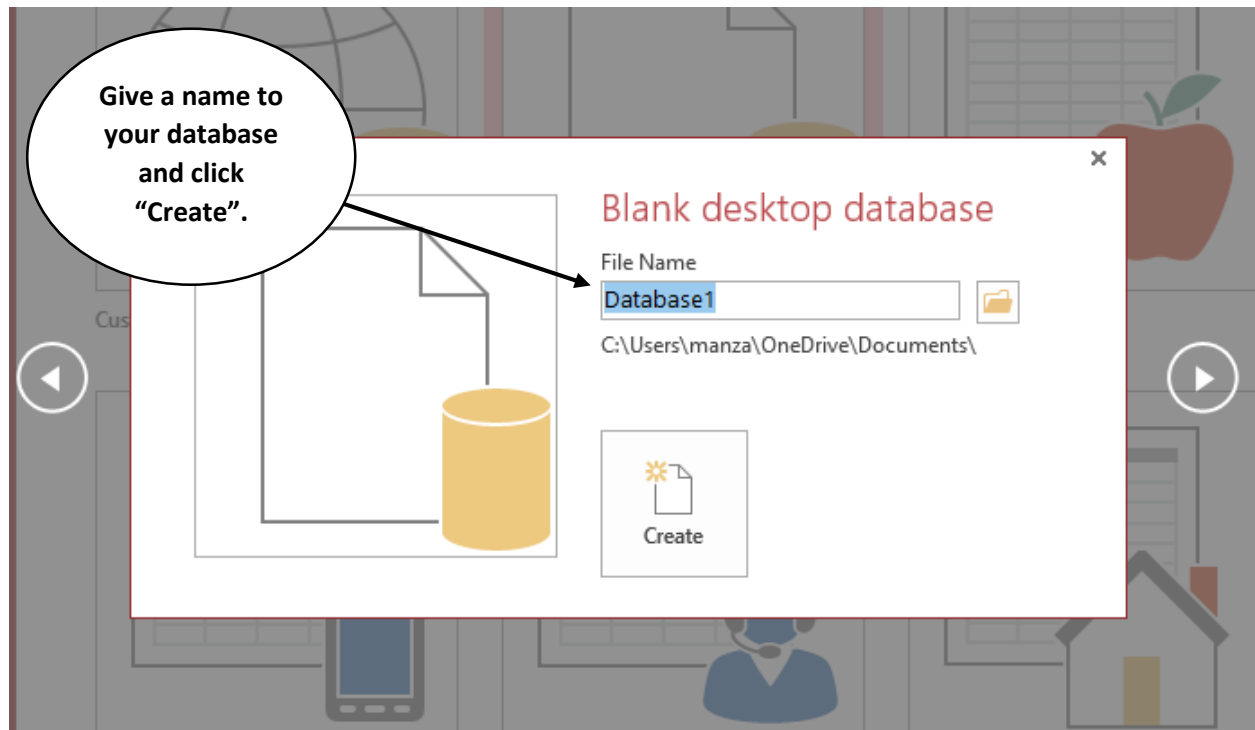
