

(MICROSOFT ACCESS FORMS AND REPORTS)

LECTURE NO.1

TIME: 30 MIN.

PREVIEW OF TODAY'S TOPICS	
A. Overview (Access Forms), Create Form by using wizard, Types of forms, Create Form in design view, Adding record using form, Editing forms	Name: _____ Roll No: _____ Date: _____

OVERVIEW (ACCESS FORMS), CREATE FORM BY USING WIZARD,

TYPES OF FORMS, CREATE FORM IN DESIGN VIEW,

ADDING RECORD USING FORM, EDITING FORMS

EXTENSIVE QUESTION

Q.1 What is a form? Explain its uses and advantages?

Q.2 Discuss different option for editing forms in MS-Access.

(BWP 2019)

SHORT QUESTIONS

(i) What is columnar form?

(FSD 2022) (K.B)

(ii) Write a note on Tabular Form.

(BWP 2022) (MTN 2021)(K.B)

(iii) What do you know about Datasheet Form?

(MTN 2022) (K.B)

(iv) Why form object of database is used?

(MTN 2022) (DGK 2022)

(v) How is a form constructed?

(DGK 2021)

(vi) Define any two layout of form:

(LHR 2022)

(vii) Write down some advantages of form?

(DKG 2018)

(viii) List different types of forms in MS-Access.

(FSD 2021)

ACCESS FORM

Access Form creates the user interface to your table. Although you can use Datasheet to perform many of the same functions as forms. Forms are used as an alternative way to enter data into a database table.

(i) It provides a different way of viewing table data.

(ii) Access enables us to create forms that can be used to enter, maintain, view, and print data.

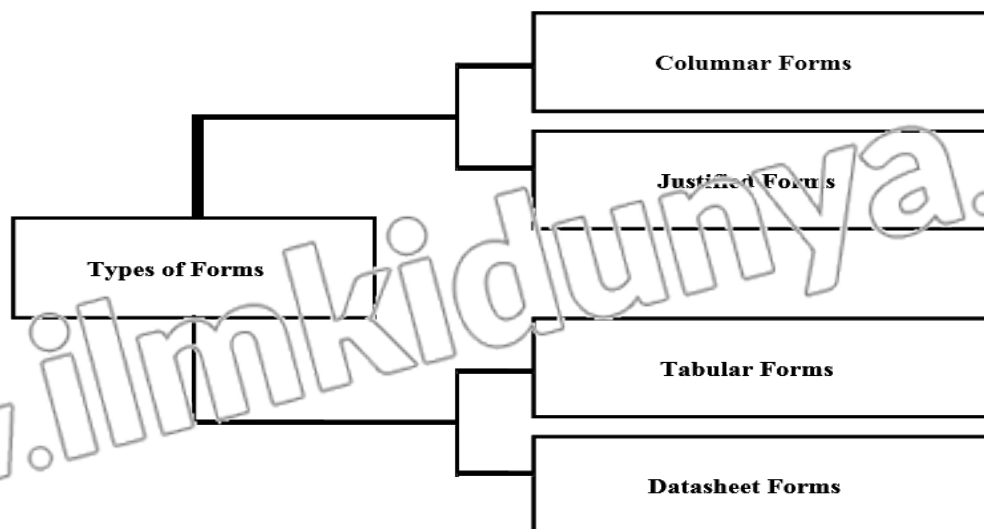
(iii) The form is constructed from a collection of individual design elements called controls or control objects.

- (iv) Controls are the components we see in the windows dialog boxes of the access and other windows applications like buttons, check boxes etc.
- (v) We use text boxes to enter and edit data, labels to hold field names and object frame to display graphics.
- (vi) A form Wizard is provided to assist you in the construction of forms.
- (vii) Four types of forms can be created.
- (viii) These include single-column (displaying one record at a time in a vertical format), tabular (displaying multiple records in a row-and-column format), main/ sub form (combining the single form), and graph.

• **Create Form by Using Wizard:**

- (i) Click the Create form by using wizard option on the database window.
- (ii) From the Tables/Queries drop-down menu, select the table or query whose datasheet the form will modify.
- (iii) Then, select the fields that will be included on the form by highlighting each one the Available Fields window and clicking the single right greater symbol button > to move one field at a time to the Selected fields windows.
- (iv) To move all of the fields to Select Fields, click the double greater symbol >>
- (v) Click the Next > button to move.

TYPES OF FORMS



- **Columnar Form:**

- (i) A single record is displayed at one time with labels and form fields listed side-by-side in columns. In a columnar form, each field appears in a separate line with a label to its left, only one record is shown on each screen.
- (ii) The wizard fills the first column with as many fields as will fit and so forth.

- **Justified Form:**

- (i) A single record is displayed with labels and form fields are listed across the screen.

- **Tabular Form:**

- (i) Multiple records are listed on the page at a time with fields in columns and records in rows.
- (ii) The forms display fields in horizontal row, with field labels at the top of the form.
- (iii) Each new row represents a new record.
- (iv) Tabular forms are best when you want to display just few relatively narrow fields and you want see several records once.
- (v) To avoid spending most of your time scrolling back and forth in a tabular form, add just a few fields to the form.

- **Datasheet Form:**

- (i) A datasheet form initially displays data in datasheet view, much as it appears when you open a table, or run a query, or when you use the Form view toolbar button to switch to datasheet view in the form.
- (ii) This type of form is often used as the basis for sub forms.
- (iii) Click the Next > button to move on the next step.
- (iv) Select a visual style for the form from the next set of options and click Next >.

