

D. The Query Window

The Query window allows us to design and manage various aspects of a query. It is divided into two panes. The top pane displays the table selected for the query. The bottom pane displays a design grid where we can add fields to the query and also specify the criteria.)

Let us understand the design grid. The design grid shows the following headings:

Field : A row that displays the selected field from the table.

Forms in MS Access

A form is a database object that is used to enter, edit, delete or display data in a database. It resembles a Fill in the blanks sheet that we would complete by hand, such as a job application. MS Access links the form to a table and stores the information that we put in the form, into the table. A form is a very good option to use when we have numerous fields in a table. This way we can see all the fields in one screen, whereas if we were in the Table view (Datasheet), we would have to keep scrolling to get the field, we desire.

Creating a Form

To create a form, select the table for which we want to create the form.

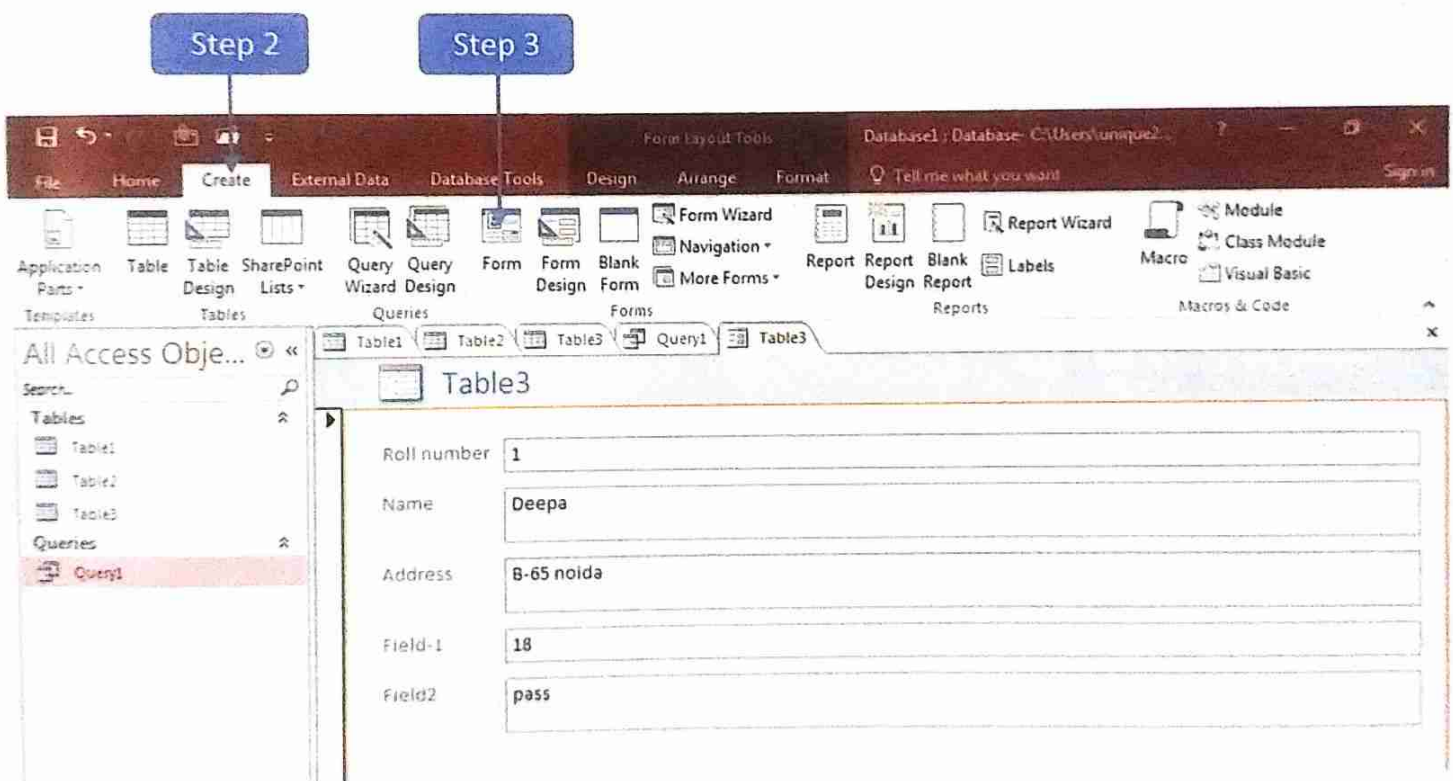
To create a form, follow these steps:

Step 1: Open the table or query on which you are basing the form.

Step 2: Click on the Create tab on the Ribbon.

Step 3: Click on the Form icon in the Forms group. Access creates a form and places all the fields of the selected table on the form.

