

UNIT- IV

Power Point: Creating and viewing a presentation, managing Slide Shows, navigating through a presentation, using hyperlinks, advanced navigation with action setting and action buttons, organizing formats with Master Slides, applying and modifying designs, adding graphics, multimedia and special effects.

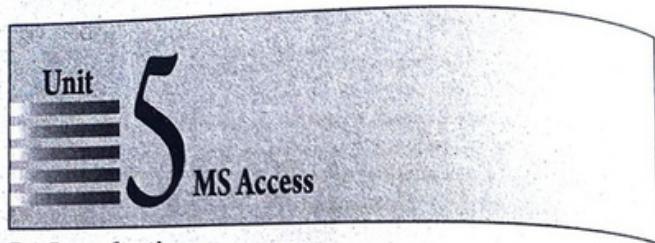
UNIT- V

Microsoft Access: Planning a database (tables, queries, forms, reports), creating and editing database, customizing tables, linking tables, designing and using forms, modifying database structure, Sorting and Indexing database, querying a database and generating reports.

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5. M.S. Access

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5.1 Introduction

MS Access, also known as Microsoft Access, is a Database Management System from Microsoft. It is a combination of the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. It is a member of the Microsoft Office suite of applications, included in the Professional and higher editions and also comes separately.

Microsoft Access stores data in its own format based on the Access Jet Database Engine. It can also import or link directly to data stored in other applications and databases.

MS Access having wide range of use, software developers and data architects can use MS Access to develop application software, and "power users" can use it to build software applications whereas normal user can also use Access to maintain their local level database. Like other Office applications, Access is supported by Visual Basic for Applications, an object-oriented programming language that can reference a variety of objects including DAO (Data Access Objects), ActiveX Data Objects, and many other ActiveX components. Visual objects used in forms and reports expose their methods and properties in the VBA programming environment, and VBA code modules may declare and call Windows operating-system functions.

5.2 Brief about Database

A database is a collection of objects that allow you to store data, organize it and retrieve it in any way you want.

The first databases implemented during the 1960s and 1970s were based upon either flat data files or the hierarchical or networked data models. These methods of storing data were relatively inflexible due to their rigid structure and heavy reliance on applications programs to perform even the most routine processing.

In the late 1970s, the relational database model which originated in the academic research community became available in commercial implementations such as IBM DB2 and Oracle. The relational data model specifies data stored in relations that have some relationships among them (hence the name relational).



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In relational databases such as Sybase, MySQL, Oracle, IBM DB2, MS more columns (Access calls a column a field). The data stored in each column must be of a single data type such as Character (sometimes called a "string"), Number, Date etc. A collection of values from each column of a table is called a record or a row in the table.

Different tables can have the same column in common. This feature is used to explicitly specify a relationship between two tables. Values appearing in column A in one table are shared with another table.

For example, if you run a store, you would create a Customers table, a Products table and an Invoices table. Then, when you open an account for a new customer you would have a Customer form to input a customer's data into the Customers table and an Order form to input the purchase information. Later, you could print any number of Sales reports, grouping and arranging the information from the Invoices, Customers and Products tables to analyze daily or weekly or monthly sales in all kinds of combinations.

When we open Microsoft Access it asks us to open existing database or we can choose Database from available database templates categories. As here in below figure we have choose Education Templates database for our examples.

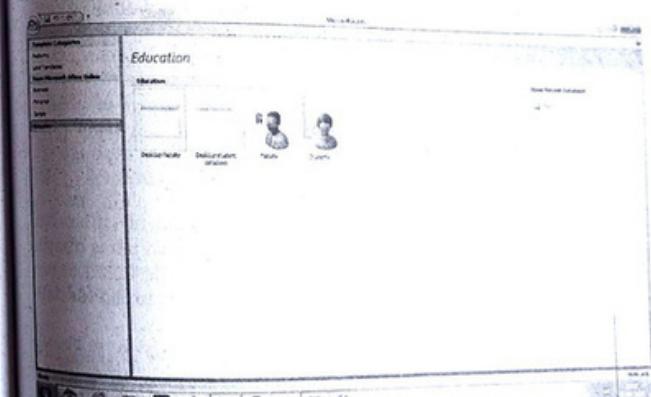


Fig. 1 : MS Access Database Tampolets

5.3 Working Area of MS Access

5.3.1 Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of Access. This button allows you

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to create a new database, open an existing database, save and save as, print, send, or close.

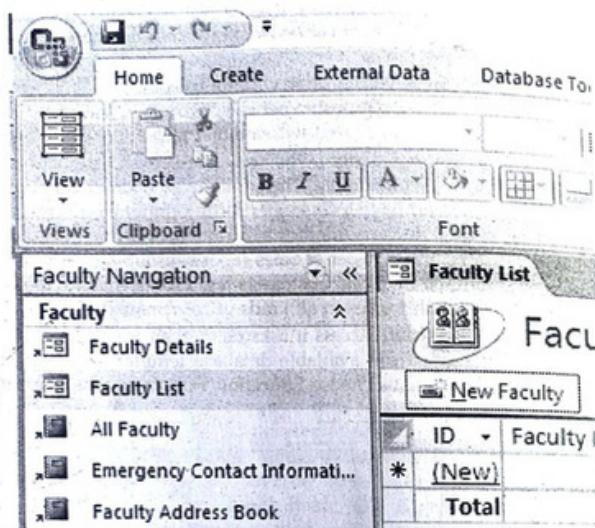


Fig. 2 : Navigation Tab

5.3.2 Ribbon

The ribbon is the panel at the top portion of the document. It has four tabs: Home, Create, External Data, and Database Tools. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Access database.

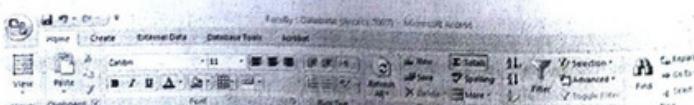


Fig. 3 : Home Tab

Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.

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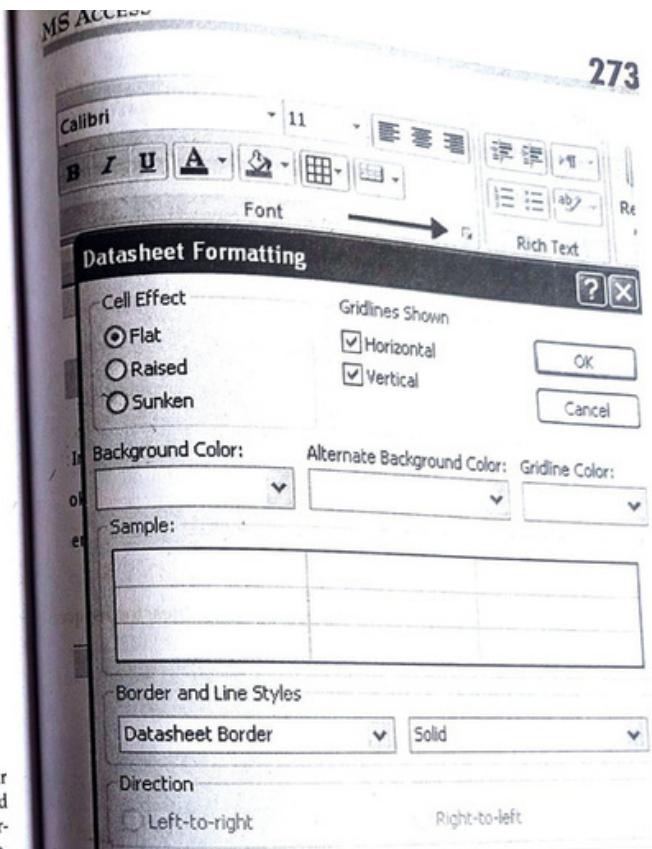


Fig. 4 : Use of Arrow on Groups

Home : Views, Clipboard, Fonts, Rich Text, Records, Sort & Filter, Find
Create : Tables, Forms, Reports, Other
External Data : Import, Export, Collect Data, SharePoint Lists
Database Tools : Macro, Show/Hide, Analyze, Move Data, Database Tools

5.3.3 Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the error at the end of the toolbar and click Show Below the Ribbon.

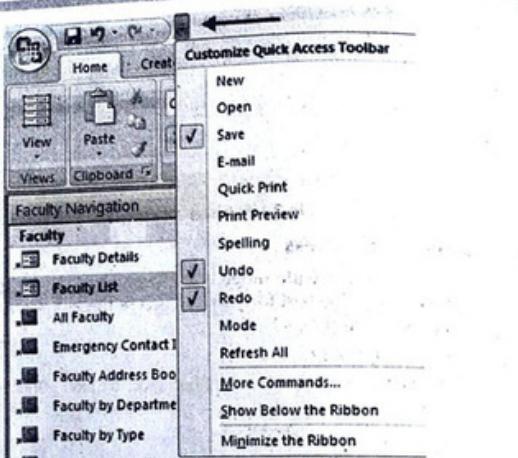


Fig. 5 : Quick Access Toolbar

5.3.4 Navigation Pane

The Navigation Pane displays database objects such as tables, forms, queries, and reports.

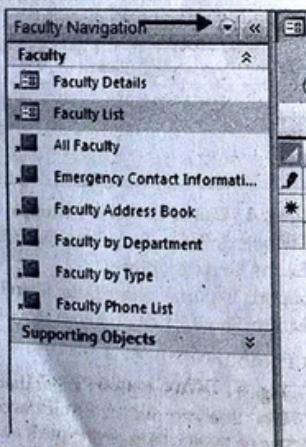


Fig. 6 : Navigation Pane

Tabbed Document Window Viewing

Tabbed document viewing opens tables, forms, queries and reports in the same window. Click the tabs to switch between windows.

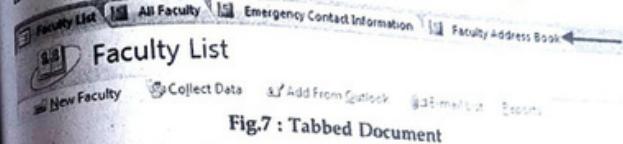


Fig.7 : Tabbed Document

5.3.5 Customising Access

Access 2007 offers a wide range of customizable options that allow you to make Access work the best for you. To access these customizable options:

- Click the Office Button
- Click Access Options



Fig. 8 : Office button options

5.3.5.1 Popular : These features allow you to personalize your work environment with the use of ScreenTips, the location and file format of the databases, and the username.

