

MICROSOFT ACCESS-FORMS AND REPORTS

Chapter

7

7.1 OVERVIEW

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. It provides a different way of viewing table data. Access enables us to create forms that can be used to enter, maintain, view, and print data.

The Form is constructed from a collection of individual design elements called controls or control objects. Controls are the components we see in the windows dialog boxes of the access and other windows applications like buttons, check boxes etc. We use text boxes to enter and edit data, labels to hold field names and object frame to display graphics.

A Form Wizard is provided to assist you in the construction of forms. Four types of forms can be created. 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/subform (combining the single-form and tabular formats into one form), and graph.

Create Form by Using Wizard

To create a form using the assistance of the wizard and follow these steps:

- Click the *Create form by using wizard* option on the database window.
- From the *Tables/Queries* drop-down menu, select the table or query whose datasheet the form will modify. 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* window. To move all of the fields to *Select Fields*, click the double greater symbol >>. If you make a mistake and would like to remove a field or all of the fields from the *Selected Fields* window, click the left arrow < or left double arrow << buttons. After the proper fields have been selected, click the *Next >* button to move on to the next screen.

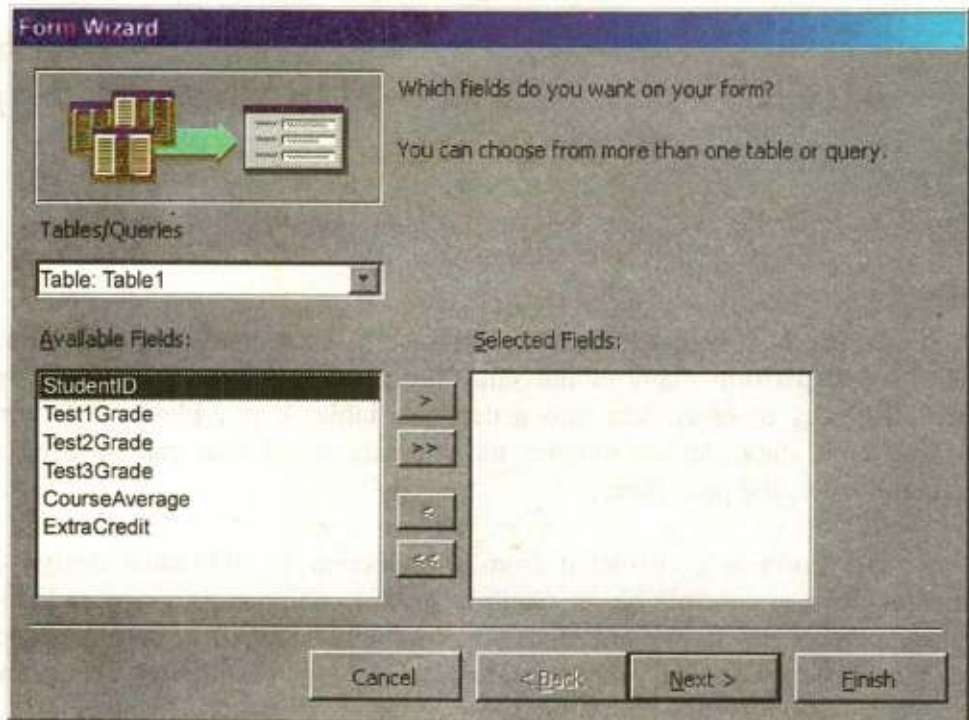


Fig.7.1 1st Step of Form Wizard

- In the second step we have the screen to select the layout of the form.
 - ❖ **Columnar Form:** 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. The wizard fills the first column with as many fields as will fit and so forth.
 - ❖ **Justified Form:** A single record is displayed with labels and form fields are listed across the screen
 - ❖ **Tabular Form:** Multiple records are listed on the page at a time with fields in columns and records in rows. Tabular forms display fields in horizontal row, with field labels at the top of the form. Each new row represents a new record. Tabular forms are best when you want to display just a few relatively narrow fields and you want to see several records at once. 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:** 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 any form. This type of form is often used as the basis for sub forms.