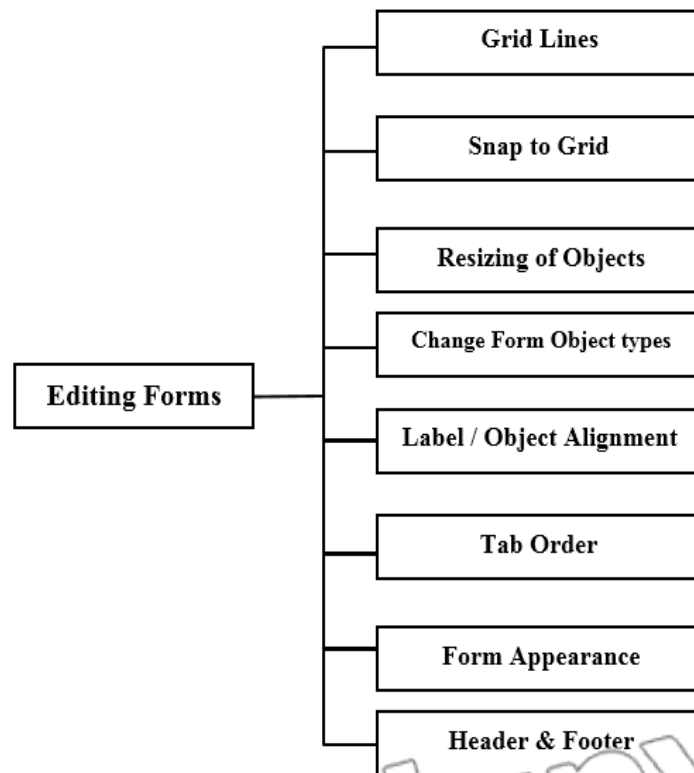
- **Create Form in Design View:**

- (i) Click the New button on the form database view.
- (ii) Select 'Design View' and choose the table or query the form will have associated with form from the drop-down menu.
- (iii) Select View/Toolbox from the menu bar to view the floating toolbar with additional options.
- (iv) Add controls to the form by clicking and dragging the field names from the field list floating window.
- (v) Access creates a text box for the value and label for the field name when this action is accomplished.

ADDING RECORDS USING A FORM

- (i) Input data into the table by filling out the fields of the form.
- (ii) Press the Tab key to move from field to field and create a new record by clicking Tab after the last field of last record.
- (iii) A new record can also be created at any time by clicking the new button at the bottom of the form window.
- (iv) Records are automatically saved as they are entered so no additional manual techniques need to be executed, by clicking Record Control Bar.

EDITING FORMS



- **Gridlines-** By default, a series of lines and dots underlay the form in Design View so form elements can be easily aligned. To toggle this feature on and off select View/Grid from the menu bar.
- **Snap to Grid-** Select Format/ Snap to Grid to align form objects with the grid to allow easy alignment of form objects or uncheck this feature to allow objects to float freely between the grid lines.
- **Resizing Objects-** Form objects can be resized by clicking and dragging the handles on the edges and corners of the element with the mouse.

- **Change from object types-** To Easily Change the type of form object without having to create a new one, right click on the object with the mouse and select change to the select an available object type from the list.
- **Label/Object alignment-**
 - (i) Each form object and its corresponding label are bounded and will move together when either one is moved with the mouse.
 - (ii) To Change the position of the object and label in relation to each other (to move the label closer to a text box, for example), click and drag the large handle at the top, left corner of the object or label.
- **Tab order-**
 - (i) Alter the tab order of the objects on the form by selecting View/Tab Order... from the menu bar.
 - (ii) Click the grey box before the row you would like to change in the tab order, drag it to a new location, and release the mouse button.
 - (iii) This can also be done by using Tab Property in the properties.

FORM APPEARANCE

- (i) Change the background color of the form by clicking the Fill/Back Colour button on the formatting toolbar and click one of the color swatches on the palette.
- (ii) Change the color of individual form objects by highlighting one and selecting a color from the Font/ Fore Color palette on the formatting toolbar.
- (iii) The font and size, font effect, font alignment, border around each object.
- (iv) The border width, and a special effect can also be modified using the formatting toolbar.

PAGE HEADER AND FOOTER

- (i) Header and footer added to a form will only appear when it is printed.
- (ii) Select these sections by choosing View/Page Header/Footer on the menu bar.
- (iii) Page numbers can also be added to these sections by selecting Insert/Page Numbers.
- (iv) A date and time can be added from Insert/Date and Time... Select View/Page Header/ Footer.

MULTIPLE CHOICE QUESTIONS

- 1) **Form are designed to:**
(a) Input data (b) Manipulate data
(c) Accept data (d) All of these
- 2) **How many are basic layouts of form in MS-Access?**
(a) 2 (b) 3
(c) 4 (d) 5
- 3) **The forms are _____ end of our database in MS-Access?**
(a) Back (b) Front
(c) Middle (d) Both (a) and (b)
- 4) **Which Auto form displays one record at a time?**
(a) Tabular (b) Columnar
(c) Datasheet (d) Justified

SHORT QUESTIONS

Q1: What is columnar form? (FSD 2022) (K.B)

Ans: Columnar form is used to display one record at a time. It displays textboxes and labels. The textboxes represents the fields of the table or query. The labels represent the names of the fields

Q2: Write a note on Tabular Form. (BWP 2022) (MTN 2021)(K.B)

Ans: Tabular form is used to display many records at one time. It displays as a table. Each row in this form displays one record of the table.

Q3: What do you know about Datasheet Form? (MTN 2022) (K.B)

Ans: Datasheet Form is also used to enter or to display multiple records on a single Form. It is like a Datasheet view of table. The fields in each record appear in row-and-column format, with one record in each row and one field.

Q4: Why form object of database is used? (MTN 2022) (DGK 2022)

Ans: A window that consists of visual components called form. Forms are used to interact with database through graphical user interface.

Form is used to manipulate database easily. It can be used to add data in the database, modify data in the database, delete data from the database, retrieve and view data from the database and search the required data from the database.