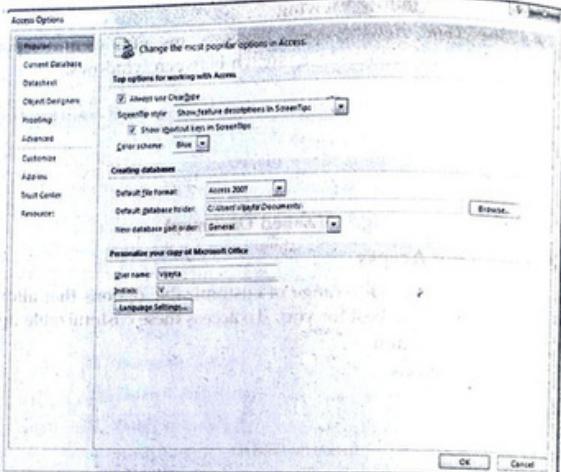


Fig. 9 : Access Options

5.3.5.2 Current Database : This feature allows you to set options for the Application, Navigation, Ribbon and Toolbars, AutoCorrect, and Filters.

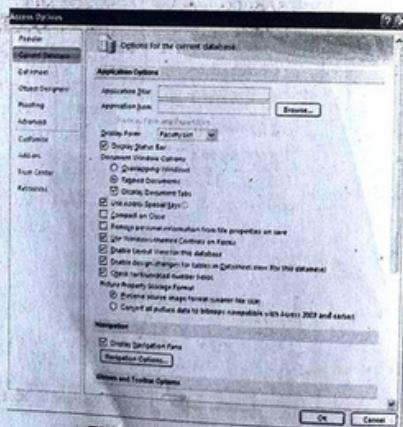


Fig. 10 : Database options

5.3.5.3 Datasheet : This features allows you to personalize options in the way the datasheet looks, including default colors, gridlines and cell effect, and font.

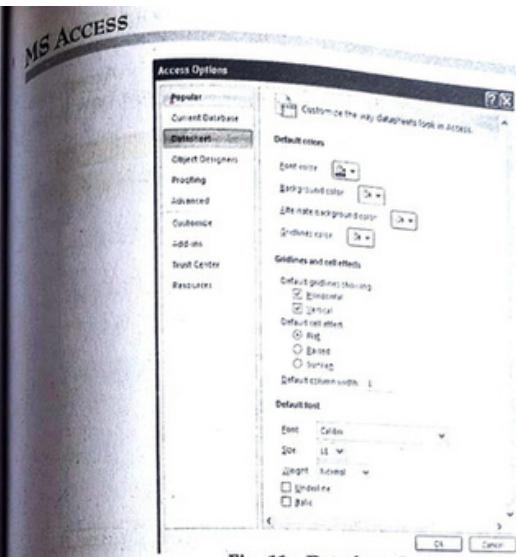


Fig. 11 : Datasheet Options

5.3.5.4 Object Designers : This feature allows you to customize the options for creating and modifying database objects in Access including Table Design, Query Design, Forms/Reports, and Error Checking.

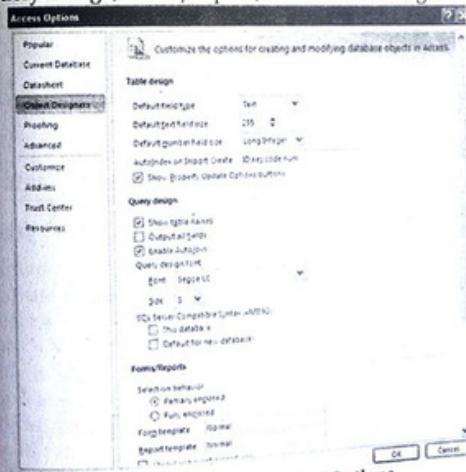


Fig. 12 : Object Designer Options

5.3.5.5 Proofing : This feature allows you to change how Access automatically corrects and formats the contents of the database and how it indicates errors.

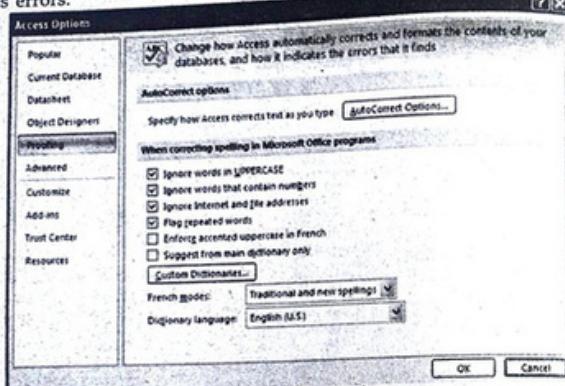


Fig. 13 : Proofing options

5.3.5.6 Advanced : This feature allows for advanced customization of Access including, Editing, Display, Printing, and other advanced options.

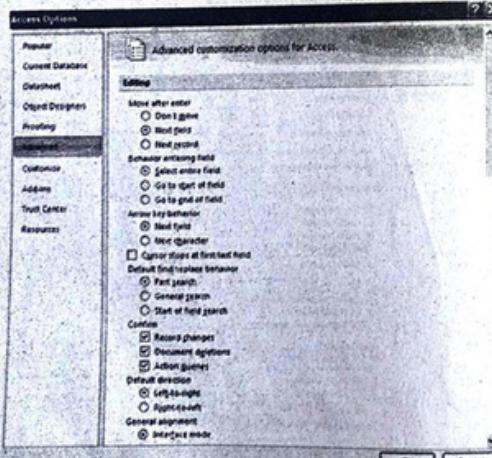


Fig. 14 : Advance options

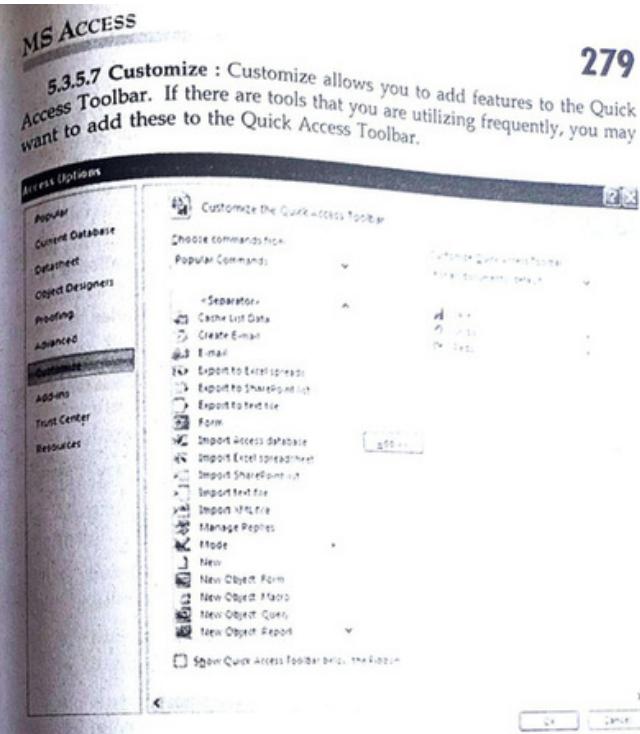


Fig. 15 : Customize options

5.4 Access Terminologies

5.4.1 Table

When we create a database, we store our data in tables—subject-based lists that contain rows and columns. For instance, you can create a Contacts table to store a list of names, addresses, and telephone numbers, or a Products table to store information about products.

A **table** is a collection of information arranged in rows and columns. Information about an item is displayed in a row. Columns contain the same type of information for each item. The table has a header row that tells you what data is contained in the columns.

A **database** can contain many tables, each storing information about a different subject. Each table can contain many fields of different types of data, such as text, numbers, dates, and hyperlinks.

Each table in Data base consists of Records and Fields

Each Record contains data about one instance of the table subject, such as a particular employee. A record is also commonly called a row or an instance.

Each Field contains data about one aspect of the table subject, such as first name or e-mail address. A field is also commonly called a column or an attribute.

A record consists of Field values, such as someone@example.com., Name of person or organization etc. A field value is also commonly called a fact.

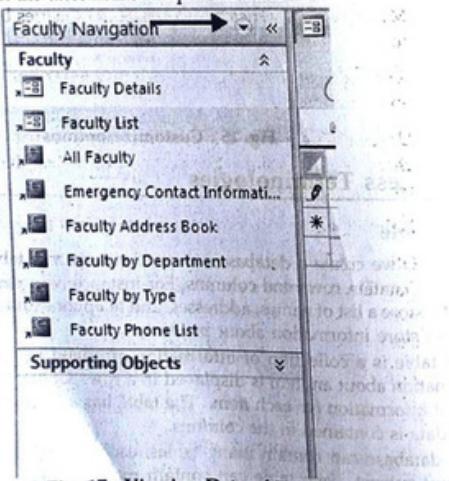
Because other database objects depend heavily on tables, we should always start our design of a database by creating all of its tables and then creating any other objects.

Faculty List						
	New Faculty	View Details	E-mail	Add From Outlook	Send E-mail	Print
ID	Faculty ID	First Name	Last Name	E-mail Address	Business Phone	Department
101	Ashish	Suman		ashishsuman@xyz.com	12345	Science
Total	1					Professor

Fig. 16 : Table in Access

To view data in a table:

- Click the arrow to open the navigation pane
- Double-click on the table name to open the table



5.4.2 Query

Queries select records from one or more tables in a database so they can be viewed, analyzed, and sorted on a common datasheet. A query can also perform calculations and display the results. The resulting collection of records, called a dynaset (short for dynamic subset), is saved as a database object and can therefore be easily used in the future. The query will be updated whenever the original tables are updated. Types of queries are select queries that extract data from tables based on specified values, find duplicate queries that display records with duplicate values for one or more of the specified fields, and find unmatched queries display records from one table that do not have corresponding values in a second table.

Queries are the second structure in Access. Tables hold the information, queries contain stored questions.