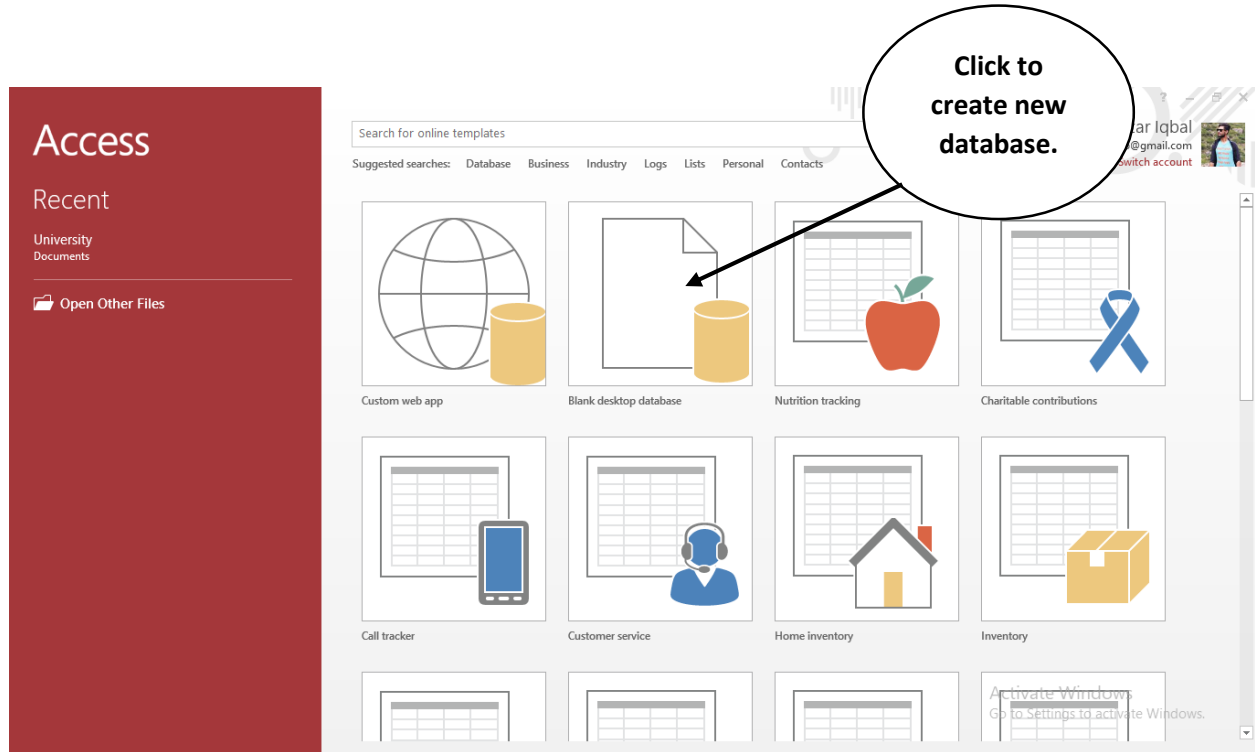
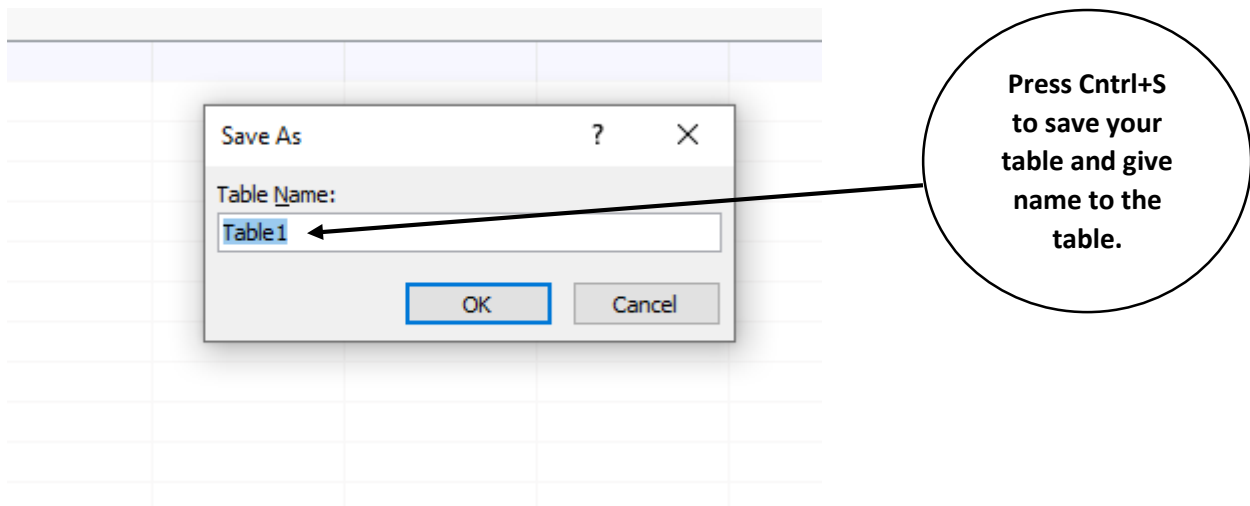