Q5: Define any two layout of form: (LIR 2022)

Ans: Justified Form is used to enter or to display one record of table at a time. A single record is displayed in more than one row in justified form at. The data of fields is displayed row wise in text boxes. Each text box contains the data of field and its field name is displayed on it as label. Datasheet Form is also used to enter or to display multiple records on a single Form. It is like a Datasheet view of table. The fields in each record appear in row-and-column format, with one record in each row and one field.

Q6: How is a form constructed? (DGK 2021)

Ans: A form is constructed from a collection of individual design elements. These elements are called controls or control objects. The common elements include buttons, check boxes, list boxes and radio buttons etc.

Q7: List out some uses of form?

Ans: Form is used to manipulate database easily. It can be used to add data in the database, modify data in the database, delete data from the database, retrieve and view data from the database and search the required data from the database.

Q8: Write down some advantages of form?

(DKG 2018)

Ans: Some advantages of using forms are as follows:

- Easier to use and user-friendly.
- No technical knowledge required.
- Time saving
- Flexibility

Q9: List different types of forms in MS-Access.

(FSD 2021)

Ans: Following are the types of forms in MS Access:

- Columnar Form
- Tabular Form
- Datasheet Form
- Justified Form

**REVISION LECTURE NOTES
CHAPTER NO.7**

(MICROSOFT ACCESS-FORMS AND REPORTS)

LECTURE NO.2

TIME: 30 MIN.

<p>TOPICS OF THE DAY</p> <p>B. List and Combo Boxes, Check Box and Radio button, Command button, Sub Forms, Create a Form and Sub-form</p>	<p>Name: _____</p> <p>Roll No: _____</p> <p>Date: _____</p>
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**LIST AND COMBO BOXES, CHECK BOX AND RADIO BUTTON,
COMMAND BUTTON, SUB FORMS,
CREATE A FORM AND SUB-FORM**

EXTENSIVE QUESTION

Q.1 Write down the steps to create a form and sub-form?

SHORT QUESTIONS

- (i) Define sub-form? (BWP 2022) (SGD 2018) (K.B)
 - (ii) What are the uses of List Box? (BWP 2022) (DGK 2018)(U.B)
 - (iii) Describe Radio Button? (LHR 2022) (RWP 2018, 2022) (BWP 2019)(K.B)
 - (iv) Different between form & sub form? (SWL 2022)(MTN 2018) (U.B)
 - (v) What is check boxes? (LHR 2022) (RWP 2018,2022) (SGD 2017)(K.B)
- Or
- Why checkboxes are used? (GRW 2022)(U.B)
- (vi) How is combo box used? (RWP 2017)(U.B)
 - (vii) List any five buttons available on access database window. (BWP 2019) (U.B)

LIST AND COMBO BOXES

- (i) Finite number of values for a certain field on a form, using combo or list boxes may be a quicker and easier way of entering data.
- (ii) These two control types differ in the number of values they display.
- (iii) List box values are all displayed until the arrow button is clicked to open it as shown in these examples.
- (iv) By using combo or list box, the name of the cities does not need to be typed for every record.

- (v) Depending on your choice in the first dialog box, the next options will vary.
- (vi) If you chose to look up values from the table or query, the following box will be displayed.
- (vii) Select the table or query from which the values of the combo box will come from.
- (viii) Click Next> and choose fields from the table or query that was selected. Click Next> to proceed.
- (v) On the next dialog box, set the width of the combo box by clicking and dragging the right edge of the column. Click Next.
- (vi) The next dialog box tells Access what to do with the value that is selected.
- (vii) Choose "Remember the value for later use to use the value in a macro or procedure (the value is discarded when the form is closed), or select the field.
- (viii) The value should be stored in. Click Next> to proceed to the final screen.
- (ix) Type the name that will appear on the box's label and click Finish.

CLICK BOXES AND RADIO BUTTONS

- (i) Use the check boxes and Radio buttons to display yes/no, true/ false, or on/ off values.
- (ii) Only one value from a group of radio buttons can be selected while any or all values from a check box group can be chosen.
- (iii) Typically, these controls should be used when five or less option are available.
- (iv) Combo boxes or lists should be used for long lists or options.
- (v) On the next window, select a value if there is any and click Next>
- (vi) Select values for the options and click Next>
- (vii) Choose what should be done with the value and click Next>
- (viii) Choose the type and style of the option group and click Next>
- (ix) Type the caption for the option group and click Finish.

• **Command Buttons**

- (i) Open the form in Design View and ensure that the Control wizard button on the toolbox is pressed in.
- (ii) Draw the button on the form. The command Button Wizard will then appear.

- (iii) On the first dialog window, action categories are displayed in the left list while the right list displays the actions in each category. Select an action for the command button and click Next>
- (iv) The next few pages of options will vary based on the action you selected. Continue selecting options for the command button.
- (v) Choose the appearance of the button by entering text for caption of button or selecting a picture.
- (vi) Check the Show All Pictures box to view the full list of available images. Click Next>
- (vii) Enter a name for a command button and click Finish to create the button.

- **Subforms**

- (i) A subform is a form that is placed in a parent form, called the main form.
- (ii) Subforms are particularly useful to display data from tables and queries that have one-to-many relationships.

- **Create a Form and Sub form.**

- (i) Use this method if neither parent nor child form has already been created.
- (ii) A main form and subform can be created automatically using the form wizard if table relationships are set properly or if a query involving multiple tables is selected.
- (iii) For example, a relationship can be set between a table containing customer information and one listing customer orders so the orders for each customer are displayed together using a main form and subform.
- (iv) Double click Create form by using wizard on the database windows.
- (v) From the Tables/Queries drop-down menu, select the first table or query form which the main form will display its data.
- (vi) Select the fields that should appear on the form by highlighting the field names in the Available Fields list on the left and clicking the single greater symbol> button or clicks the double greater.
- (vii) From the same window, select another table or query from the Tables/Queries drop-down menu and choose the fields that should appear on the form.
- (viii) Click Next to continue after all fields have been selected.
- (ix) Choose an arrangement for the forms by selecting form with subform (s) if the forms should appear on the same

page or Linked forms if there are many controls on the main form and a subform will not fit.