Query Types

Microsoft Access supports many types of queries. Following are some of the major categories:

- Select Queries:** Retrieve records or summaries (totals) across records. Also includes cross-tabulations.
- Make Table Queries:** Similar to Select Queries but results are placed in a new table.
- Append Queries:** Similar to Select Queries but results are added to an existing table
- Update Queries:** Modify data in the records. It is used to make changes to the table data in one hit, rather than dealing with the records one by one.
- Delete Queries:** Records are deleted from a table.
- Other:** The other types of query (Union, Cross-tab, Pass-through and Data Definition) are for advanced use. Access provides two primary ways to create select queries – the Query Wizard and the Query Designer.

To run a query:

- Click the arrow to open the navigation pane
- Double-click on the query name

The screenshot shows the Microsoft Access Query window. A query named 'Faculty' is displayed. The query includes fields: ID, Company, Last Name, First Name, E-mail Address, and Date of Birth. The 'Sort' and 'Criteria' sections are visible on the left.

Fig. 18 : Query Window

Record set

A record set is a table that displays groups of records from a base table or as a query result.

5.4.3 Form

A form is a graphical interface that is used to display and edit data. Forms can be developed from a table or a query. Forms can include calculations, graphics and objects.

In Access, a form is an object that generally serves following purposes:

- To allow users to perform data entry. Data can be inserted, updated, or deleted from a table using a Form object.
- To allow users to enter custom information, and based on that information perform a task. For example, you may want to ask a user for parameters before running a report.
- To allow users a method of navigating through the system. For example, you may create a form where a user can select a form to load, a report to run, etc.

You can view all of your form objects in the Navigation Pane
To view data using a form:

The screenshot shows the Microsoft Access Form window titled 'Faculty List'. The form contains fields for ID, Last Name, First Name, E-mail Address, Faculty ID, Department, Faculty Type, and Business Phone. The navigation pane at the top lists various forms and reports.

Fig. 19 : Form Window

5.4.4 Report

A report is an output of data arranged in the order you specify. Reports can perform calculations and display the results. A report is an object of Access. It is used to display your data in an organized manner. Reports can be used to print data.

To view data using a form:

- Click the arrow to open the navigation pane
- Double-click on the report name

Faculty by Department

Name	Faculty ID	Faculty Type	Office	Business Phone	E-mail Address
Jones, Linda	123				linda.jones@university.edu
Santana, Maria	147				maria.santana@university.edu
Singh, Ravi	2				ravi.singh@university.edu
Tata, Deepak	3				deepak.tata@university.edu

Fig. 20 : Report Window

5.5 Creating a New Database

You can create a new database from scratch or you can create a database from the database wizard.

5.5.1 New Database

To create a new database from scratch:

- Click the Microsoft Office Button
- Click New
- Click the New-Blank Database icon

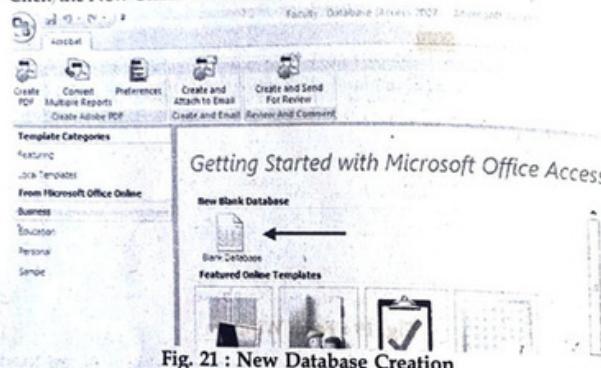


Fig. 21 : New Database Creation

5.5.2 Database Templates

To create a new database from the database templates:

- Click the Microsoft Office Button
- Click New
- Choose the type of database you wish to create



Fig. 22 : Database Tamplets

- Type in the name for the database
- Click Create

Blank Database

Create a Microsoft Office Access database that does not contain any existing data or objects.

File Name:

Database1.accdb

C:\Users\Vijayta\Documents\

Create

Cancel

Fig. 23 : Naming Database

5.5.3 Creating Table

5.5.3.1 Table Views : There are two ways to view a table in Access to add data to the table: Design View and Datasheet View.

In Design View you can view all the fields with the data types and descriptions. The records of information that has been added to the database is not viewable.

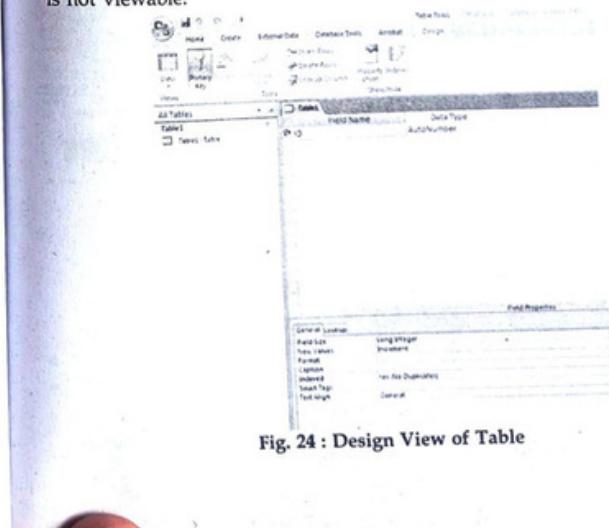


Fig. 24 : Design View of Table

5.5.3.2 Design View:

- Click the down arrow on the View button
- Click Design View

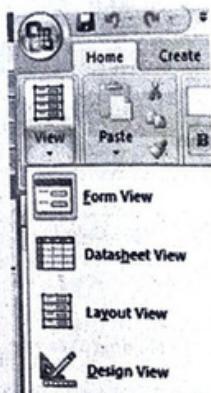


Fig. 25 : Design View

In Datasheet View you can display the records in a table, where one row is one record. The column headers are the fields you have defined for the database.

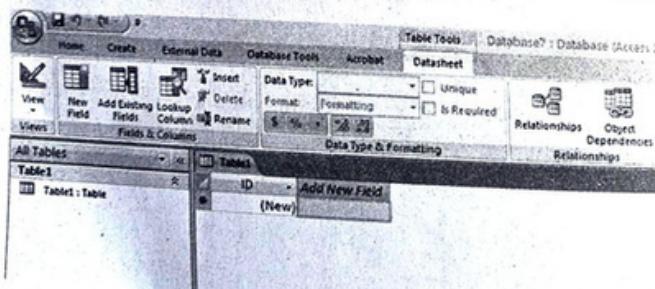


Fig. 26 : Data view of table

5.5.3.3 Datasheet View:

- Click the down arrow on the View button
- Click Datasheet View

5.5.4 Adding New Fields

There are many ways to enter new fields into a database. New fields can be added in the Datasheet View or in the Design View.

There are two ways to add a new field in Datasheet View: Add A New Field or the New Field Button.
To add a New Field within the Datasheet:

- Click the Add New Field column

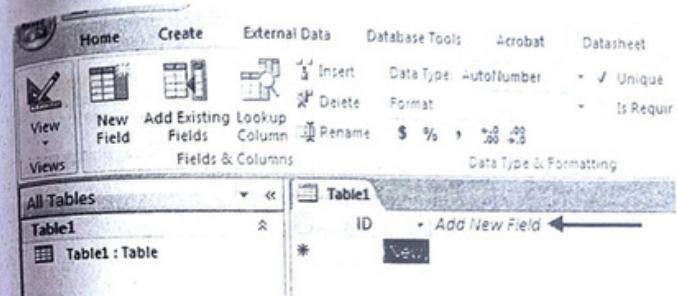


Fig. 27 : Adding New Field in Table

To add a new field by using the New Field Button

- Click the Datasheet tab on the Ribbon
- Click the New Field Button

Choose the type of field you wish to add from the Field Templates window



Fig. 28 : Adding New field in Design view

To add a new field in Design View:

- Click the Design View button
- Click on the next available field

Type in the Name of the field

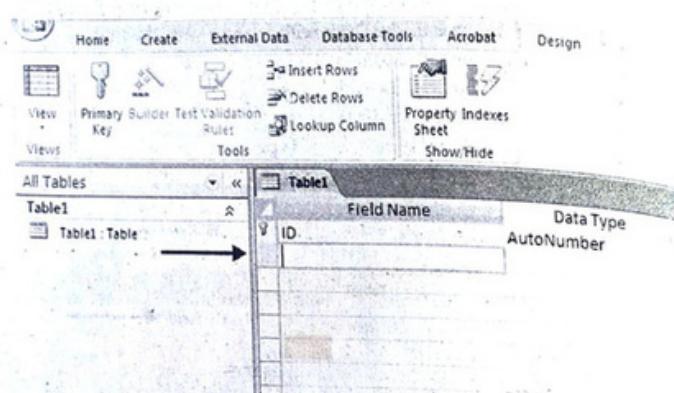


Fig. 29 : Adding New filed in Design view

5.5.5. Data Types

There are many types a data that a field can be predefined to hold. When you create a new field in a database you should closely match the data type to what will be entered into the field.

Text	Text, number, or a combination up to 255 characters
Memo	Similar to the text field, can contain text, numbers, or a combination up to 2 GB of data.
Number	Numbers up to 16 bytes of data
Date/Time	Date and Time information
Currency	Currency up to 8 bytes and precise to 4 decimal places
AutoNumber	Access creates a unique number for each new record. This is often the primary key for the table
Yes/No	Yes and No, stored as -1 for yes and 0 for no
OLE Object	Images, documents, graphs up to 2 GB
Hyperlink	Web addresses
Attachment	Attachments such as images, spreadsheets, documents, and charts.

Table : Data types in Access

5.5.6 Editing Data Types

When creating tables, you should define the data types of the tables to most closely match the type of data that will be entered in the field.

