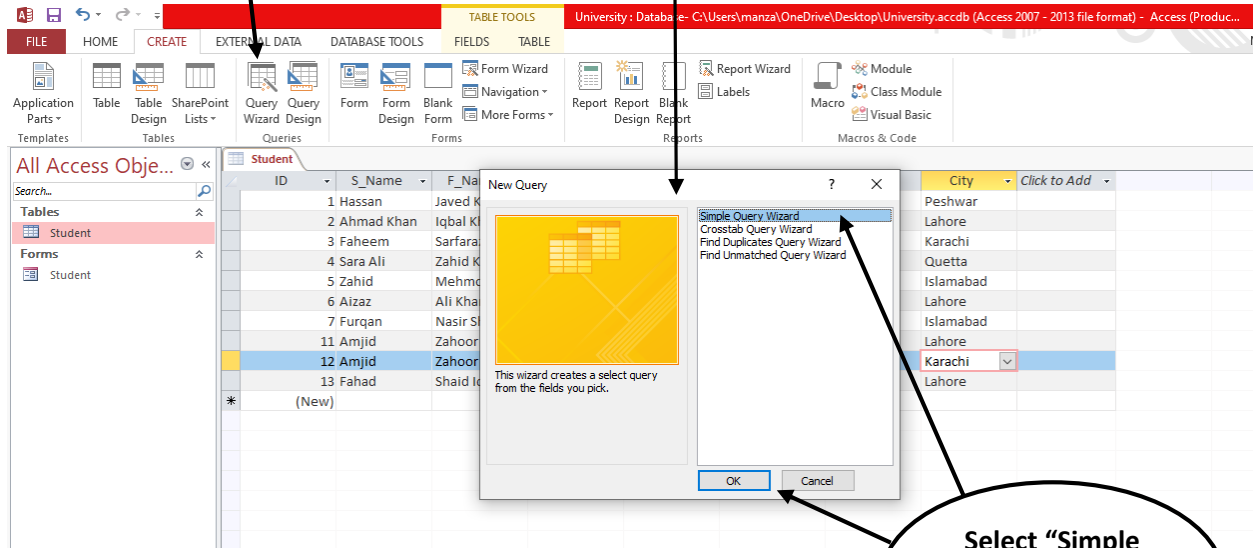


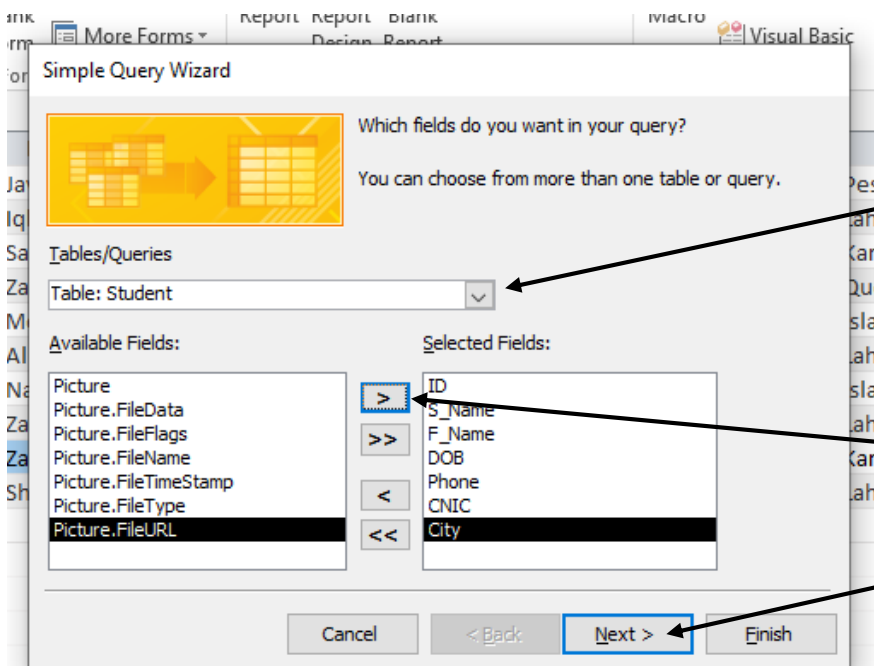
MS Access Queries and Reports

MS Access Queries

Open "Query Wizard" from the main menu.