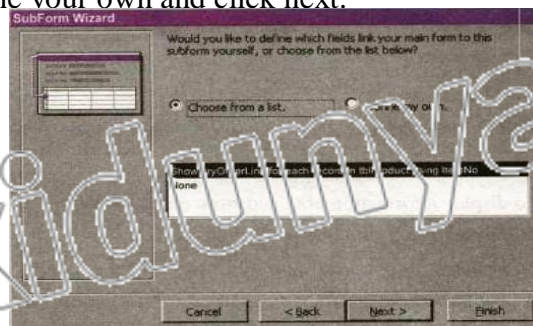
- (x) Click Next to proceed to the next page.
- (xi) Select a tabular or datasheet layout for the form and click Next.
- (xii) Select a style for the form and click Next.
- (xiii) Enter the names for the main form and subform. Click Finish to create the forms.
- (xiv) New records can be added to both tables and queries at once by using the new combined form.

• Subforms

- (i) If the main form or both forms already exist, the subform wizard can be used to combine the forms. Follow these steps to use the subform wizard:
- (ii) Open the main form in design view and make sure the control wizard button on the toolbox is pressed in.
- (iii) Click the subform/sub-report icon on the toolbox and draw the outline of the subform on the main form. The subform wizard dialog box will appear when the mouse button is released.
- (iv) If the subform has not been created yet, select “Use existing tables and Queries” Otherwise, select the existing form that will become the subform. Click next to continue.



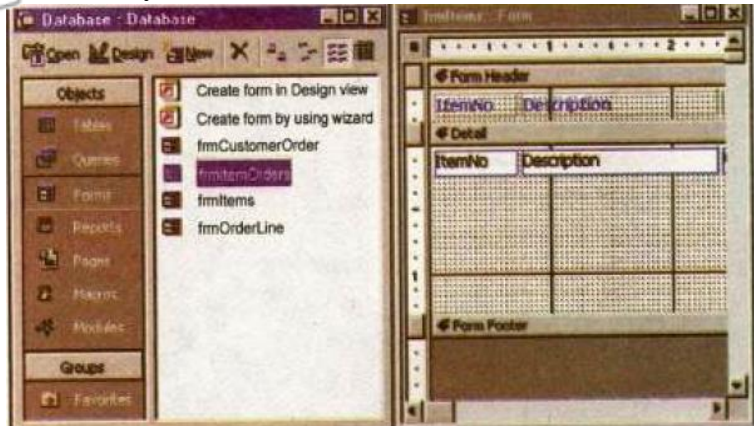
- (v) The next dialog window will display table relationship assumed by access. Select one of these relationships or define your own and click next.



- (vi) One the final dialog box, enter the name of the subform by choosing option. “Choose from list” option or by “define my own” and click finish.

• Drag-and-Drop method

- (i) Use this method to create subform from two forms that already exist. Make sure that the table relationships have already been set before proceeding with these steps.
- (ii) Open the main form in Design view and select window Tile vertically to display both the database window and to form side by side as shown below.



- (iii) Drag the form icon beside the name of the subform onto the detail section of the main form design.

MULTIPLE CHOICE QUESTIONS

Q.No.1

- When displaying a sub-form within a main form, which form is based on the primary table?
 - Neither main form nor sub-form
 - The sub-form
 - The main form
 - Both (b) and (c)
- Which of the following options is used for editing forms in MS Access?
 - Grid lines
 - Snap to Grid
 - Resizing object
 - All of these
- Which of the following is used to display a list of items in forms?
 - List box
 - Combo box
 - Both (a) and (b)
 - Neither (a) or (b)
- Which of the following is used to display yes / no values?
 - Checkbox
 - Option button
 - Both (a) and (b)
 - None of these

SHORT QUESTIONS

Q.No.2

Q1: Define sub-form?

(BWP 2022) (SGD 2018)(K.B)

Ans: A sub-form is a form that is placed in a parent form, called the main form. Sub-forms are particularly useful to display data from tables and queries that have one-to-many relationships.

Q2: What are the uses of List Box?

(BWP 2022) (DGK 2018)(U.B)

Ans: Finite number of values for a certain field on a form, using combo or list boxes may be a quicker and easier way of entering data. List box values are all displayed until the arrow button is clicked to open it as shown in these examples. By using combo or list box, the name of the cities does not need to be typed for every record. Depending on your choice in the first dialog box, the next options will vary.

Q3: Describe Radio Button? (LHR 2022) (RWP 2018, 2022) (BWP 2019)(K.B)

Ans: Use the check boxes and Radio buttons to display yes/no, true/ false, or on/ off values. Only one value from a group of radio buttons can be selected while any or all values from a check box group can be chosen. Typically, these controls should be used when five or less option are available.

Q4: Different between form & sub form? (SWL 2022)(MTN 2018)(U.B)

Ans:

Form	Sub from
<ul style="list-style-type: none"> A window that consists of visual components is called form. Forms are used to interact with database through graphical user interface. 	<ul style="list-style-type: none"> A form that is placed in parent form or main form is called the subform. Subform is also known as Child Form. A subform is particularly used when tables are associated with each other.

Q5: What is check boxes? (LHR 2022) (RWP 2018,2022) (SGD 2017)(K.B)

OR

Why checkboxes are used? (GRW 2022)(U.B)

Ans: Combo box is used to display a list of item in forms. It consists of a textbox and a dropdown list. The user can select the desired item from the combo box. Combo box contains an arrow on the right side. The user can click on the arrow to see the list of all available items.