To edit the Data Type in Datasheet View:

- Click the field you wish to define
- Click the Datasheet tab on the Ribbon
- Click the down arrow next to Data Type

Choose the type of data that will be entered into the field

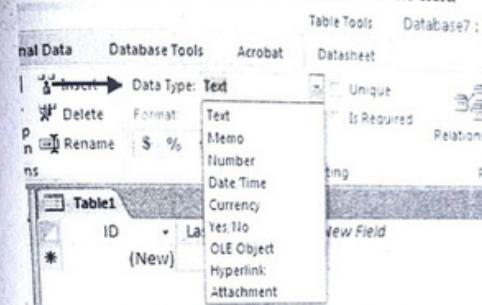


Fig. 30 : Editing Data type of field

To edit the format of the data:

- Click the field you wish to define
- Click the Datasheet tab on the Ribbon

Click the down arrow next to Format

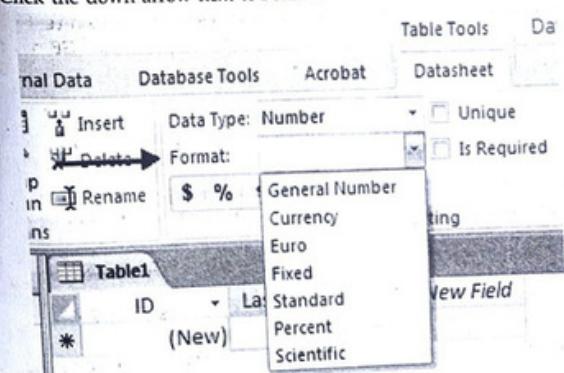


Fig. 31 : Editing format of Data type

To edit the Data Type in the Design View:

- Click Design View
 - Click the field name you wish to define or create a new field
 - Click the Data Type
 - Choose the appropriate Data Type
- Format the field in the Field Properties Dialog box

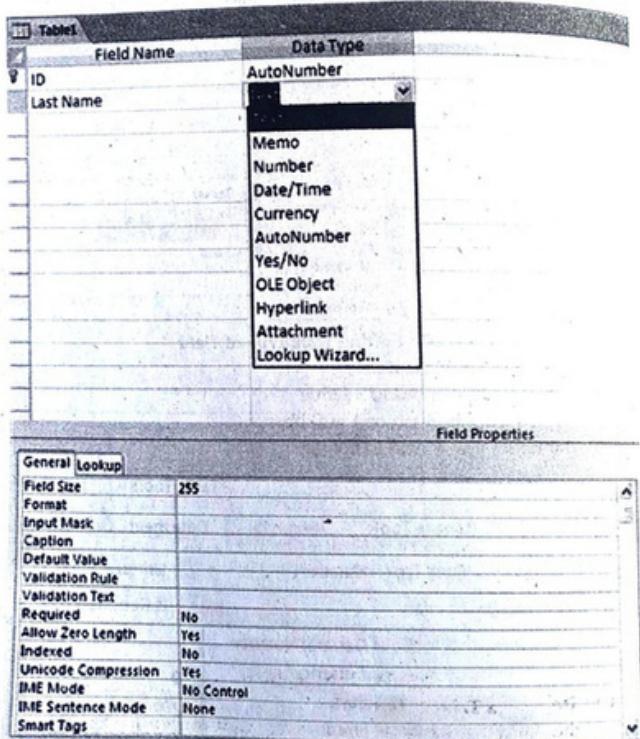


Fig. 32 : Editing Datatypes in Design View

5.5.7 Manage Tables

5.5.7.2 Delete a Table :

- To delete a table:
- Open the desired database by clicking the Microsoft Office Button and clicking Open
 - Right click on a table and choose Delete



Fig. 33 : Table options

5.5.7.5 Rename a Table :

- To rename a table:
- Open the desired database by clicking the Microsoft Office Button and clicking Open
 - Right click on a table and choose Rename
 - Type in the new name

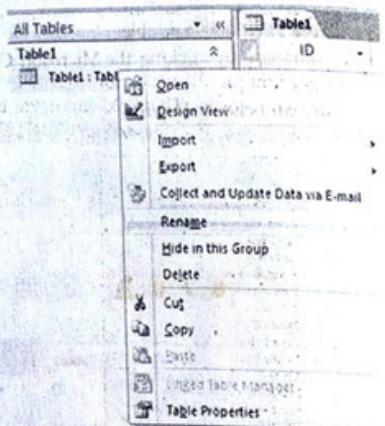


Fig. 34 : Renaming a table

5.5.7.3 Add a Description to a Table

To add a description to a table

- Open the desired database by clicking the Microsoft Office Button and clicking Open.
- Right click on a table and choose Table Properties
- Click the Description text box
- Type in the description

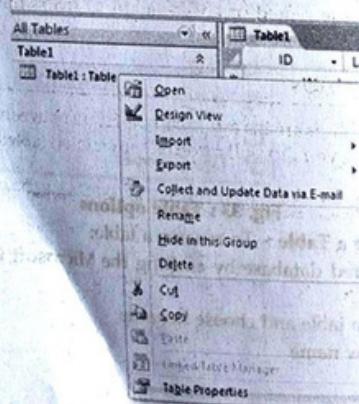


Fig. 35 : Adding Description to table

5.6 Keys**5.6.1 Primary Key**

The primary key is a unique identifier for a record. The primary key cannot be the same for two records. This field can never be blank.

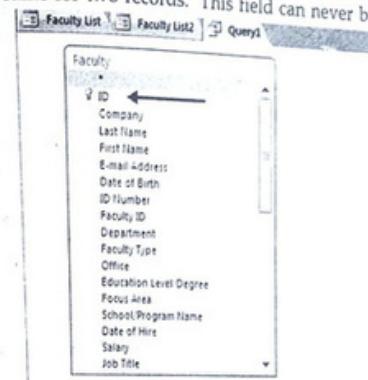


Fig. 36 : Primary Key

5.6.2 Composite Key

A composite key is a primary key that is comprised of two or more fields. It can also be called a compound or concatenated key.

5.6.3 Foreign Key

A foreign key is a field or combination of fields that are related to the primary key of another table.

5.7 Relationships

Table relationships are the associations of data between tables. By defining table relationships, you can pull records from related tables based on matching fields.

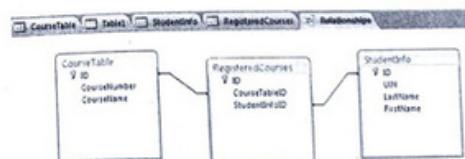


Fig. 37 : Table Relationship

5.7.1 One-to-One Relationship

A one-to-one relationship is between two tables where the primary key in one table and the foreign key in another table are the same. For each record in the first table, there is a single matching record in the second table.

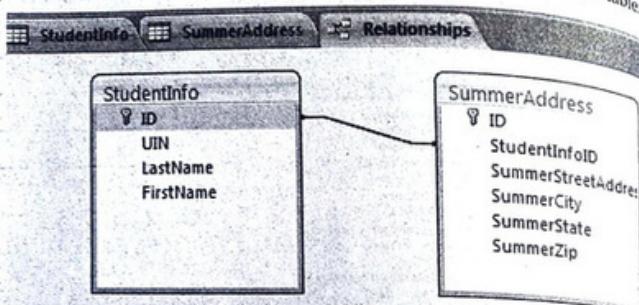


Fig. 38 : One-to-One Relationship

5.7.2 One-to-Many Relationship

A one-to-many relationship occurs between two tables where the primary key in one table can be duplicated many times in another table.

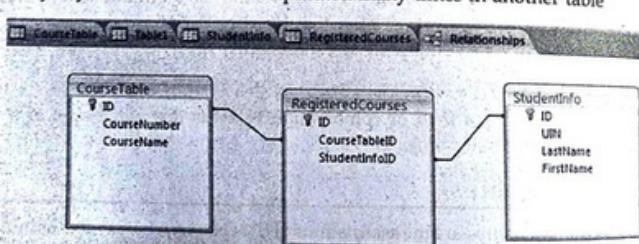


Fig. 39 : One-to-Many Relationship

5.7.3 Creating Table Relationships

To create relationships between tables:

- Click the Database Tools tab on the Ribbon
- Click the Relationships button

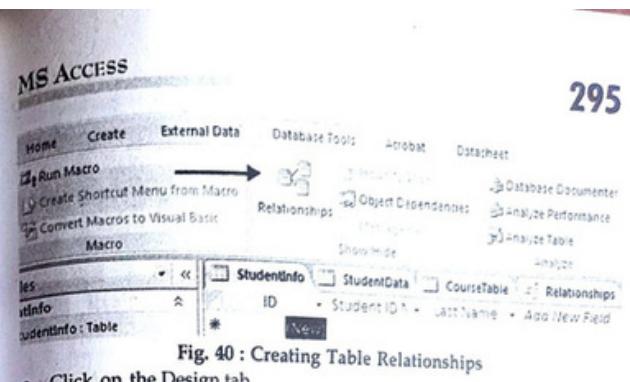


Fig. 40 : Creating Table Relationships

- Click on the Design tab
- Click Show Table

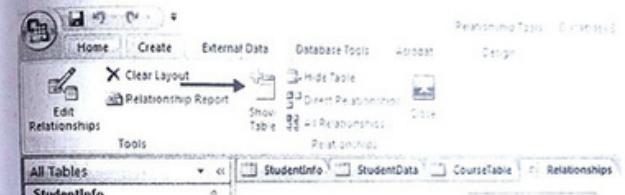


Fig. 41 : Adding Relationships

Select the desired tables

- Click Add
- Click Close

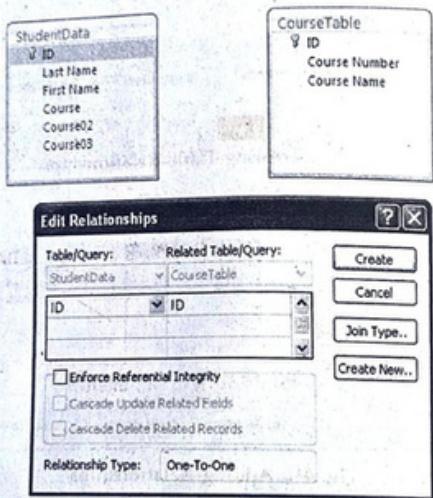


Fig. 42 : Tables

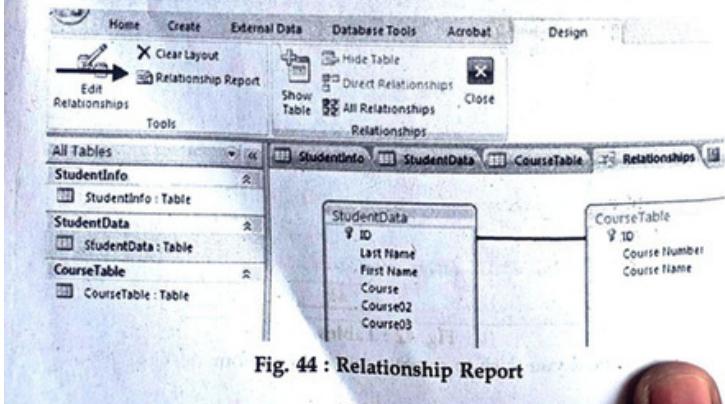
- Click the field you wish to create a relationship from