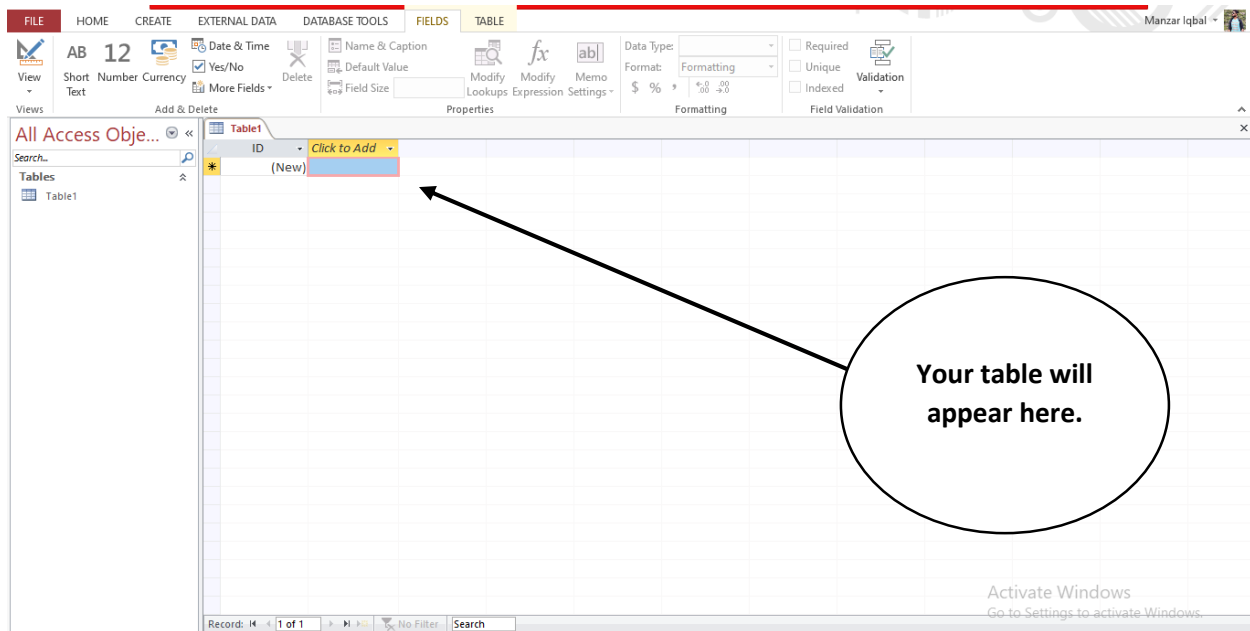