Q6: How is combo box used? (RWP 2017)(U.B)

Ans: Combo box is used to display a list of items in forms. It consists of a textbox and a dropdown list. The user can select the desired item from the combo box. Combo box contains an arrow on the right side. The user can click on the arrow to see the list of all available items.

Q7: List any five buttons available on access database window. (BWP 2019) (U.B)

Ans: Following are the name of five buttons.

- List box
- Combo box
- Check box
- Radio buttons
- Command buttons

PREVIEW OF TODAY'S TOPICS

- C. Reports, Types of Report, Conditional Formatting

REPORTS, TYPES OF REPORTS, CONDITIONAL FORMATTING**EXTENSIVE QUESTION**

Q.1 What is report? Briefly explain its types and advantages.

(BWP 2018)

SHORT QUESTIONS

- (i) Write down some uses of reports. (RWP 2018) (U.B)
(ii) How is report created by using with wizard? (FSD 2022) (A.B)
(iii) Define Report? (DGK 2021) (K.B)
(iv) List some standard types of reports in MS-Access? (U.B)
(v) Differentiate between form and report. (U.B)
(vi) Which types of methods can be used to create a report? (A.B)
(vii) Define Conditional formatting? (K.B)

REPORTS**Def.**

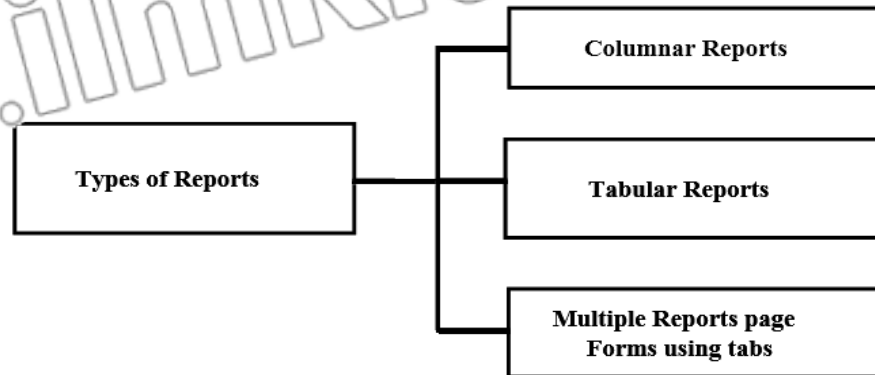
Presentation of processed data obtained from a database is called report. The report can be displayed on the screen, on the paper or on the disk. The following are the main uses of reports:

USES OF REPORTS:

- (i) To display information obtained from a database.
(ii) To display result of a query.
(iii) To produce output according to the needs of the user.
(iv) The final product of most database application is a report.
(v) Access combines data in tables and queries to produce a report that can be printed and distribute to people who need or request it.
(vi) Reports provide means for creating printed copies of the information of database.
(vii) Some reports consist of a single page, such as, order acknowledgement and invoice.
(viii) Multi-page Access reports are more common than the single-page reports.
(ix) These reports include catalogs, general ledgers, and financial statements and examinations result sheets.
(x) A report simply retrieved data from a database and presents it in a formatted form.
(xi) It can retrieve data from one or more tables of a database.
(xii) In these reports, the values of each field in each record of a table or a query are listed in one long column of text boxes.

- (xiii) A label indicates the name of the field and a text box to the right of the label provides the values.
- (xiv) Columnar report spreads the information for a single record over many rows.

TYPES OF REPORTS



- **Columnar Report:**

- (i) In these reports, the value of each field in each record of a table or a query are listed in one long column of text boxes.
- (ii) A label indicates the name of the field and a text box to the right of the label provides the values.
- (iii) Columnar report spreads the information for a single record over many rows.

- **Tabular Reports:**

- (i) These reports provide a column for each field of the records in rows under the column header.
- (ii) If you have more columns than can fit on one page, additional pages print in sequence until all columns are printed, then the next group of records is printed.

- **Multiple-Page Form Using Tabs:**

- (i) Tab controls allow you to easily create multi-page forms.
- (ii) Click the Tab Control icon on the toolbox and draw the control on the form.
- (iii) Add new controls to each tab page the same way that controls are added to regular form pages. Click the tabs to change pages.
- (iv) Existing form control be repositioned on the table control.
- (v) Add new tabs or delete tabs by right clicking in the tab area and choosing Insert page or Delete Page from the shortcut menu.
- (vi) Reorder the tabs by right clicking on the tab control and selecting page order.
- (vii) Rename tabs by double-clicking on tab and Change the Name property under the other tab.

CONDITIONAL FORMATTING

- **Conditional Formatting:**

- (i) Special formatting that depends on the control's value can be added to text boxes, list and combo boxes.
- (ii) A default value can set along with up to three conditional formats.

- **Password Text Field:**

- (i) To modify a text box so each character appears as an asterisk as the user types in the information, select the text field in Design view and click Properties.
- (ii) Under the Data tab, click in the Input mask field and then click the button {...} that appears.
- (iii) Choose "Password" from the list of input masks and click Finish.
- (iv) Although the user will only see asterisks for each character that is typed, the actual characters will be saved in the database.