Select "Simple Query Wizard" and press "OK".



Select the table of which you want to make a query.

Drag the fields of table you want in a query and press "Next".

Simple Query Wizard

What title do you want for your query?

Student Query

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

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

☒ Open the query to view information.

☐ Modify the query design.

Cancel < Back Next > Finish

Name the query
and press
"Finish".

University : Database- C:\Users\manza\OneDrive\Desktop\University.accdb (Access 2007 - 2013 file format) - Access (Product A

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Table Table Design SharePoint Lists Query Wizard Design Form Form Design Blank Form More Forms Form Wizard Navigation Report Report Design Blank Report Report Wizard Labels Macro Class Module Visual Basic

All Access Objects

Search...

Tables

Student

Queries

Student Query

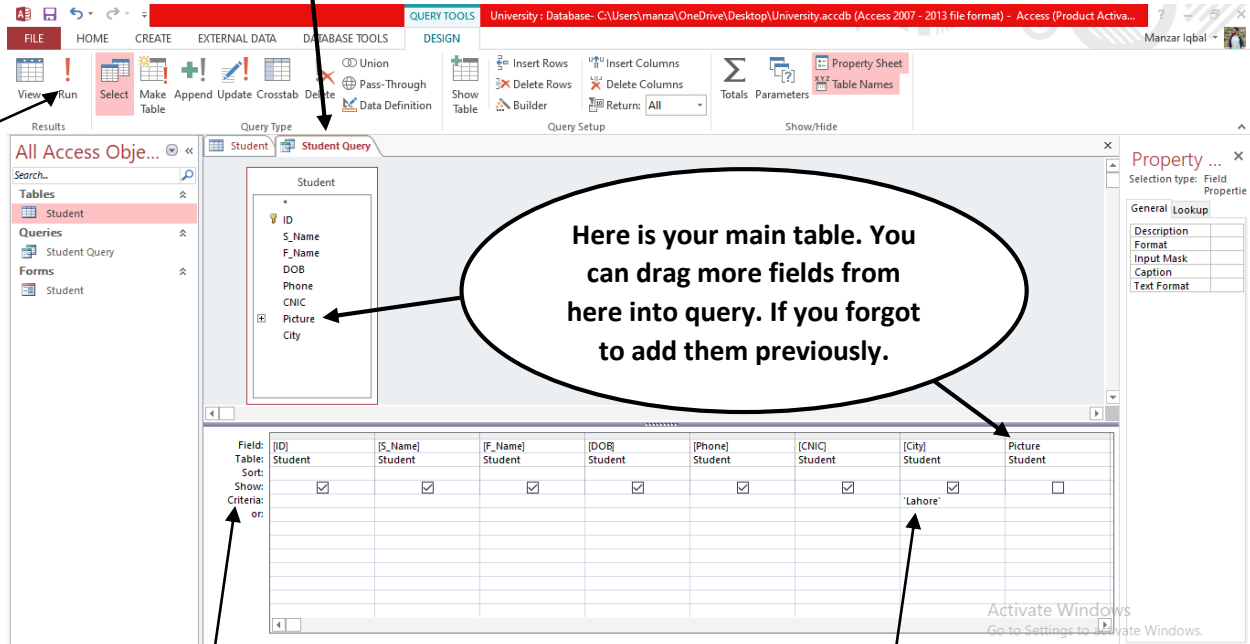
Forms

Student

ID	S_Name	F_Name	DOB	Phone	CNIC	City
1	Hassan	Javed Khan	2/17/2021	0331-5698456	26515-2165498-5	Peshwar
2	Ahmad Khan	Iqbal Khan	2/6/2021	0332-1569842	14201-5569354-2	Lahore
3	Faheem	Sarfaraz Ahmad	2/12/2021	0665-1256987	14201-5987463-5	Karachi