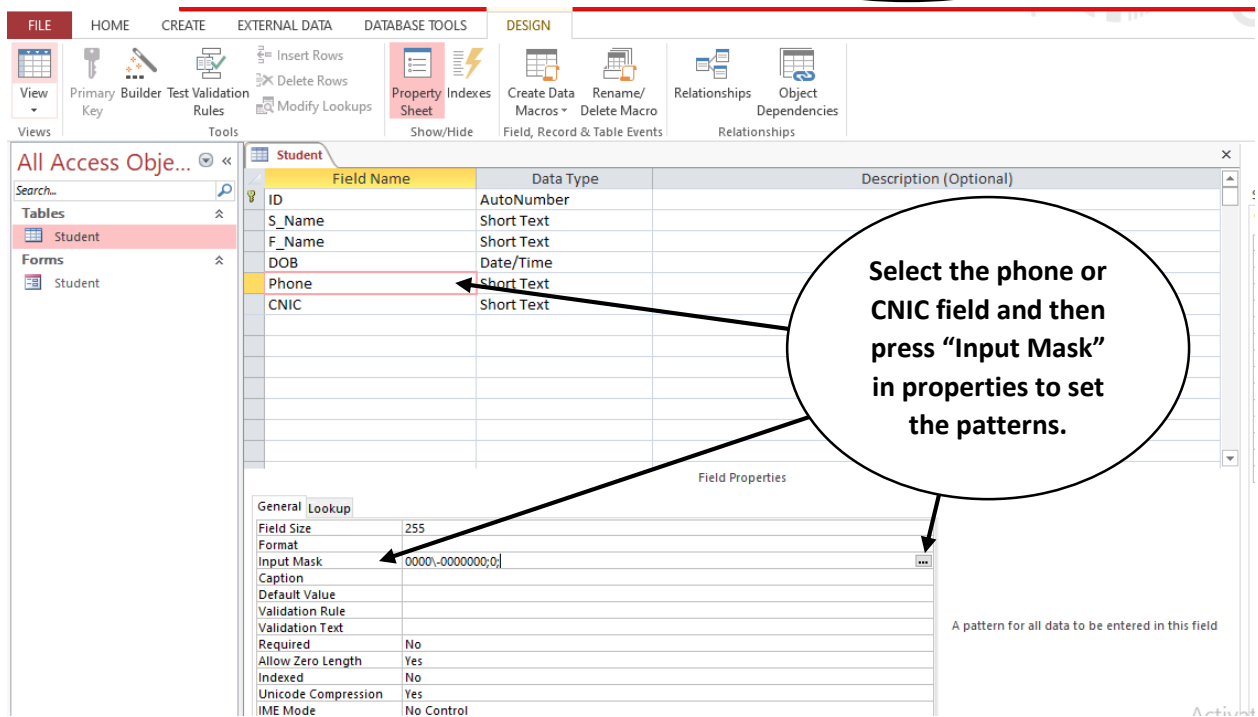
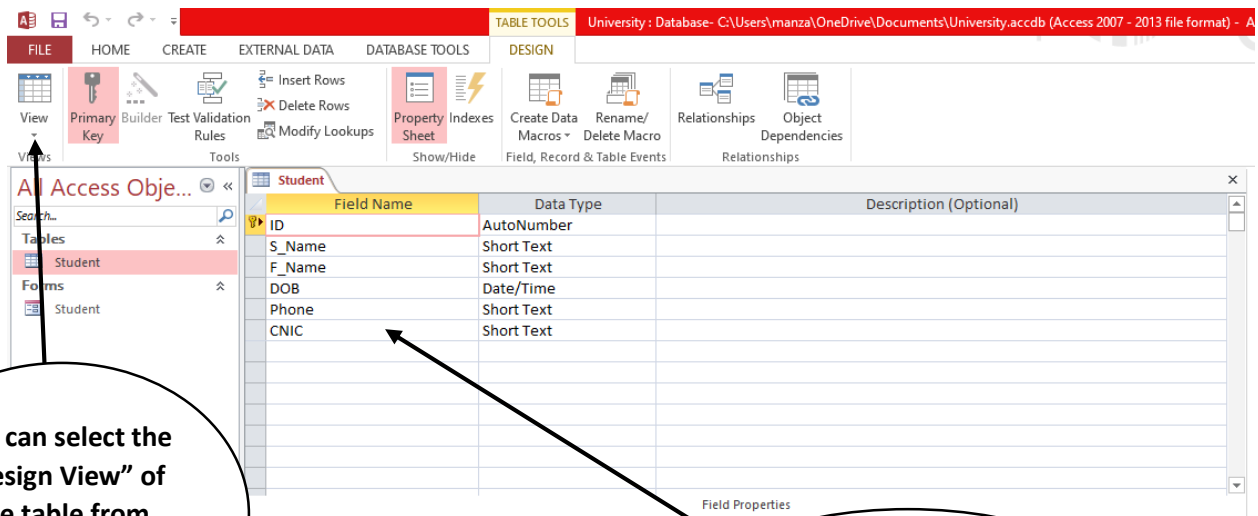
Creating Database, Creating Table, Creating Form

