

## Form wizard

Ques. What are forms?

Ans. Forms are objects that are used to get data from user in interactive manner.

**FORMS** provides user friendly

interface to enter data and

this entered data is stored in

the tables of the database.

Ques. What are the steps of creating a form?

Ans. Steps are as under:

- ① Start Base and open the database.
- ② Click Forms and click use wizard to create Form option.
- ③ Select tables and fields to be included in the form.  
and click **Next**
- ④ Choose arrangement of the Form



Date \_\_\_\_\_  
Page \_\_\_\_\_

⑤ Choose Apply styles and Field border.

⑥ Give a name to your form and click Finish.

Ques. What are different ways of modifying a form?

Ans. Steps of modifying form are:

① open Base

② Select Forms (from left pane)

③ Right click and go to edit

→ Ways through which you can modify a form are as under:

① Changing a field's width and Position

② By adding Labels

③ By changing Background

Note \* Records can be easily

Searched

Inserted

Deleted

using Form



## Report Wizard

Ques. What is a Report?

Ans. A database report is the formatted result of data coming from database objects like tables or queries.

Reports are useful tools for  
decision-making and  
analysis.

Ques. What are the steps of creating a Report?

Ans. Steps of creating a Report are :

- ① Click Report and click on Use wizard to create Report option
- ② Select fields (same way selected for form)
- ③ Give labels for the fields
- \* ④ Specify if you want to group the data on the basis of any field or not.

- ⑤ Choose Sorting if you want a particular sort order of your report.
- ⑥ Choose layout of your report
- ⑦ At last, give name to your Report and click Finish.