- **Change Control Type:**

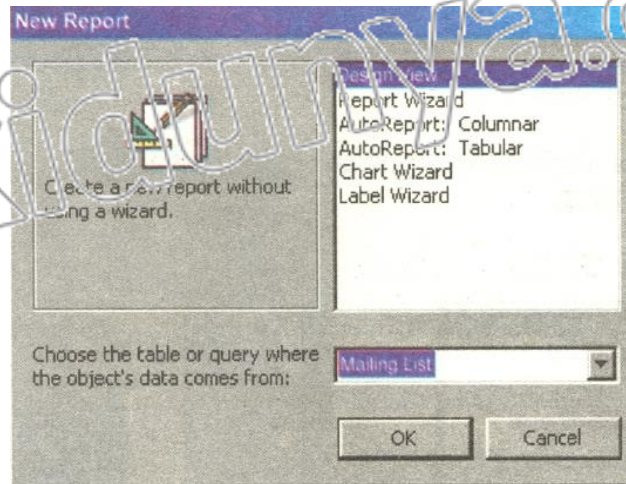
- (i) If you decide the type of a control needs to be changed, this can be done without deleting the existing control and creating a new although not every control type can be converted to.
- (ii) To change the control type, select the control on the form in Design View and choose Format/Change to from the menu bar. Select one of the control types that are not grayed out.

- **Create Reports by Using the Wizard:**

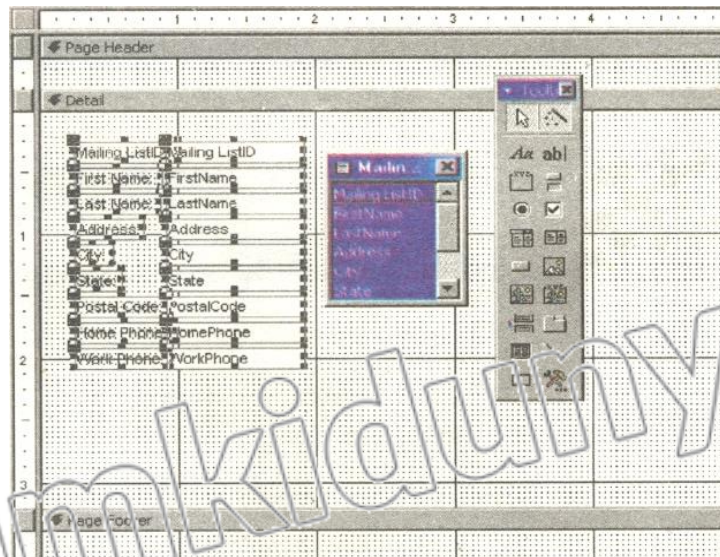
- (i) Double click on the "create report by using wizard" option on reports database window.
- (ii) Select the information source for the report by selecting a table or query from the Tables/ Queries drop-down menu.
- (iii) Then, select the fields that should be displayed in the report by transferring them from the Available fields menu to the selected field windows using the single right greater symbol button > to move fields one at a time or the double greater symbol button >> to move all of the fields at once.
- (iv) Click the Next> button to move to the next screen.
- (v) Select fields from the list that the records should be grouped by and click the right greater symbol button > to add those fields to the diagram.
- (vi) Use the priority button to change the order of the grouped fields if more than one field is selected Click Next> to continue.

- **Create in Design View:**

- (i) To create a report from scratch, select Design view from the Reports Database Window.
- (ii) Click the new button on the Reports Database window, highlight "Design View" and choose the data source of the report from the drop-down menu and click OK.



- (iii) You will be presented with a blank grid with a Field Box and form element toolbar that looks similar to the Design View for forms. Design the report in much the same way you would create a form.
- (iv) For example, report at once. Then, use the handles on the elements to resize them, move them to different locations, and modify the look of the report by using options on the formatting toolbar. Click the print View button at the top, left corner of the screen to preview the report.



- **Printing reports:**

Select file\page setup to modify the page margin, size, orientation, and column setup. After all changes have been mad, print the report by selecting File\print from the menu bar or click the print button on the toolbar

MULTIPLE CHOICE QUESTIONS

Q.No.1

- 1) A report that provides a column for each field of the records in rows under the column header is known as:
(a) Tabular Report (b) Columnar Report
(c) Datasheet Report (d) Justified Report
- 2) A report may be based as:
(a) A table but not a query (b) A query but not a table
(c) Form (d) Both (a) & (b)
- 3) Which of the following is not a function of report?
(a) Display data (b) Edit data
(c) Output of database application (d) Print data
- 4) A single report can display data from:
(a) One table (b) Many tables
(c) According to user requirement (d) All of these
- 5) In which of the following menu a conditional formatting exists?
(a) view (b) format
(c) folder (d) file
- 6) In conditional formatting, which type of condition is/are available?
(a) field value is (b) expression is
(c) field has focused (d)
- 7) In order to print a report, the print option exist in which menu?
(a) file menu (b) view menu
(c) print menu (d) insert menu

SHORT QUESTIONS

Q.No.2

Q1: Write down some uses of reports.

(RWP 2018) (U.B)

Ans: Following are the uses of the reports.

- (i) To display information obtained from a database.
- (ii) To display result of a query.
- (iii) To produce output according to the needs of the user.
- (iv) The final product of most database application is a report.
- (v) Access combines data in tables and queries to produce a report that can be printed and distribute to people who need or request it.

Q2: How is report created by using with wizard?

(FSD 2022) (A.B)

Ans: Following is the procedure to create report by using wizard.

- (i) Double click on the "create report by using wizard" option on reports database window.
- (ii) Select the information source for the report by selecting a table or query form the Tables/ Queries drop-down menu.
- (iii) Then, select the fields that should be displayed in the report by transferring them from the Available fields menu to the selected field windows using the single right greater symbol button > to move fields one at a time or the double greater symbol button >> to move all of the fields at once.

- (iv) Click the Next> button to move to the next screen.
- (v) Select fields from the list that the records should be grouped by and click the right greater symbol but on > to add those fields to the diagram.
- (vi) Use the priority button to change the order of the grouped fields if more than one field is selected Click Next> to continue.

