	Single
Cookies	Butterscotch	Single
Cookies	Chocolate Banana Walnut	One Dozen
Cookies	Chocolate Banana Walnut	Single
Cookies	Chocolate Chip	Half-Dozen

- 5 To **save** your report, click the **Save** command on the **Quick Access toolbar**. When prompted, type a **name** for your report, then click **OK**.



Save As

Report Name:

Cookies Sold

OK Cancel


Contact

Contact_Form

Contact_Form_Split

Contact_Form_Multi_Items

Contact_Form_Split

Contact_Form_Split

Tuesday, May 2, 2023
6:41:06 AM

ID	First Name	Last Name	Email	Mobile Phone	Address
1	Mohamed	Ahmed	ma@gmail.com	1547	Cairo
2	Ali	Youssef	ay1111@gamil.com	1111	Giza
4	Gehad	Ahmed	gg@gmail.com	15478	Giza
5	Rana	Mohamed	r@gmail.com	155	Cairo
4					

Page 1 of 1