- Click the *Next >* button to move on to the next step.

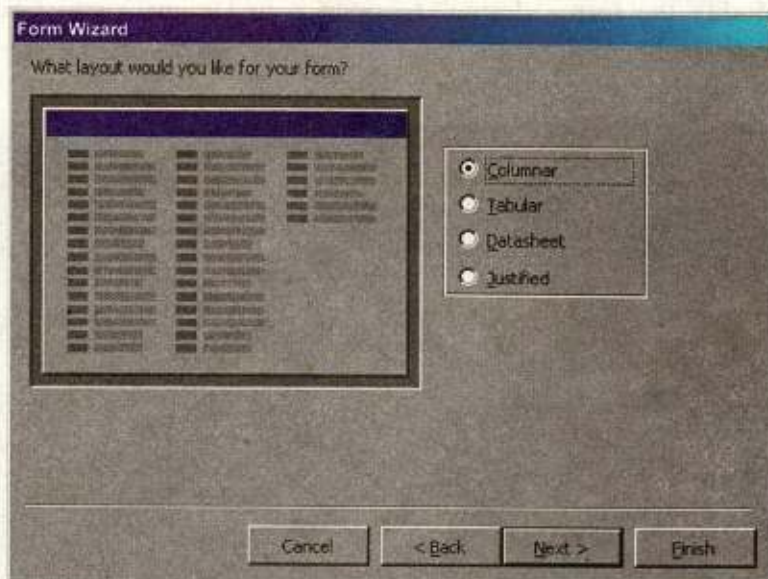


Fig.7.2 Defining Different types of Layout

- Select a visual style for the form from the next set of options and click *Next >*.

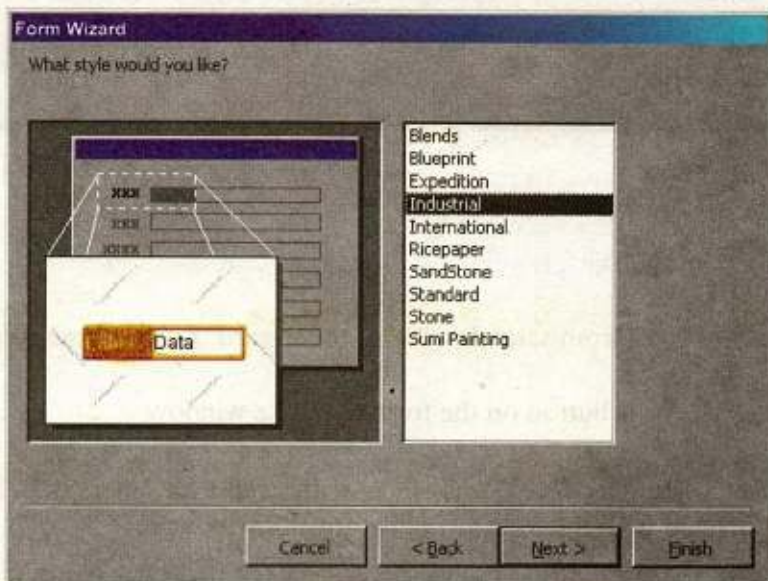


Fig.7.3 Choosing a Form Styles in Form Wizard

- On the final screen, enter the title you want to display on your form in the text box and then name the form in the space provided. Select "Open the form to view or enter information" to open the form in Form View or "Modify the form's design" to open it in Design View. Click *Finish* to create the form.



Fig.7.4 Finishing the Form in Form Wizard

Create Form in Design View

To create a form from scratch without the wizard, follow these steps:

- Click the *New* button on the form database window.
- Select "Design View" and choose the table or query the form will be associated with the form from the drop-down menu.
- Select *View/Toolbox* from the menu bar to view the floating toolbar with additional options.