4	Sara Ali	Zahid Khan	2/13/2021	0332-1564895	03315-6589512-3	Quetta
5	Zahid	Mehmood	2/12/2021	0335-6987855	14301-2569874-5	Islamabad
6	Aizaz	Ali Khan	2/13/2021	0332-1565489	12354-5987562-1	Lahore
7	Furqan	Nasir Shah	2/5/2021	1430-2569899	12569-8745655-1	Islamabad
11	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	Lahore
12	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	Karachi
13	Fahad	Shaid Iqbal	2/5/2021	0331-1212365	14301-5654879-2	Lahore
*	(New)					

The have fields
you selected
for the query.

Open the design view of query which will look like this.

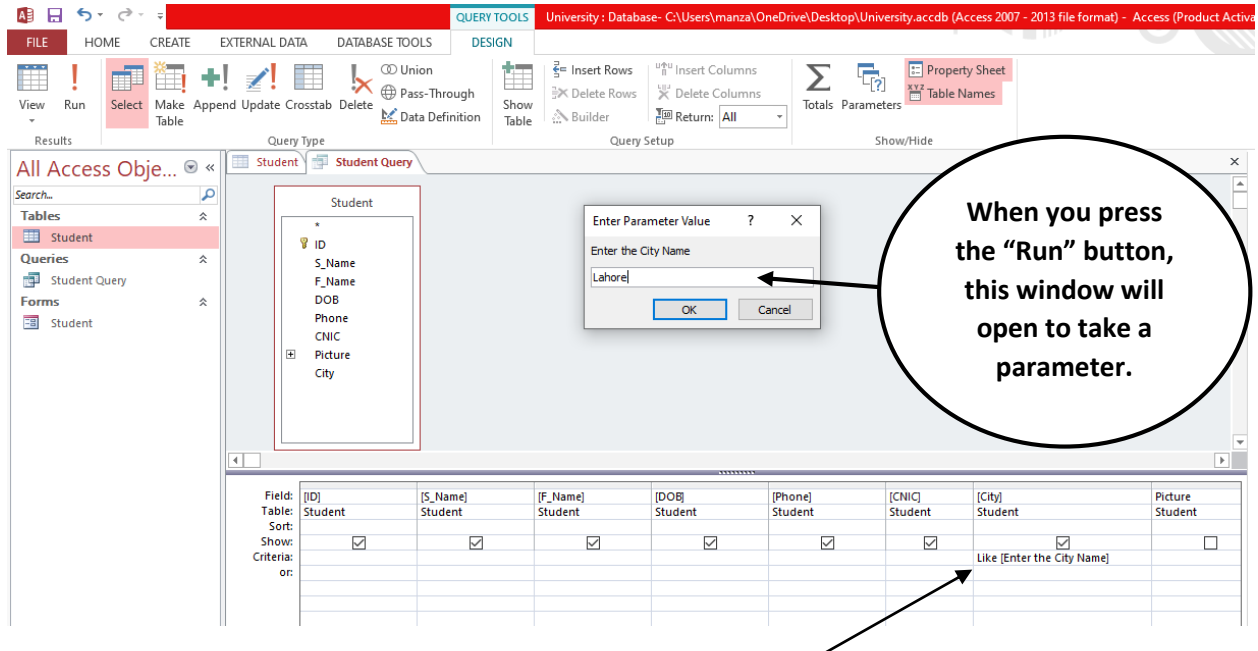


Note: Write the condition for your query. For example, if you want all the records of those students who belongs to “Lahore” then write ‘Lahore’ in the criteria section of “City” field. Press “Run” from main menu to run the query.

Result of the above query:

ID	S_Name	F_Name	DOB	Phone	CNIC	City
2	Ahmad Khan	Iqbal Khan	2/6/2021	0332-1569842	14201-5569354-2	Lahore
6	Aizaz	Ali Khan	2/13/2021	0332-1565489	12354-5987562-1	Lahore
11	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	Lahore
13	Fahad	Shaid Iqbal	2/5/2021	0331-1212365	14301-5654879-2	Lahore
*(New)						

MS Access Parameterized Query



Note: Write LIKE[Enter City Name] in criteria to make a parameterized query.