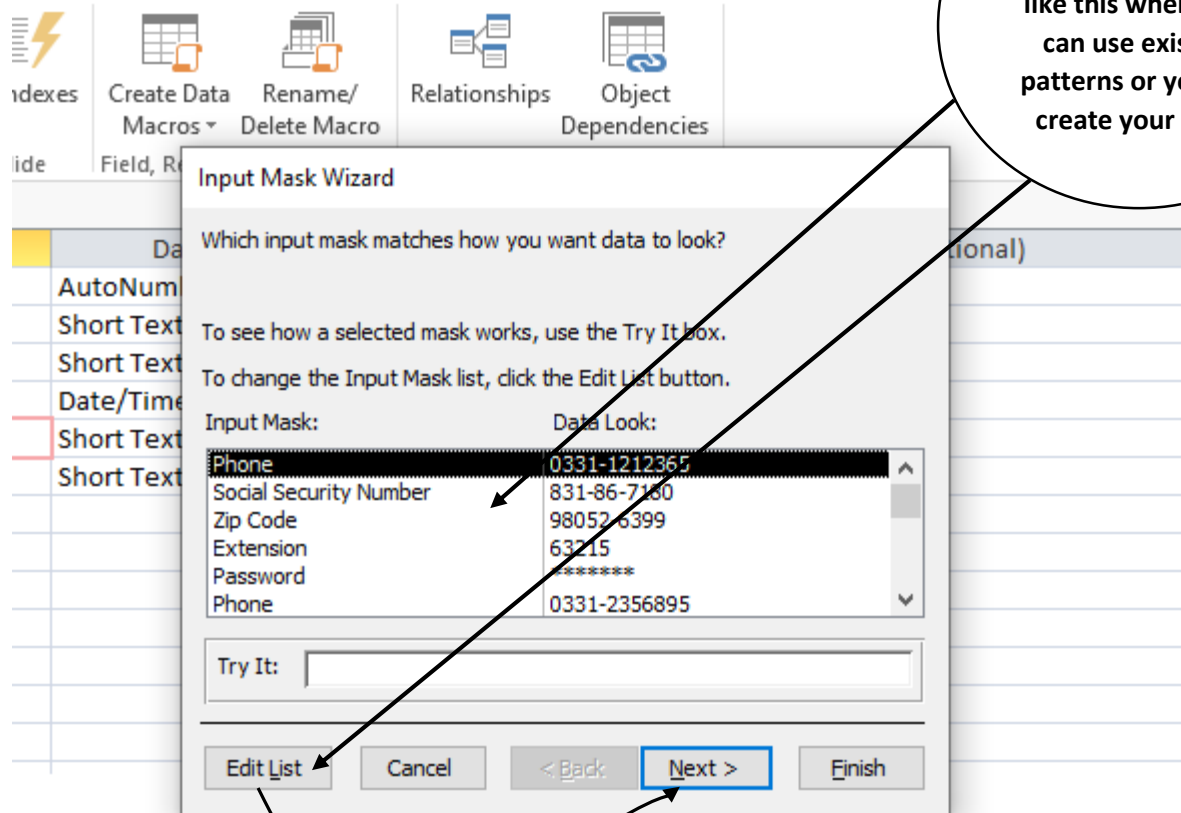
Creating Database



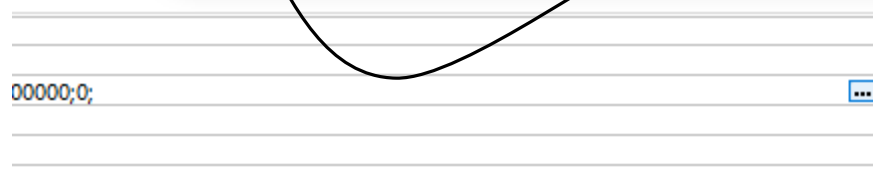
Creating Table







Your "Input Mask Wizard" will look like this where you can use existing patterns or you can create your own.



You can create your own patterns here. Use "0" in Input Mask. Example: 0000-0000000

Macros ▾ Delete Macro Dependencies

Field, Relationships

Input Mask Wizard

Customize Input Mask Wizard

Do you want to edit or add input masks for the Input Mask Wizard to display?

Description: Phone

Input Mask: 0000-00000000

Placeholder:

Sample Data: 0332-1459874

Mask Type: Text/Unbound

Record: 7 of 7 No Filter Search

Edit List Cancel < Back Next > Finish

Help

Close

Example data
for a phone
pattern.

Press "Close"
to save your
pattern.

Create Data Rename/ Macros ▾ Delete Macro Relationships Object Dependencies

Field, Relationships

Input Mask Wizard

Which input mask matches how you want data to look?

To see how a selected mask works, use the Try It box.

To change the Input Mask list, click the Edit List button.

Input Mask:	Data Look:
Phone	0331-1212365
Social Security Number	831-86-7180
Zip Code	98052-6399
Extension	63215
Password	*****
Phone	0331-2356895

Try It:

Edit List Cancel < Back Next > Finish

Your saved
Patterns will
appear here. Select
and press "Next"
to use them.

Create Data Rename/ Relationships Object
Macros ▾ Delete Macro Dependencies

Field, R

Input Mask Wizard

Do you want to change the input mask?

Input Mask Name: Phone

Input Mask: 0331-1212365

What placeholder character do you want the field to display?

Placeholders are replaced as you enter data into the field.

Placeholder character: _ ▾

Try It:

Cancel < Back Next > Finish

Press "Next".