Q3: Define Report? (DGK 2021) (K.B)

Ans: Reports are the output of a database application. The user can generate different types of reports by manipulating the database. The information on the reports is arranged in different styles. The reports may contain graphs and charts etc.

Q4: List some standard types of reports in MS-Access? (U.B)

Ans: Following are the types of report in MS-Access:

- Columnar Reports.
- Tabular Reports

Q5: Differentiate between form and report? (U.B)

Ans: The main difference between form and report is that form is used to input data in database. The report is used to display data from tables.

Q6: Which types of methods can be used to create a report?

Ans: A report can be used by using different methods like using wizard and Auto Report.

Q7: Which two database objects can be used to create a report? (A.B)

Ans: Tables and queries are two objects that can be used to create a report.

Q8: Define Conditional formatting? (K.B)

Ans: A formatting applied on the Control object when a specified condition is met, is called conditional formatting. Conditional formatting usually depends upon the value of control.

**REVISION LECTURE NOTES
CHAPTER NO.7
(MICROSOFT ACCESS-FORMS AND REPORTS)**

LECTURE NO.4

TIME: 30 MIN.

PREVIEW OF TODAY'S TOPICS

1. Linking, Creating switch board in MS-Access, Keyboard Shortcuts

LINKING, CREATING SWITCH BOARD IN MS-ACCESS

KEYBOARD SHORTCUTS

EXTENSIVE QUESTION

NILL

SHORT QUESTIONS

- (i) What is linking? (SWL 2021) (K.B)
(ii) Write the use of switchboard? (SWL 2019) (U.B)

• **LINKING**

- (i) Linking objects from another database will create a link to an object in another database while not copying the table to the current database.

• **CREATING A SWITCHBOARD IN ACCESS**

- (i) Open one of your databases.
(ii) Click on tools, then Database Utilities, and finally Switchboard Manager.
(iii) If no Switchboard form exists, Access will display a message telling you that no Switchboard exists and will ask if you want to create one.
(iv) Click yes to display the Switchboard Manager screen, and click the Edit button to edit your options.
(v) From this screen, you can change the Switchboard default name from main switch board to whatever you'd like.
(vi) Click the New button to display the edit Switchboard items dialog box.
(vii) In the Text field, type a brief description of the first item you want to add.
(viii) In the command field, select the appropriate option from the drop-down list. The option you select will determine what options you'll receive in the third drop-down list. The option you select will determine what options you'll receive in the third drop-down list.

- (ix) For example, if you choose Open Form in Edit Mode, the Switchboard Manager will display a list of your database's forms. Choose the form and click OK>
- (x) Repeat this process until you've added all the items you want to the switchboard form and click Close.

• **KEYBOARD SHORTCUTS**

Keyboard shortcuts can save time and the effort of constantly switching from the keyboard to the mouse to execute simple commands. Print this list of access keyboard shortcuts and keep it by or computer for a quick reference.

Note:

A plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke	Action	Keystroke
Database actions		Editing	
Open existing database	CTRL+O	Select all	CTRL+A
Open a new database	CTRL+N	Copy	CTRL+C
Save	CTRL+S	Cut	CTRL+X
Save record	SHIFT+ENTER	Paste	CTRL+V
Print	CTRL+P	Undo	CTRL+Z
Display database window	F11	Redo	CTRL+Y
Find and Replace	CTRL+F	Find	CTRL+F
Copy	CTRL+C	Replace	CTRL+H
Cut	CTRL+X	Spell checker	F7
Paste	CTRL+V	Toggle between Edit mode and Navigation mode	F2
Undo	CTRL+Z	Open window for editing large content fields	SHIFT+F2
Help	F1	Switch from current field to current record	ESC
Toggle between Form and Design view	F5		
Other		Navigating Through a data sheet	
Insert line break in a memo field	CTRL+ENTER	Next field	TAB
Insert current date	CTRL+;	Previous field	SHIFT+TAB
Insert current time	CTRL+:	First field of record	HOME
Copy data from previous record	CTRL+'	Last field of record	END
Add a record	CTRL++	Next record	DOWN ARROW
Delete a record	CTRL+-	Previous record	UP ARROW
		First field of first record	CTRL+HOME
		Last field of last record	CTRL+END

MULTIPLE CHOICE QUESTIONS

Q.No.1

- 1) Which of the following is shortcut key is used to open new database?
(a) Ctrl + O (b) Ctrl + B
(c) Ctrl + S (d) Ctrl + N
- 2) Which of the following is shortcut key is used to insert current?
(a) Ctrl + ; (b) Ctrl + :
(c) Ctrl + ' (d) Ctrl + ""
- 3) Which of the following key is used to jump in a next field?
(a) TAB (b) HOME
(c) END (d) Ctrl + TAB

SHORT QUESTIONS

Q.1 What is Linking?

(SWL 2021) (K.B)

Ans: The process of linking in MS Access creates a link to an object in another database. The table is not copied to the current database.

Q.2 Write the use of switchboard?

(SWL 2019) (U.B)

Ans: A switchboard is a form that is used to navigate database and different perform task in database application. It is contains user-defined commands with buttons, labels, images or hyperlinks.