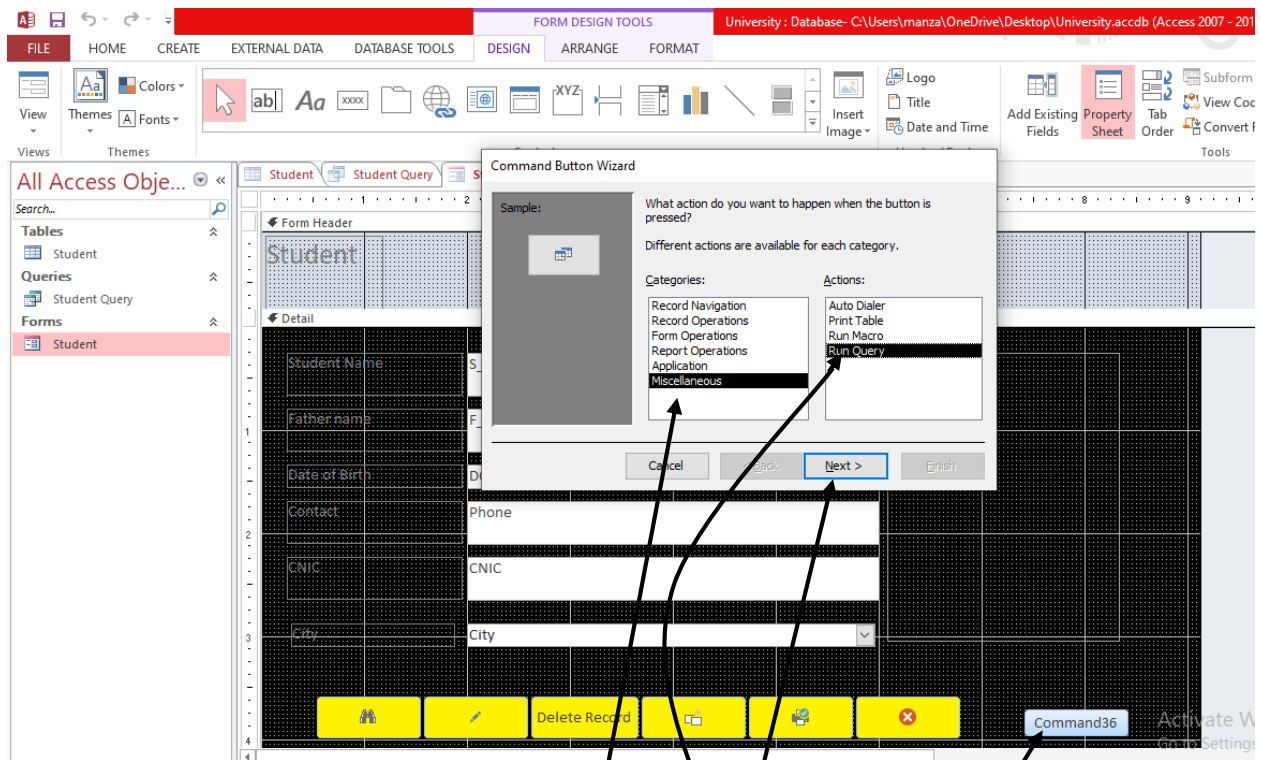
Enter Lahore in the appeared window, it will show you the record of all those students who belongs to Lahore.

The Difference between the simple query and parameterized query is that parameterized query take parameters on run time.