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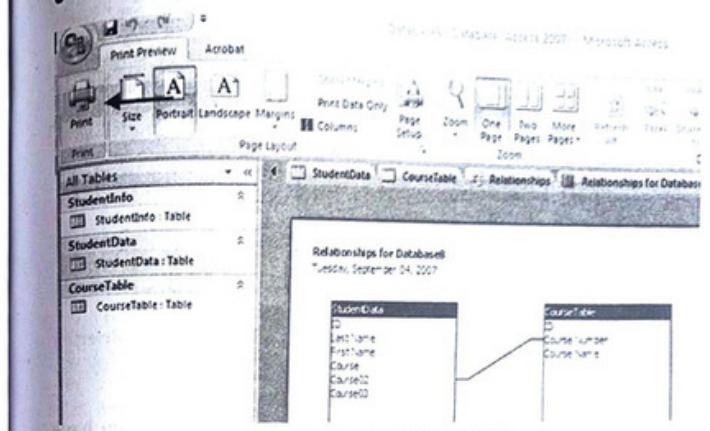
- Drag it to the matching field in the other table
- Click Create

**Fig. 43 : Relating Tables****Print a Table Relationship**

- Click the Database Tools tab
- Click the Relationships Button
- Click the Relationship Report Button on the Design tab

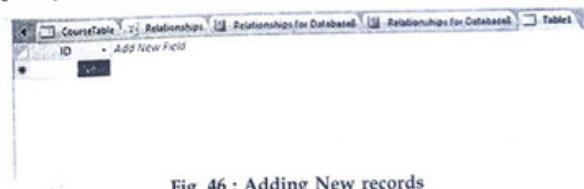
**Fig. 44 : Relationship Report****297****MS ACCESS**

- Click the Print button

**Fig. 45: Printing Relationship****5.8 Managing Data****5.8.1 Adding Records to a Table**

- To add a new record to a table:
- Open the table in Datasheet View
 - Click the New Cell

Type in your new record

**Fig. 46 : Adding New records****5.8.2 Find and Replace**

- To find data:
Click the Find button on the Home tab

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Fig. 47 : Find button

To find and replace data:

Click the Replace button on the Home tab



Fig. 48 : Find and Replace

When you are searching for data for a find, replace or go to, you have several options in the Find Dialog Box. These options are:

Find What Text Box	Type the text you wish to find
Link in Drop Drop-Down List	Use the drop-down list to specify a table or a column to search
Match Drop-Down List	Use the drop-down list to narrow down the search to a field or the beginning of a field
Search Drop-Down List	Use this drop-down to specify the direction to search.
Match Case Check Box	Use this check box to specify whether to search by the same upper and lower case letters.

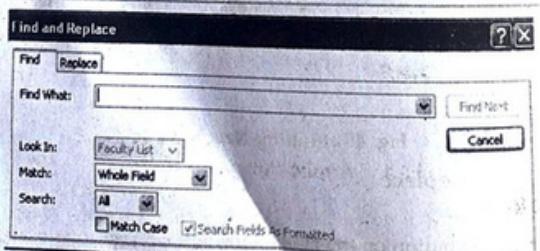


Fig. 49 : Find Tool box

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5.8.3 Totals

The totals button provides you the opportunity to add a totals row to your database. The total can be the sum, average, a count, minimum, maximum, standard deviation, or the variance. To set up a totals row:

Click the Totals button on the Home tab

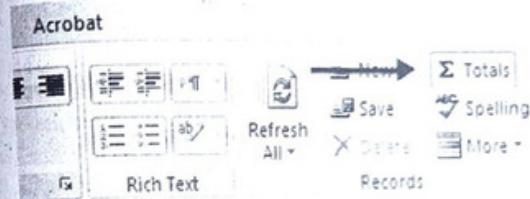


Fig. 50 : Total tab

- Click the down arrow of the cell where you want the totals
- Click the appropriate choice



Fig. 51 : Application of Totals tab

5.8.4 Sort Records

You can sort records in a datasheet by a single column or by two adjacent columns. To sort records by a single column:

- Select the field you wish to sort
- Click the Sort Ascending or Sort Descending button

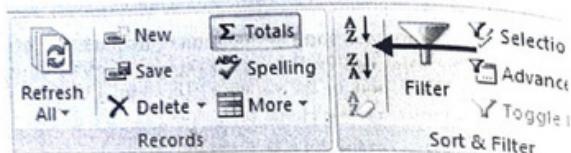


Fig. 52 : Sorting Records

To sort two columns:

- Move the columns to they are adjacent to each other
- Select the desired columns for sorting by holding the shift key and clicking the columns
- Click the Sort Ascending or Sort Descending button



Fig. 53 : Sorting more than 1 column

To clear the sort:

Click the Clear Sort button

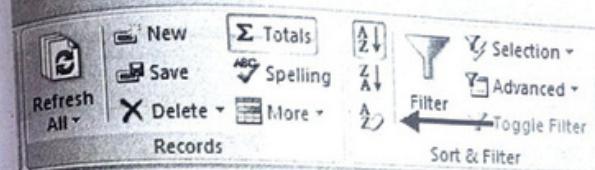


Fig. 54 : Clearing Sorting

5.8.5 Filter Records

You can filter records to include only records that you want to display. To filter by a column:

- Open the database in Datasheet View
- Click the down arrow in the field label
- Choose the appropriate filter criteria
- Click OK

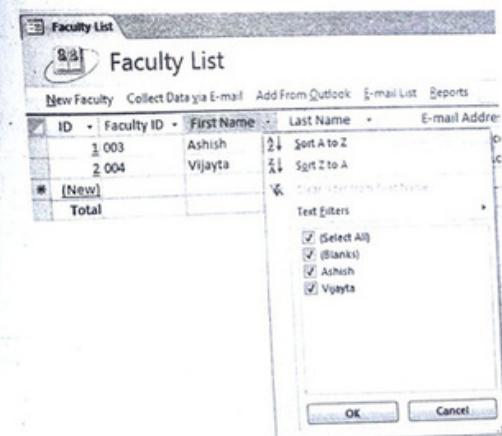


Fig. 55 : Applying Filter

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To remove a filter:

- Click the filter button on the field label
- Click Clear Filter
- Click OK

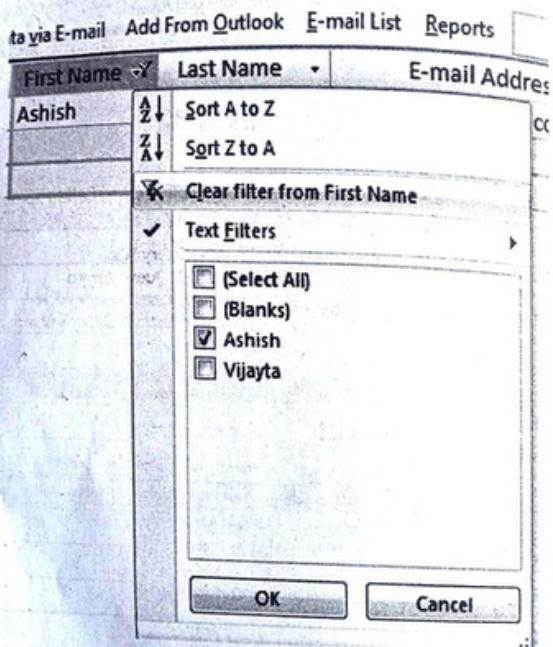


Fig. 56 : Remaining Filter

5.9 Query

A query allows you to select and filter data from multiple tables. Queries can be saved and utilized as often as you need them.

5.9.1 Query Wizard

The Query Wizard walks you through the steps to set up a query. To run a query using the query wizard:

- Click the Create tab
- Click the Query Wizard button

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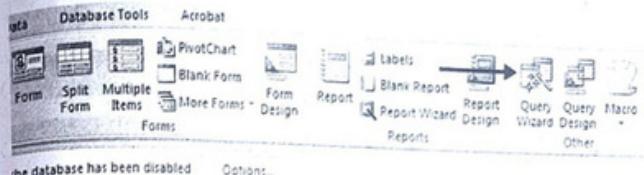


Fig. 57 : Query Wizard

- Choose the type of query you wish to run
- Click OK

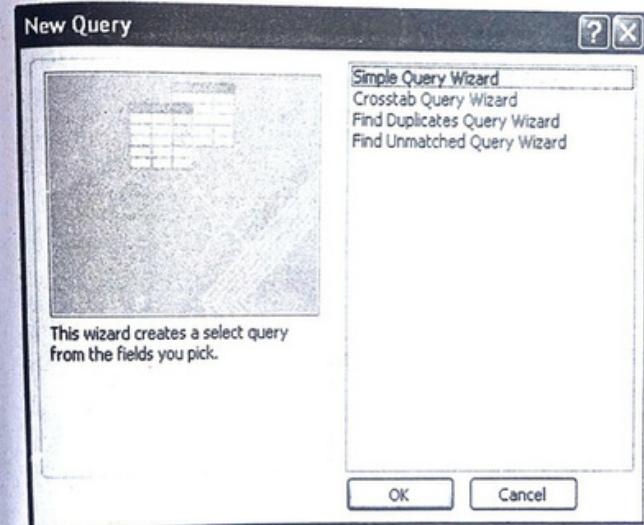


Fig. 58 : Query Wizard

- Choose the fields you wish to include from each table
- To select fields from different tables, click the Tables/Queries down arrow
- Click Next