Create Data Rename/ Relationships Object
Macros ▾ Delete Macro Dependencies

Field, R

Input Mask Wizard

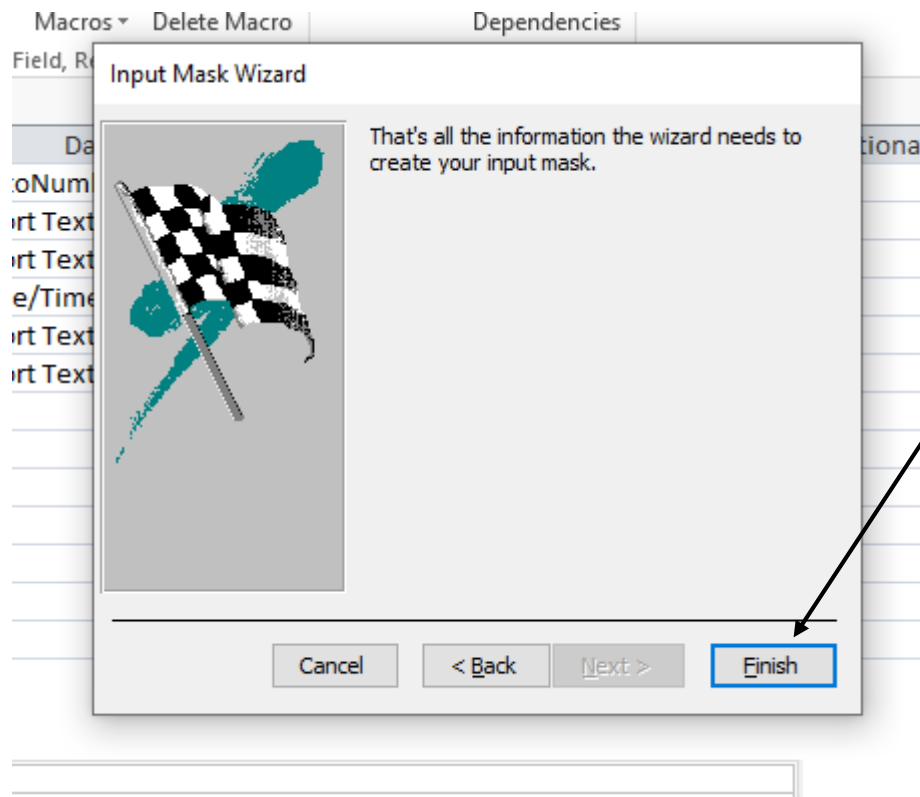
How do you want to store the data?

☒ With the symbols in the mask, like this: 5331-1212365

☐ Without the symbols in the mask, like this: 33311212365

Cancel < Back Next > Finish

Select 1st option
to add "-" in
your pattern.
Press "Next".



University : Database- C:\Users\manza\OneDrive\Documents\University.accdB (Access 2007 - 2013 file format) - Access (Pro...

ID	S_Name	F_Name	DOB	Phone	CNIC	Click to Add
1	Hassan	Javed Khan	2/17/2021	0331-5698456	26515-2165498-5	
2	Ahmad Khan	Iqbal Khan	2/6/2021	0332-1569842	14201-5569354-2	
3	Faheem	Sarfraz Ahma	2/12/2021	0665-1256987	14201-5987463-5	
4	Sara Ali	Zahid Khan	2/13/2021	0332-1564895	03315-6589512-3	
5	Zahid	Mehmood	2/12/2021	0335-6987855	14301-2569874-5	
6	Aizaz	Ali Khan	2/13/2021	0332-1565489	12354-5987562-1	
7	Furqan	Nasir Shah	2/5/2021	1430-2569899	12569-8745655-1	
*	(New)					

You can add data in your table manually.

Press
"Create".

Creating Forms

Press "Form
Wizard".

The screenshot shows the Microsoft Access interface. The 'CREATE' tab is selected in the ribbon. The 'Form Wizard' button is highlighted. A callout points to the 'Form Wizard' button with the text 'Press "Form Wizard"'. Another callout points to the 'CREATE' tab with the text 'Press "Create"'. The 'Form Wizard' dialog box is open, showing the 'Table: Student' selected in the 'Tables/Queries' list. The 'Available Fields' list contains ID, S_Name, F_Name, DOB, Phone, and CNIC. The 'Selected Fields' list is empty. A callout points to the 'Table: Student' dropdown with the text 'Select "Table" and drag all the fields to right side.' Another callout points to the 'Next >' button with the text 'Press "Next"'. The background shows a table with student data.