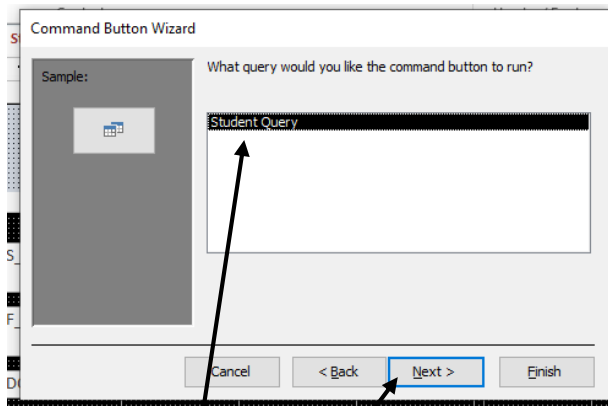
Result of the above query:

ID	S_Name	F_Name	DOB	Phone	CNIC	City
2	Ahmad Khan	Iqbal Khan	2/6/2021	0332-1569842	14201-5569354-2	Lahore
6	Aizaz	Ali Khan	2/13/2021	0332-1565489	12354-5987562-1	Lahore
11	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	Lahore
13	Fahad	Shaid Iqbal	2/5/2021	0331-1212365	14301-5654879-2	Lahore
*(New)						

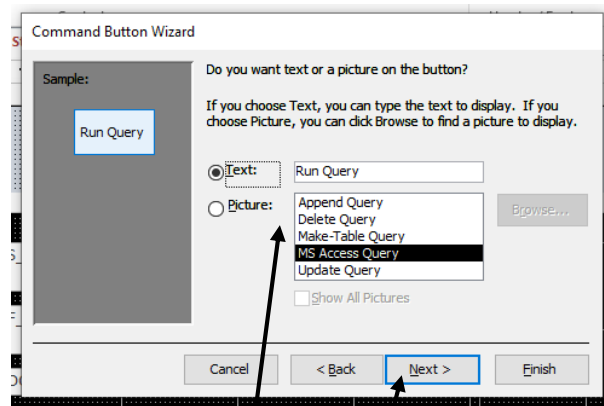
Open query using button in main form:



**Add a new button in main form.
Select the operation for the button
from “Command Button Wizard”.
Miscellaneous=> Run Query
Press “Next”.**



**Select query you
want to run and
press “Next”.**



**Select Text or Icon
for the button and
press “Next”.**

Student

Student Name: Hassan

Father name: Javed Khan

Date of Birth: 2/17/2021

Contact: 0331-5698456

CNIC: 26515-2165498-5

City: Peshwar

Enter Parameter Value ?

Enter the City Name

Karachi

OK Cancel

Run Query

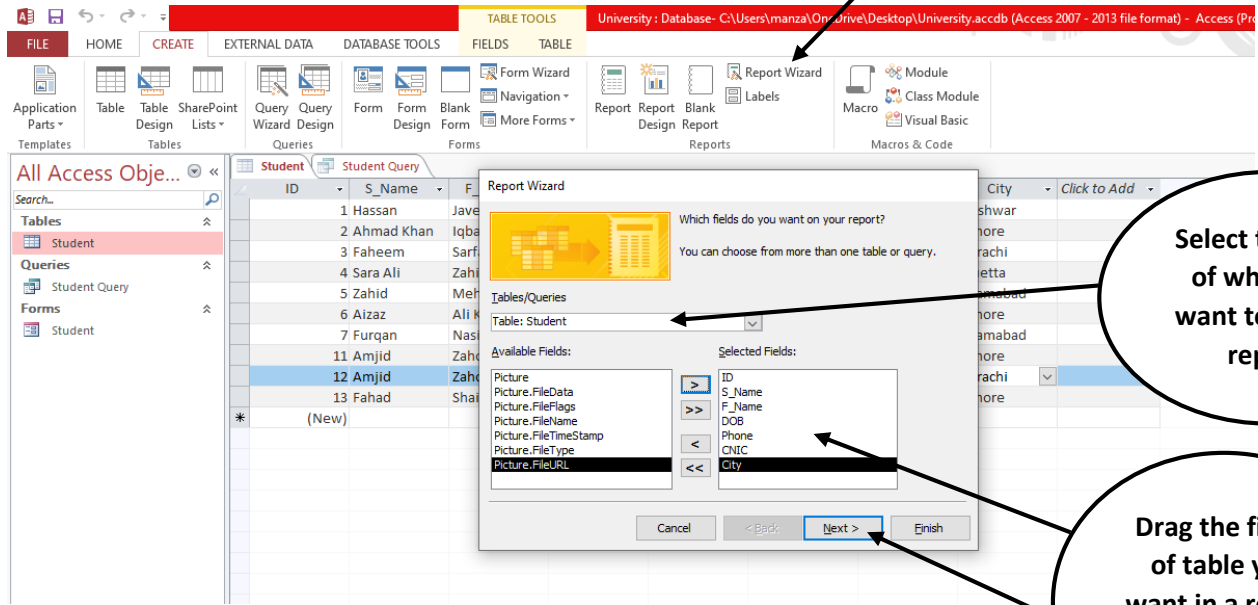
Press the new added button. The query will run showing the parameter window.