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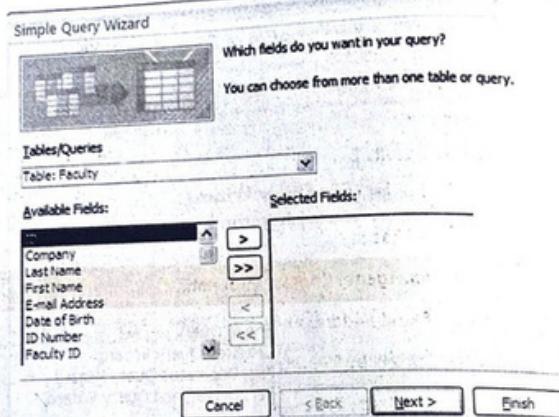


Fig. 59 : Query Wizard Options

- Type in a title for the query
- Click Finish

The query will display

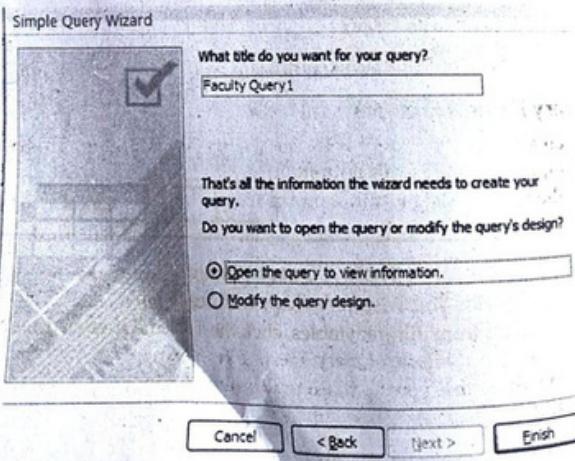


Fig. 60 : Query Wizard Options

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To switch between tables and queries:

- Open the Navigation Pane
- Double click the name of the table or query you wish to view

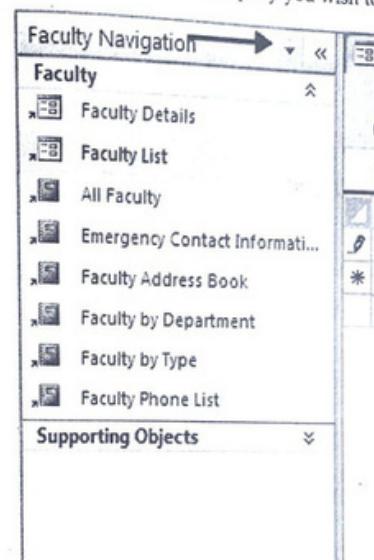


Fig.61 : Navigation Pane

5.9.2 Query Design Features

You can also design a query with the Query Design Button. To design a query using the Query Design Button:

Click the Query Design Button on the Create tab



Fig.62 : Query Desing Feature

- Select the tables that you would like to query
- Click Add

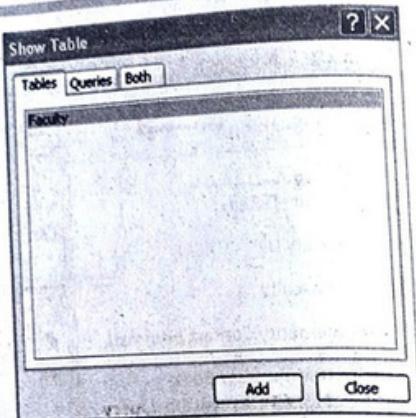


Fig. 63 : Tables in Database

- Double click the name of the field you would like to query
- Repeat this process for as many fields as you would like in the query

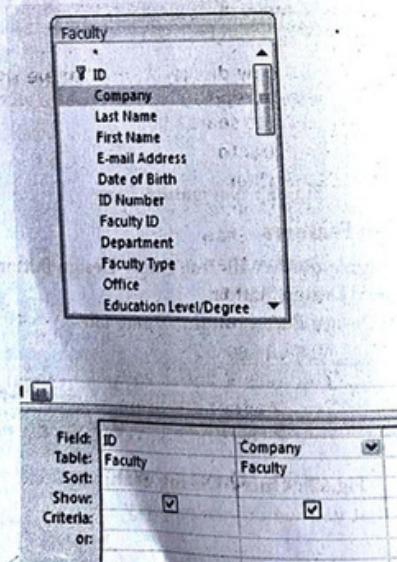


Fig. 64 : Query Design Menu

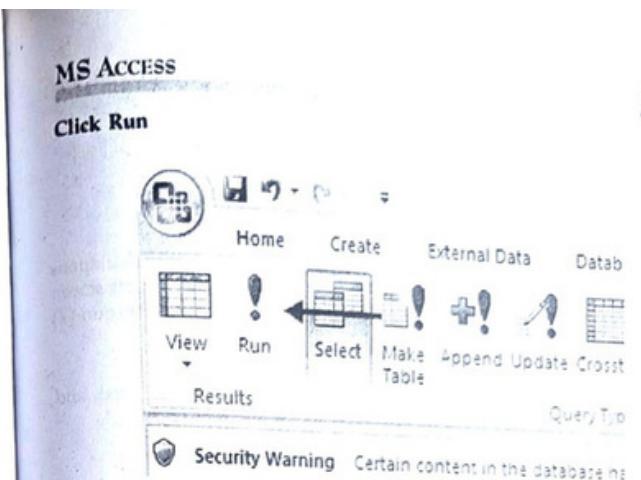


Fig. 65 : Executing Query

5.9.3 Query Criteria

Query criteria are search conditions used in a query to retrieve specific data. You can set query criteria to be a specific number or data set, or you can set the criteria to be a range of data.

"value"	Will only display items that are that exact value (replace the word value with what you want to search by)
=	Is equal to
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<>	Not equal to
Between X And Y	Within a range (replace X & Y with values)
Is Null	Null values
And	True only if both conditions exist
Or	True if either condition exists
Not	True if the single instance is not true

Table : Query Criteria

To specify search criteria:

- Click the query that you wish to add conditions
- Type in the appropriate query criteria in the Criteria Box

5.9.4 Calculating Fields

A calculated field is a field that gets its information from the calculations performed on other fields. You can build calculated fields in the Query screen by using the addition (+), subtraction (-), multiplication (*) and division (/) operators.

Expressions

Expressions a combination of functions, field names, numbers, text, and the operators listed above.

To build an expression to create a calculated field:

- Open an existing query or start a new query
- Click on the View Button
- Click on Design View

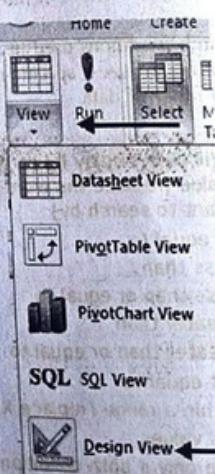


Fig. 66 : Expression

- In the Query Pane, right-click on the field where you would like to create the calculation
- Click Build

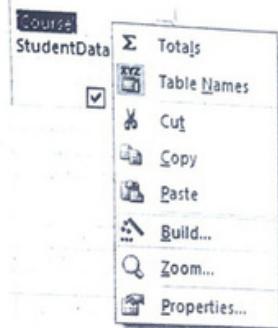


Fig. 67 : Adding Expression in Query

- Choose the tables that you wish to build the calculation from
- Double-click the field that you want to include in the calculation
- Click the operator that you wish to include in the calculation
- Click the second field you wish to include in the calculation
- Click OK

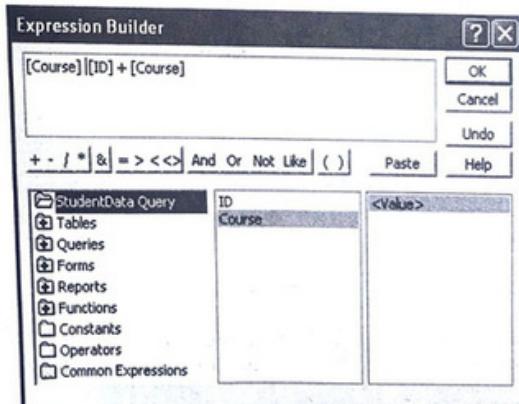


Fig. 68 : Expression builder

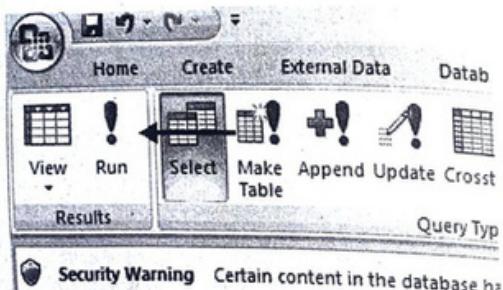
Click Run

Fig.69 : Executing Expression

Zoom

The Zoom Dialog Box allows you to view an entire expression at one time. To view the Zoom Dialog Box:

- In Design View, right click on the field you want to display
- Click Zoom

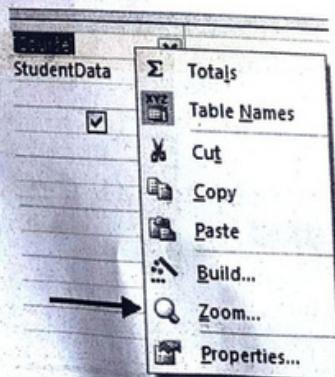


Fig.70 : Zoom Dialog Box

5.10 Forms**WHAT IS A FORM?**

In Access, a form is an object that generally serves three purposes:

1. To allow users to perform data entry. Data can be inserted, updated, or deleted from a table using a Form object.
2. To allow users to enter custom information, and based on that information perform a task. For example, you may want to ask a user for parameters before running a report.
3. To allow users a method of navigating through the system. For example, you may create a form where a user can select a form to load, a report to run, etc.

You can view all of your form objects in the Navigation Pane. To do this, click on the Navigation Pane menu and select "Object Type" from the popup menu.

Forms allow you to control the look and feel of the screen for the input of data and the reports generated.

5.10.1 Form Views

There are three ways to view forms in Access:

Design View	Allows you to design a form that includes a header, a footer, and details in the form. You can also add images and control which fields appear on the form.
Form View	This is a dynamic page which allows the user to enter and edit data or navigate through data in a field.
Layout View	This view allows you to design the form and manipulate data.