STUDENTS LEARNING OBJECTIVES (SLOs)

MULTIPLE CHOICE QUESTIONS

Knowledge Based Questions

- (i) **Form are designed to:**
(a) Input data (b) Manipulate data
(c) Accept data (d) **All of above**
- (ii) **How many are basic layouts of form in MS-Access?**
(a) 2 (b) 3
(c) **4** (d) 5
- (iii) **Which form layout is selected to display multiple records at a time?**
(a) Justified (b) **Datasheet**
(c) Columnar (d) None of these
- (iv) **A subform can be created using:**
(a) Form wizard (b) Subform wizard
(c) Drag and drop method (d) **All of above**
- (v) **Which of the following options is used for editing forms in MS Access?**
(a) Grid lines (b) Snap to Grid
(c) Resizing object (d) **All of above**

Understanding Based Questions

- (i) **A report that provides a column for each field of the records in rows under the column header is known as:**
(a) Tabular Report (b) **Columnar Report**
(c) Datasheet Report (d) Justified Report
- (ii) **A single report can display data from:**
(a) One table (b) Many tables
(c) Ten table (d) **All of these**
- (iii) **Which of the following is not true for a form?**
(a) It is used to enter data into database
(b) It is used to edit data of database
(c) **It is used to present data in a formatted way**
(d) It is used to display data from database
- (iv) **Which of the following is used to display yes / no values?**
(a) Checkbox (b) Option button
(c) **Both (a) & (b)** (d) None of these
- (v) **How many are layout of report?**
(a) **2** (b) 3
(c) 4 (d) 5

Application Based Questions

- (i) You want to track the progress of the stock market on a daily basis, which type of chart should you use?
(a) Line chart (b) Column
(c) Row chart (d) Pie chart
- (ii) When displaying a sub-form within a main form, which form is based on the primary table?
(a) Neither main form nor sub-form (b) The sub-form
(c) The main form (d) Both (b) & (c)
- (iii) You can drag the which bar to move the property sheet window around on your screen?
(a) Title bar (b) Status bar
(c) Scroll bar (d) All of above
- (iv) The forms are the which end of our database in Microsoft Access?
(a) Back end (b) Front end
(c) Both (a) & (b) (d) None of these
- (v) Which of the following is a back end of database?
(a) Table (b) Query
(c) Form (d) Report

SHORT QUESTIONS

Knowledge Based Questions

Q.1 What is columnar form?

Ans: Columnar form is used to display one record at a time. It displays textboxes and labels. The textboxes represent the fields of the table or query. The labels represent the names of the fields.

Q.2 What are Check boxes?

Ans: Checkbox is used to display yes/no, true/false or on/off option. It is used when the user can select one or multiple operations at the same time. The user can select any or all values from a group of check boxes. The user can select a checkbox by clicking on it.

Q.3 What is radio button?

Ans: The Radio Button control is used to display a set of choices or options from which the user can select only one. This button appears on the Form as small circle. When it is selected, a dot appears in the circle. If another option is selected from the set of options then the already selected button is automatically de-selected. Therefore, option buttons are mutually exclusive.

Q.4 What is Datasheet Form?

Ans: Datasheet Form is also used to enter or to display multiple records on a single Form. It is like a Datasheet view of table. The fields in each record appear in row-and-column format, with one record in each row and one field.

Q.5 What is Multiple Page Form?

Ans: A form that contains multiple tabs and each tab consists of a page of information is called multiple page Form. In windows, the display properties dialog box is an example of multiple page form that contains multiple tabs. When any tab is clicked, the page of information under it is displayed.

Understanding Based Questions

Q.1 How is Combo box used?

Ans: Combo box is used to display a list of items in forms. It consists of a textbox and a dropdown list. The user can select the desired item from the combo box. Combo box contains an arrow on the right side. The user can click on the arrow to see the list of all available items.

Q.2 How data is edit through forms?

Ans: You can change the contents of existing record very easily. To changes the contents of a specific record, modify its contents and move to next record or close the Form. MS-Access Automatically updates the record.

Q.3 How is a form constructed?

Ans: A form is constructed from a collection of individual design elements. These elements are called controls or control objects. The common elements include buttons, check boxes, list boxes and radio buttons etc.

Q.4 Differentiate between form and reports?

Ans: **Following are the difference between form and report?**

FORM	REPORT
<ul style="list-style-type: none">Form is used to input data in database.	<ul style="list-style-type: none">Report is used to display data from tables.
<ul style="list-style-type: none">Form is used to view data on computer screen.	<ul style="list-style-type: none">Report is used to print data on paper.
<ul style="list-style-type: none">Data is not formatted.	<ul style="list-style-type: none">Data is formatted.
<ul style="list-style-type: none">Data can be modified.	<ul style="list-style-type: none">Data cannot be modified.
<ul style="list-style-type: none">Data can be entered.	<ul style="list-style-type: none">Data cannot be entered.

Q.5 Which types of methods can be used to create a report?

Ans: A report can be used by using different methods like using wizard and Auto Report.

Application Based Questions

Q.1 How can save and closed an auto report?

Ans: **Saving and Closing an Auto Report**

The Auto Report is not saved to the database automatically. The following procedure is used to save the report:

- Select file --> close. You are prompted to save the report.
- Click yes. The Save As dialog box will appear.
- Enter a name and click OK. The report is saved to the Database Window.

Q.2 How can you apply a sort order to the report?

Ans: To control the sort order of data in your report, you can sort data in a dataset query, or define a sort expression for a data region or group. You can also add interactive sort buttons to tables and matrices to enable a user to change the sort order of report data. All three types of sorts can be combined in the same report. User-initiated interactive sorts are applied after sort expressions, and sort expressions are applied after the query sort. Most aggregate calculations for report items are not dependent on the sort order of data, with the following exceptions: **First, Last, and Previous**

Q.3 Why is report important?

Ans: Following are important point:

- Reports present the required information in formatted style.
- Reports provide flexibility to present the same data in different ways.
- Reports can display information with graphics and charts etc.

Q.4 How can we save and close an auto report?

Ans: The Auto Report is not saved to the database automatically. The following procedure is used to save the report:

- Select file --> close. You are prompted to save the report.
- Click yes. The Save As dialog box will appear.
- Enter a name and click OK. The report is saved to the Database Window

Q.5 How Conditional Formatting is applied?

Ans: A formatting applied on the Control object when a specified condition is met, is called conditional formatting. Conditional formatting usually depends upon the value of control.