Result of the above query:

ID	S_Name	F_Name	DOB	Phone	CNIC	City
3	Faheem	Sarfaraz Ahmar	2/12/2021	0665-1256987	14201-5987463-5	Karachi
12	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	Karachi
*	(New)					

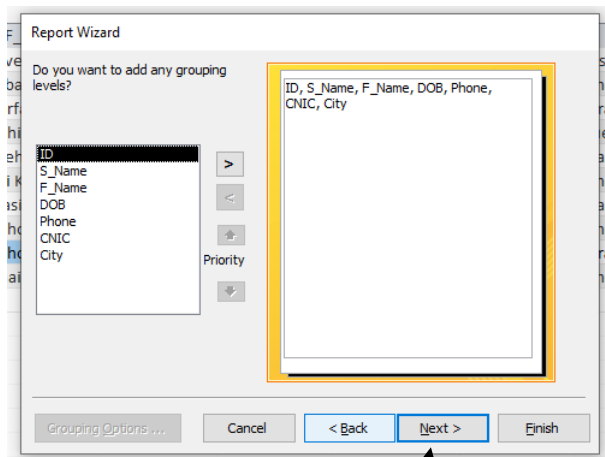
MS Access Reports

Open "Report Wizard" from the main menu.

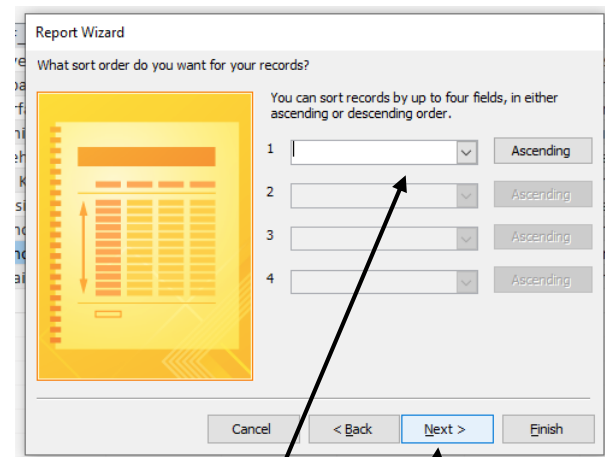


Select the table of which you want to make a report.

Drag the fields of table you want in a report and press "Next".



Press "Next".



Select whether you want to display your data in ascending or descending order in report and then press "Next".

Report Wizard

How would you like to lay out your report?

Layout

☐ Columnar

☒ Tabular

☐ Justified

Orientation

☐ Portrait

☒ Landscape

☒ Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

Select whether you want to display your data in landscape or portrait form in report and then press "Next".

Report Wizard

What title do you want for your report?

StudentReport

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

Do you want to preview the report or modify the report's design?

☒ Preview the report.

☐ Modify the report's design.

Cancel < Back Next > Finish

Name the report and press "Finish".

University : Database- C:\Users\manza\OneDrive\Desktop\University.accd (Access 2007 - 2013 file format) - Access (Product Activation Failed)

Manzar Iqbal

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Cut Format Painter Views Clipboard

Filter Sort & Filter

Advanced Toggle Filter

Refresh All

Save Delete More

Find Go To Select

Text Formatting

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Search...