5.10.2 Create a Form

You can create a form from a table or a query. To create a form:

- Click the Create tab
- Click the Form Design button



Fig. 71 : Creating Form

- Click the Format tab
 - Click the Add Existing Fields button
- In the Field List box on the right, click and drag the fields you would like on the form

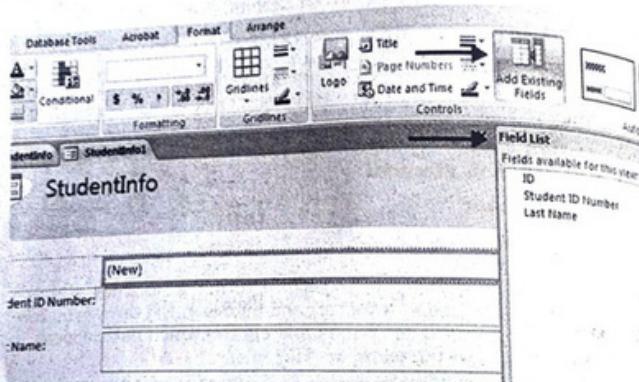


Fig. 72 : Field List

To change the colors and fonts, click the Property Sheet button on the Arrange tab

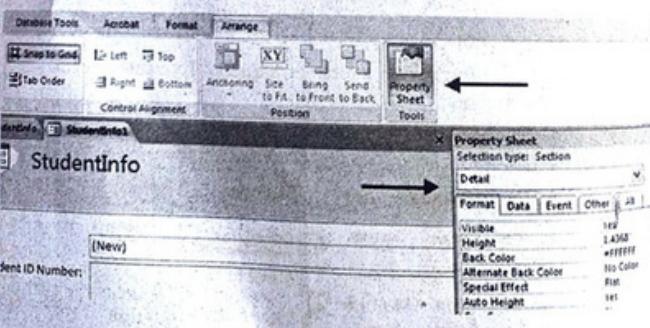


Fig. 73 : Property Sheet

Insert pic of property sheet button

- Choose the Section you wish to modify
- Choose the properties you wish to modify



Fig. 74 :Colour Plate

To preview the form:

- Click the Views button on the Home tab
- Click the Form View button

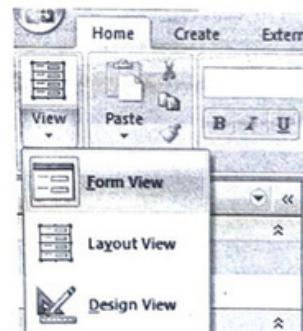


Fig. 75 : Form View

5.10.3 Form Wizard

You can create forms with the help of the Form Wizard. To use the form wizard:

- On the create tab, click the More Forms down arrow

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- Click Form Wizard

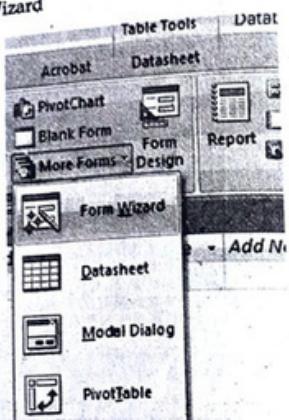
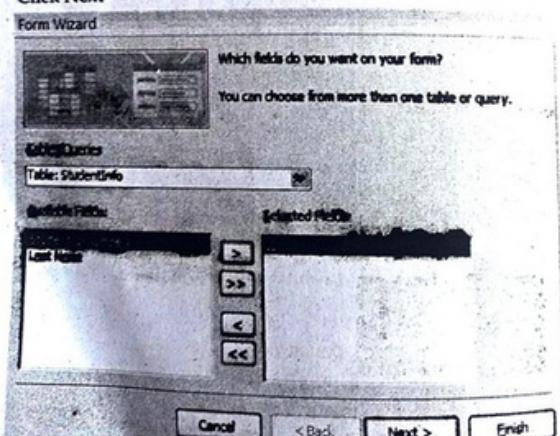


Fig. 76 : Form Wizard

- Choose the Tables/Queries that you wish to have on the form
- Choose the fields you wish to have on the forms
- Click Next



- Choose the layout for the form
- Click Next

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Form Wizard

What layout would you like for your form?



- Columnar
 Tabular
 Rdsheet
 Justified

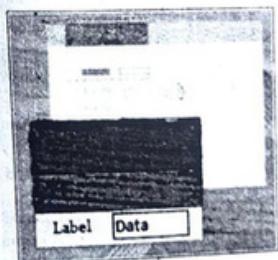
Cancel < Back Next > Finish

Fig. 78 : Form Wizard steps

- Choose a style
- Click Next

Form Wizard

What style would you like?



Cancel < Back Next > Finish

Fig. 79 : Form Wizard steps

- Create a title for the form
- Choose whether you want to open the form to view it or modify the form's design
- Click Finish

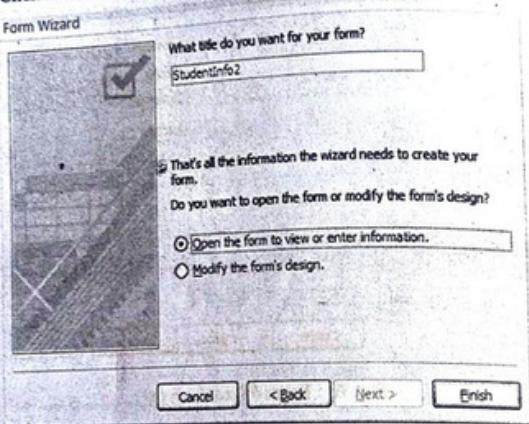


Fig. 80 : Form Wizard steps

5.11 Reports

Reports are a means to view and analyze large amounts of data. You can use the Report Wizard or create a custom report that meets your specific needs.

5.11.1 Report Views

Reports can be displayed in four views:

Design View	This view provides you with the structure of your report. You can add, modify or delete components of the report but you cannot manipulate the data in the tables associated with the report.
Report View	This view allows you to view the data from the table but not to change any layout of the report.
Layout View	This view allows you to see data from the table and add, modify, and delete components of the report.
Print Preview	This view allows you to see what your report will look like when it is printed.

To change report views:

Click the View button on the Home tab

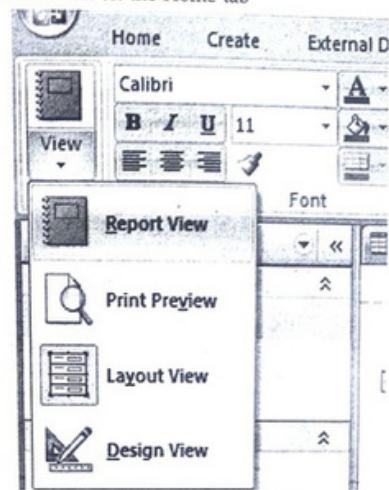


Fig. 81 : Report Views

5.11.2 Creating Report

To create a blank report:

Click the Blank Report button on the Create tab

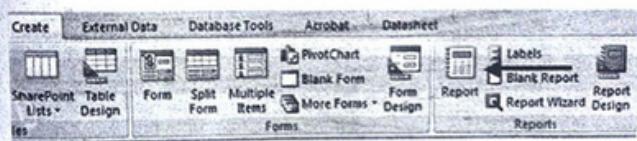


Fig. 82 : Creating Report

- Click the Add Existing Fields button
From the field list, Click and drag the fields to the report

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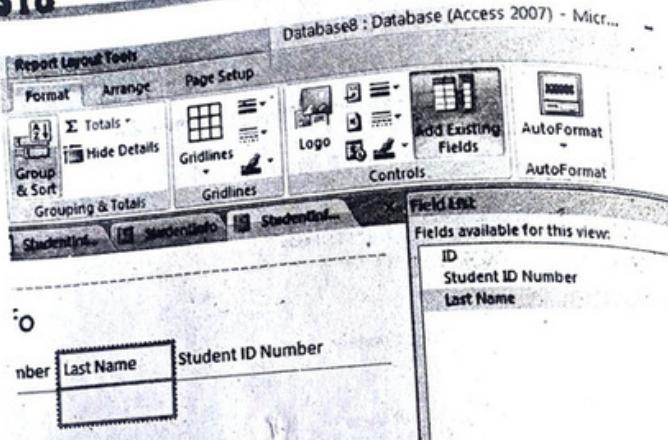


Fig. 83 : Report Designing

5.11.3 Report Wizard

To create a report using the report wizard:
On the Create tab, click the Report Wizard button

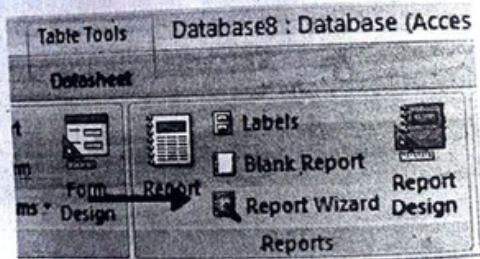


Fig. 84 : Report Wizard

- Choose the Tables/Queries that you wish to have on the form
- Choose the fields you wish to have on the forms
- Click Next

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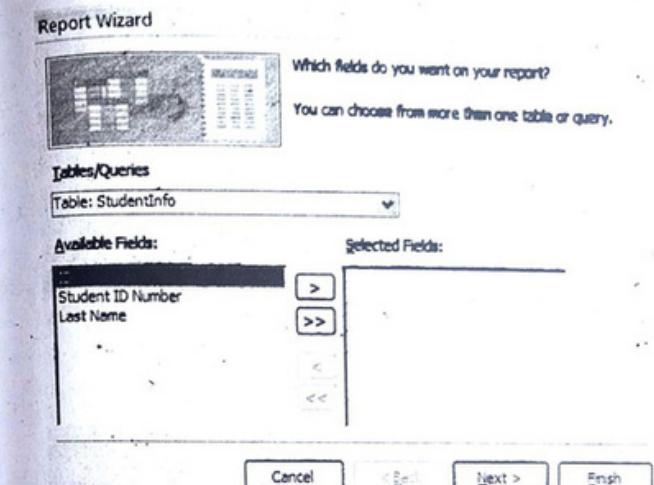


Fig. 85 : Report Wizard Steps

Choose the sort order for your report

Report Wizard

What sort order do you want for your records?