ID	S_Name	F_Name	DOB	Phone	CNIC
1	Hassan	Ja			
2	Ahmad Khan	Iq			
3	Faheem	Sa			
4	Sara Ali	Za			
5	Zahid	M			
6	Aizaz	Al			
7	Furqan	Na			
*	(New)				

Select
"Table" and
drag all the
fields to right
side.

Press
"Next".

The screenshot shows the 'Form Wizard' dialog box with the 'Table: Student' selected. The 'Available Fields' list contains ID, S_Name, F_Name, DOB, Phone, and CNIC. The 'Selected Fields' list contains S_Name, F_Name, DOB, Phone, and CNIC. A callout points to the 'Selected Fields' list with the text 'All the dragged fields of table appears here.' Another callout points to the 'Next >' button with the text 'Press "Next"'. The background shows a table with student data.

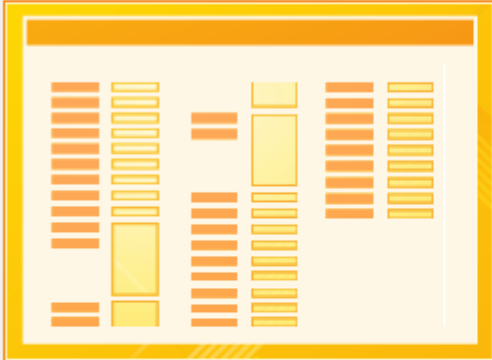
S_Name	F_Name	DOB	Phone	CNIC
Hassan	Ja			
Ahmad Khan	Iq			
Faheem	Sa			
Sara Ali	Za			
Zahid	M			
Aizaz	Al			
Furqan	Na			

All the
dragged
fields of table
appears here.

Press
"Next".

Form Wizard

What layout would you like for your form?



☒ Columnar
☐ Tabular
☐ Datasheet
☐ Justified

Cancel < Back **Next >** Finish

Select form layout from here.

Press "Next".

Form Wizard

What title do you want for your form?

Student

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 **Finish**

Press "Finish" to finalize your form.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Cut Copy Format Painter Views Clipboard

Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter

Refresh New Save Totals Spelling Find Replace Go To Select

Records Find Text Formatting

All Access Objects

Search...

Tables

Student

Forms

Student

Student

S_Name Hassan

F_Name Javed Khan

DOB 2/17/2021

Phone 0331-5698456

CNIC 26515-2165498-5

Your form will look like this.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Cut Copy Format Painter Views Clipboard

Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter

Refresh New Save Totals Spelling Find Replace Go To Select

Records Find Text Formatting

All Access Objects

Search...

Tables

Student

Forms

Student

Student

S_Name

F_Name

DOB

Phone

CNIC

Records: 14 of 9 No Filter Search

Press this button to add new record.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Cut Copy Format Painter Views Clipboard

Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter Sort & Filter

Refresh All New Save Totals Spelling More Records Find Replace Go To Select Find Text Formatting

All Access Objects

Search...

Tables

Student

Forms

Student

Student

S_Name Amjid

F_Name Zahoor Khan

DOB 2/11/2021

Phone 0331-1212365

CNIC 14302-1564872-6

Record: 14 of 9

No Filter Search

Press new record button to save your record in your table.

Add data for your new record.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS FIELDS TABLE

View Paste Cut Copy Format Painter Views Clipboard

Filter Ascending Descending Selection Advanced Remove Sort Toggle Filter Sort & Filter

Refresh All New Save Totals Spelling More Records Find Replace Go To Select Find Text Formatting

All Access Objects

Search...

Tables

Student

Forms

Student

ID	S_Name	F_Name	DOB	Phone	CNIC	Click to Add
1	Hassan	Javed Khan	2/17/2021	0331-5698456	26515-2165498-5	
2	Ahmad Khan	Iqbal Khan	2/6/2021	0332-1569842	14201-5569354-2	
3	Faheem	Sarfaraz Ahmad	2/12/2021	0665-1256987	14201-5987463-5	
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6	Aizaz	Ali Khan	2/13/2021	0332-1565489	12354-5987562-1	
7	Furqan	Nasir Shah	2/5/2021	1430-2569899	12569-8745655-1	
11	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	
*	(New)					

Refresh the table.

Your new record is here.

THE END