Tables

Student

Queries

Student Query

Forms

Student

Reports

StudentReport

StudentReport

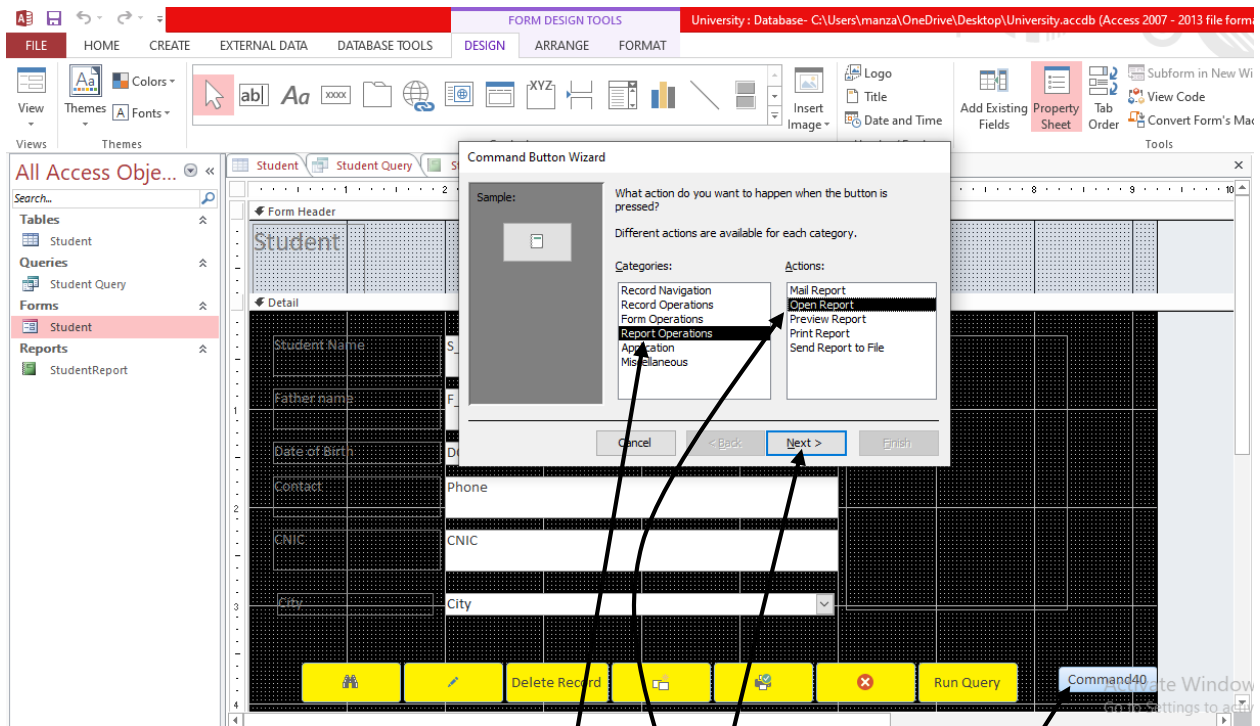
ID S_Name	F_Name	DOB	Phone	CNIC	City
1	Hassan	Javed Khan	2/17/2021 0331-5698456	26515-2165498-5	Peshwar
2	Ahmad Khan	Iqbal Khan	2/6/2021 0332-1569842	14201-5569354-2	Lahore
3	Faheem	Sarfaraz Ahmad	2/12/2021 0665-1256987	14201-5987463-5	Karachi
4	Sara Ali	Zahid Khan	2/13/2021 0332-1564895	03315-6589512-3	Quetta
5	Zahid	Mehmood	2/12/2021 0335-6987855	14301-2569874-5	Islamabad
6	Aizaz	Ali Khan	2/13/2021 0332-1565489	12354-5987562-1	Lahore
7	Furqan	Nasir Shah	2/5/2021 1430-2569899	12569-8745655-1	Islamabad
11	Amjid	Zahoor Khan	2/11/2021 0331-1212365	14302-1564872-6	Lahore
12	Amjid	Zahoor Khan	2/11/2021 0331-1212365	14302-1564872-6	Karachi
13	Fahad	Shaid Iqbal	2/5/2021 0331-1212365	14301-5654879-2	Lahore