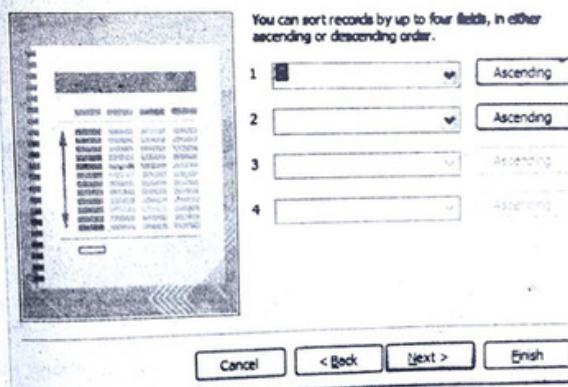


Fig. 86 : Report Wizard Steps

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- Choose the layout for the form
- Click Next

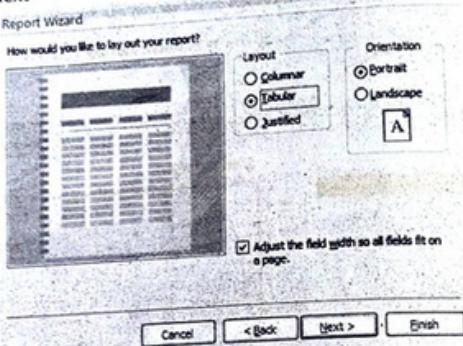


Fig. 87 : Report Wizard Steps

- Choose a style
- Click Next

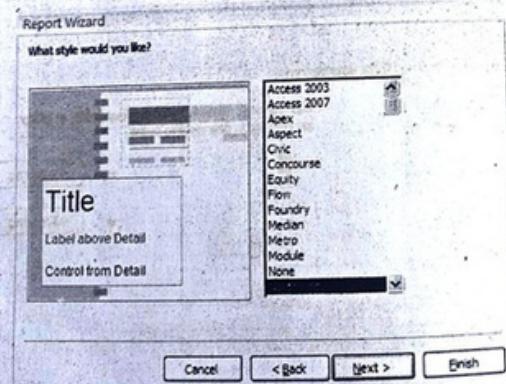


Fig. 88 : Report Wizard Steps

- Create a title for the form
- Choose whether you want to open the form to view it or modify the form's design
- Click Finish

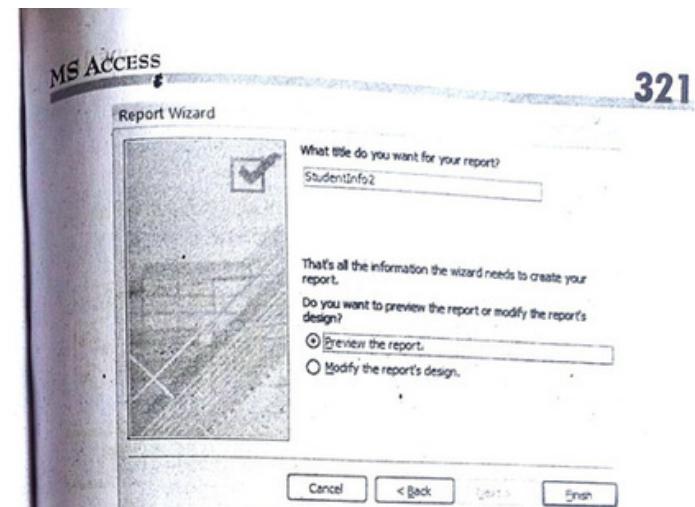


Fig. 89 : Report Wizard Steps

5.11.4 Custom Calculated Fields

You can create reports that include calculated fields. These reports will display information that you wish to report with an arithmetic calculation. To add a custom calculated field to a report:

- Open the Report that you wish to add to
- Click the View button
- Click Design View

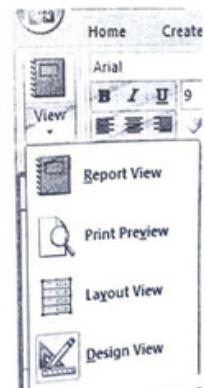


Fig. 90 : Adding Custom Calculated field

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- Click the Design tab
- Click the Text Box button

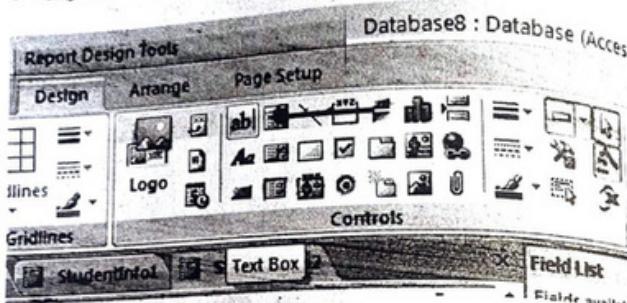


Fig. 91 : Desing button window

- Click the section on the report where you would like to locate the textbox
- Click the Property Sheet Pane

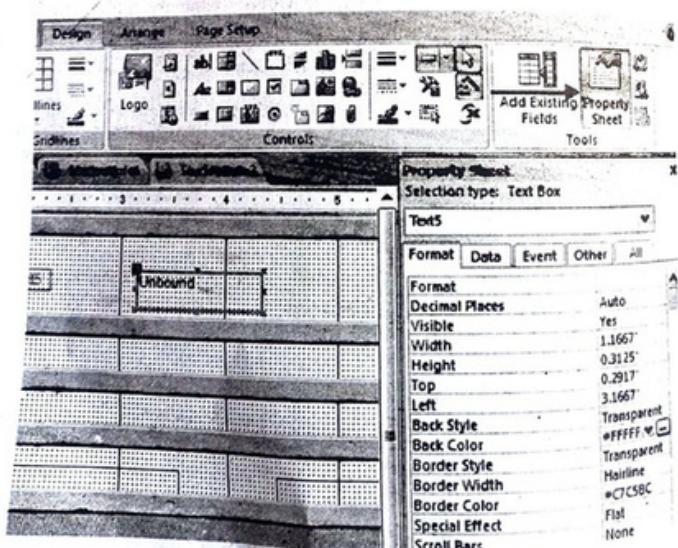


Fig. 92 : Property Sheet

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- Click the Data tab
- Click the three dots next to Control Source



Fig. 93 : Inserting fields for custom calculation

- Insert the fields you wish to include in the calculation and the mathematical operations.
- Click OK

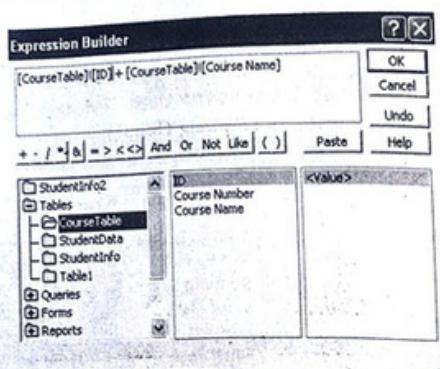


Fig. 94 : Expression Builder

5.11.5 Print a Report

After you have generated a report, you can print the report. To print the report:

Print a Report

To print a report:

- Select the report you wish to print
- Right-click on the Report Name
- Click Print Preview

Choose the appropriate layout, margins, and paper size in the Page Layout group

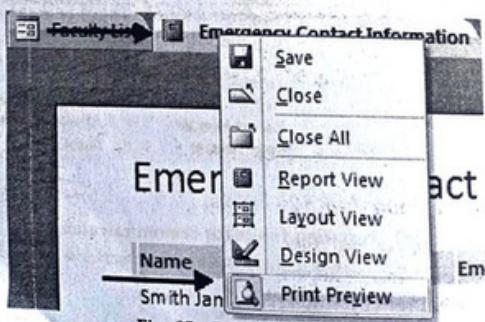


Fig. 95 : Printing Report

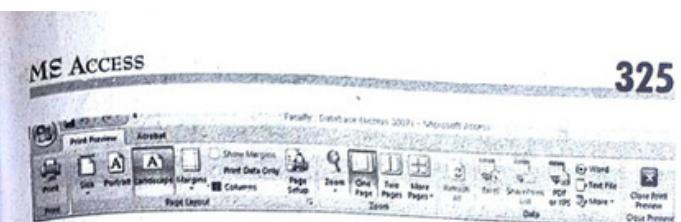


Fig. 96 : Printing Options

- Click Print
- Click OK

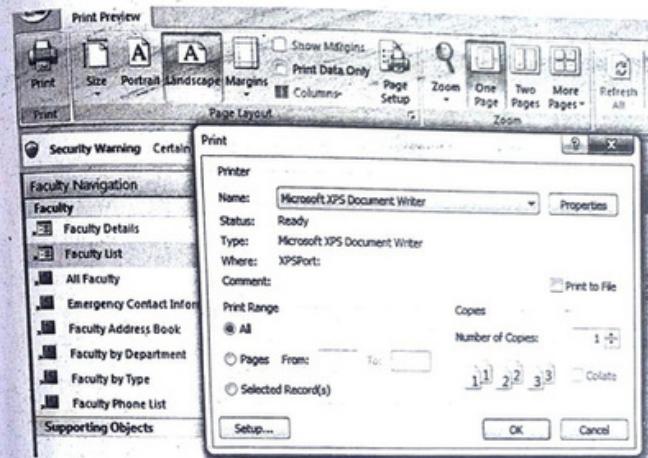


Fig. 97 : Printing Report

Exercises

Very Short Questions (upto 20 words)

(2 marks each)

1. What do you mean by Table?
2. What do you mean by Report?
3. What do you mean by Forms?
4. What do you mean by query?
5. What do you mean by Relationship?

6. What do you mean by Sorting?
7. What are the types of Query?
8. What are different views of Forms?
9. What do you mean by field in database?
10. How many types of keys are available in MS Access?

Short Questions (upto 80 words)

(4 marks each)

1. What are the types of relationship?
2. What do you mean by data types of field in table of MS Access?
3. What do mean by property sheet in Forms of MS Access?
4. What is the role of Report Wizard?
5. What do you mean by Database?

Long Answer Questions

(12 marks each)

1. What do you mean by MS Access? Explain its use in Database?
2. What is the role of query in MS Access?
3. What is role of tables in database? How will you create tables in MS Access?
4. What are Forms? How will you design a form in Access?
5. What is use of Reports? How will you print report as per user requirement?