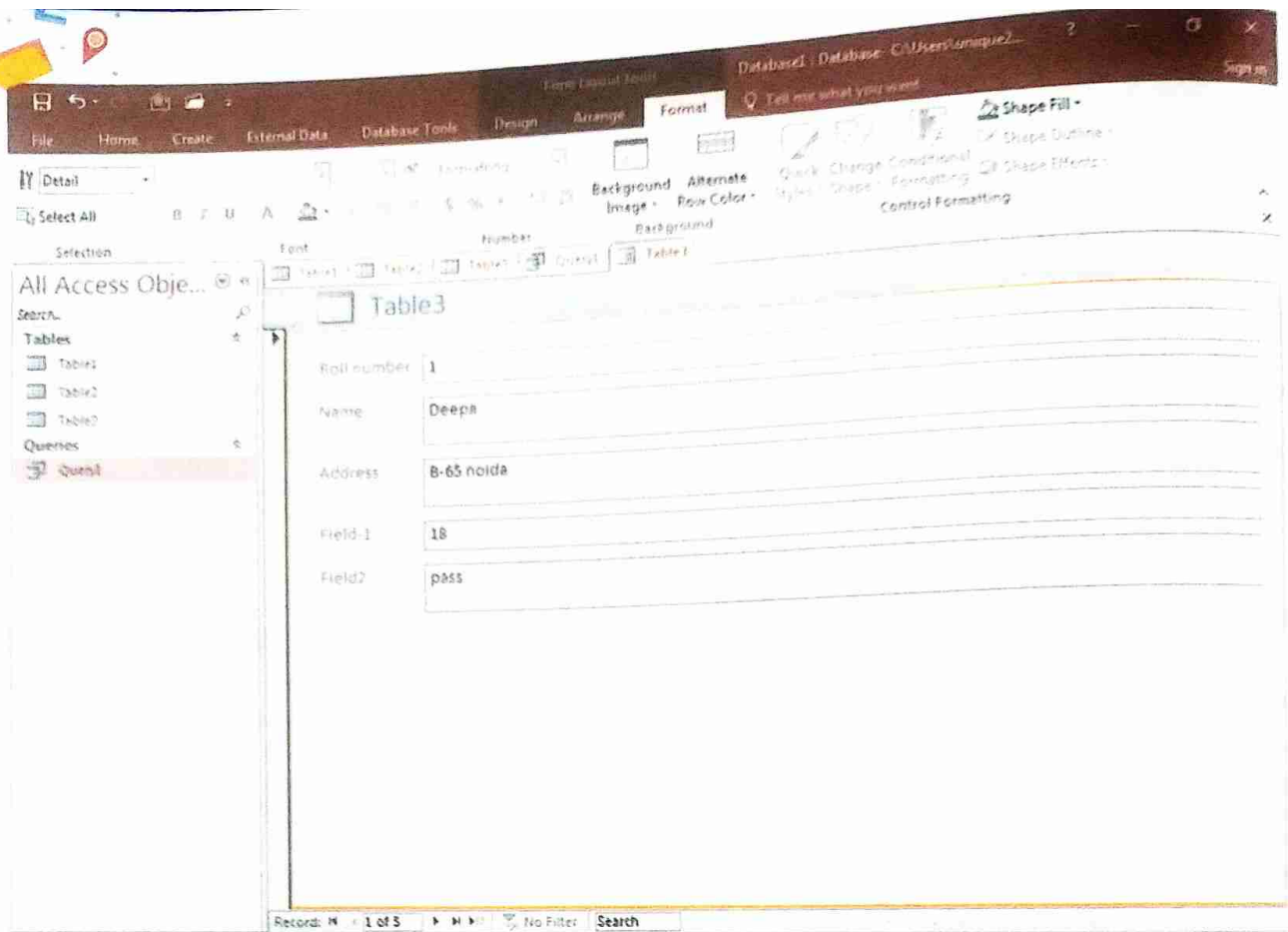
Use the Navigation bar to move through the records on the form.



There are three views in which a form can be displayed : Form View, Layout View and Design View. To switch between the views, click on the View option from the Format tab on the Ribbon. The three views get displayed.

- > Form View is used to enter or edit data.
- > Design View is used to adjust the design of our form.
- > Layout View is used to change the format of our form. In the Layout view, click on the Format tab and then click on the Auto Format option and choose the desired format from the gallery of the Styles.





Reports in MS Access

^{DS}
A report is an effective way to organise and present data from our Access database. It enables us to format our data in an attractive and informative layout for printing or viewing on screen.

Creating a Report

To create a report, select the table or query on which we want to create our report.