Wednesday, March 17, 2021

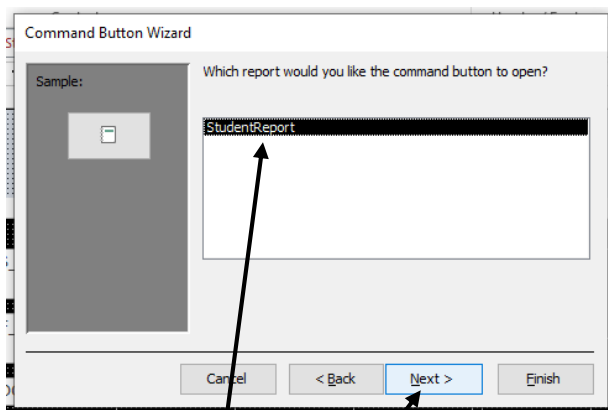
Page 1 of 1

Activate Windows
Go to Settings to activate Windows.

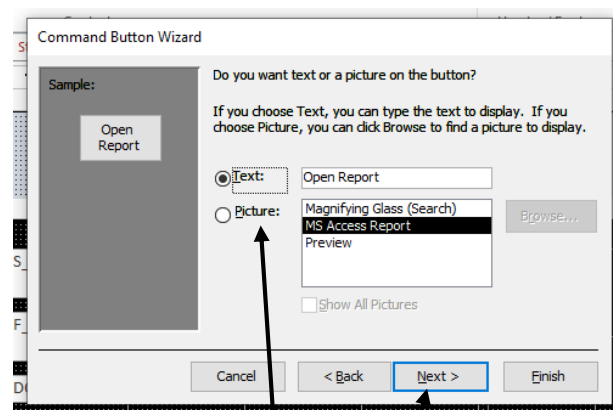
Here is your final report.



**Add a new button in main form.
Select the operation for the button
from "Command Button Wizard".
Reports Operations=> Open Report
Press "Next".**



**Select report you
want to show
and press "Next".**



**Select Text or Icon
for the button and
press "Next".**

Command Button Wizard

Sample:

Open Report

What do you want to name the button?

A meaningful name will help you to refer to the button later.

Command40

That's all the information the wizard needs to create your command button. Note: This wizard creates embedded macros that cannot run or be edited in Access 2003 and earlier versions.

Cancel < Back Next > Finish

Press "Finish" and you will see your report on your screen using button from main form.

Student

Student Name: Hassan

Father name: Javed Khan

Date of Birth: 2/17/2021

Contact: 0331-5698456

CNIC: 26515-2165498-5

City: Peshwar

Run Query Open Report

StudentReport					
ID S_Name	F_Name	DOB	Phone	CNIC	City
1 Hassan	Javed Khan	2/17/2021	0331-5698456	26515-2165498-5	Peshwar
2 Ahmad Khan	Iqbal Khan	2/6/2021	0332-1569842	14201-5569354-2	Lahore
3 Faheem	Sarfaraz Ahmad	2/12/2021	0665-1256987	14201-5987463-5	Karachi
4 Sara Ali	Zahid Khan	2/13/2021	0332-1564895	03315-6589512-3	Quetta
5 Zahid	Mehmood	2/12/2021	0335-6987855	14301-2569874-5	Islamabad
6 Aliaz	Ali Khan	2/13/2021	0332-1565489	12354-5987562-1	Lahore
7 Furqan	Nasir Shah	2/5/2021	1430-2569899	12569-8745655-1	Islamabad
11 Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	Lahore
12 Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	Karachi
13 Fahad	Shaid Iqbal	2/5/2021	0331-1212365	14301-5654879-2	Lahore

Wednesday, March 17, 2021

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THE END