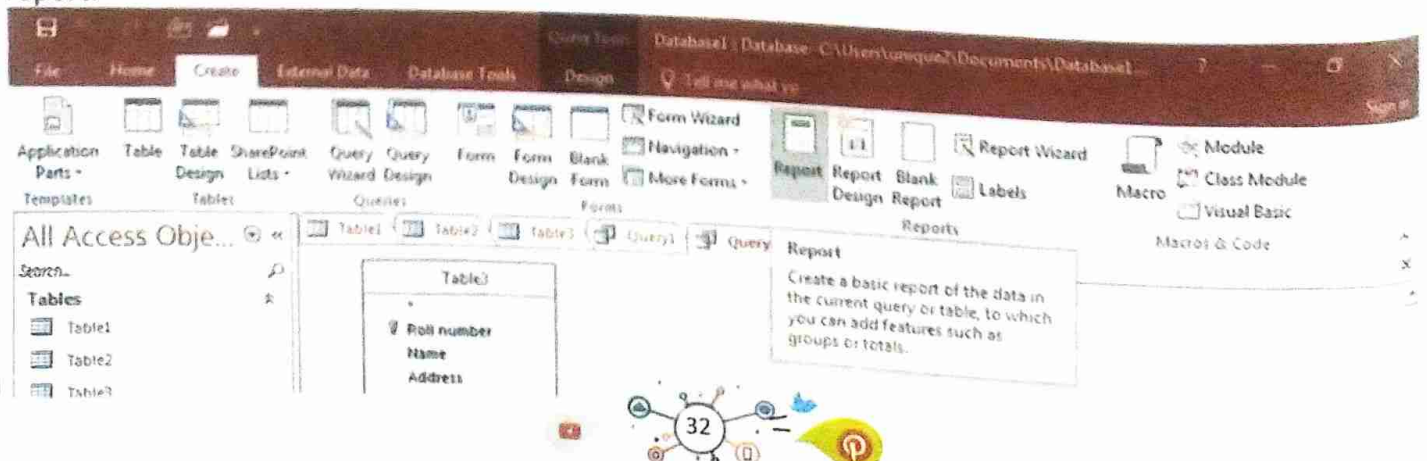
To create a report, follow these steps:

Step 1: Open the table or query upon which you want to base the report.

Step 2: Click on the Create tab on the Ribbon.

Step 3: Click on the Report  option in the Reports group.

Access creates a report and places all the fields and the corresponding records of the selected table on the report.



Roll number	Name	Address	Field-1	Field2
1	Deepa	B-65 noida	18	pass
2	Ashi	S-62 noida	15	pass
3	Shanu	Malviya nagar	8	fail
4	Deepanshu	Haus Khaus	10	fail
5	Rohit	Vashilali	9	fail

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 There are four views in which a report can be displayed : Report View, Print Preview, Layout View and Design View.)

We can change the format of our report by using the Auto Format option in the Layout View.

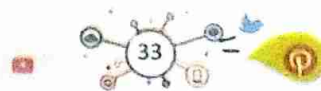
- Print Preview** – It allows us to see what the report would look like on a printed piece of paper.
- Report View** – It allows us to see the data without having to display it in Print Preview.
- Layout View** – It allows us to make changes in the design while browsing our data.
- Design View** – It gives us a more detailed view of the structure of our report.

LET'S REVISE

- MS Access allows us to manage our information in one database file with queries, forms and reports.
- A query displays specific records from a table that meet a certain criteria.
- A form is a graphical representation of a table.
- A report is a presentation of data in a printed format.
- There are four views in which a report can be displayed, i.e., Print Preview, Report View, Layout View and Design View.

Keywords

- Query** : It displays specific records from a table that meet a certain criteria.
- Form** : It is a graphical representation of a table.
- Report** : It is an effective way to present our data in a printed format.



EXERCISES

29/7/2021

A. Tick (✓) the correct answer.

- row is used to filter the data in ascending or descending order.
 - Sort ✓
 - Field
 - Show
- view is used to enter or edit data.
 - Design
 - Form ✓
 - Report
- Table row displays the name of the
 - field
 - table ✓
 - sort
- A form is a very good option to use when you have fields in a table.
 - numerous ✓
 - alphabetical
 - symbol

B. Write 'T' for true and 'F' for false statements.

- Or row is used to specify multiple criteria. T
- You cannot change the format of your report. F
- MS Access links a form to a table. T
- Design view allows you to see the data without having to display it in Print Preview. T

C. Fill in the blanks with the help of the words given in the box.

query window design report layout

- A is an effective way to present your data in a printed format.
- The is divided into two panes.
- view is used to adjust the design of your form.
- view allows you to make design changes while browsing your data.

D. Answer the following questions.

- What is the use of criteria row in the query design grid?
- When do you use a form?
- Explain four views in which a report can be displayed.
- Explain three views in which a form can be displayed.
- What is a report?

LAB TIME

- Create a Form for the student table.

Field Name	Data Type
Name	Text
Address	Text
City	Text
DOB	Data/Time
PIN	Number

- Add 10 records into the table using the form.