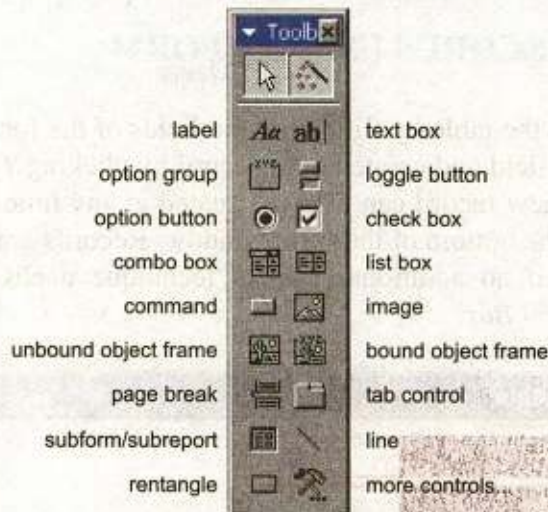


Fig.7.5 Defining tools of Toolbox

- Add controls to the form by clicking and dragging the field names from the Field List floating window. Access creates a text box for the value and label for the field name when this action is accomplished. To add controls for all of the fields in the Field List, double-click the Field List window's title bar and drag all of the highlighted fields to the form.

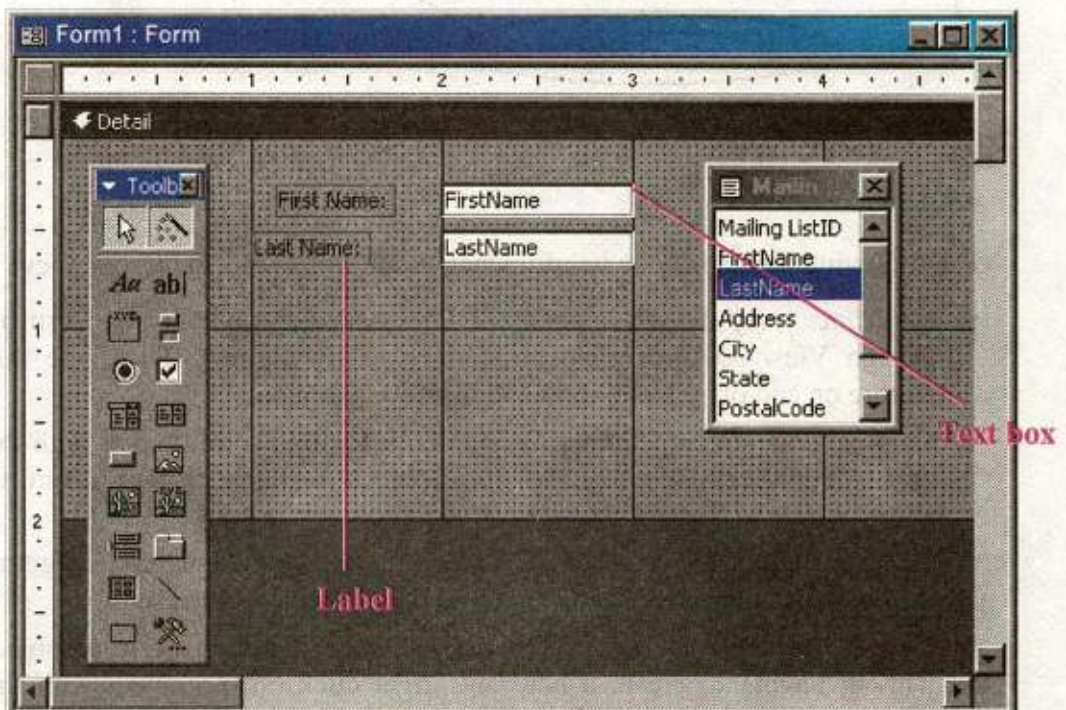
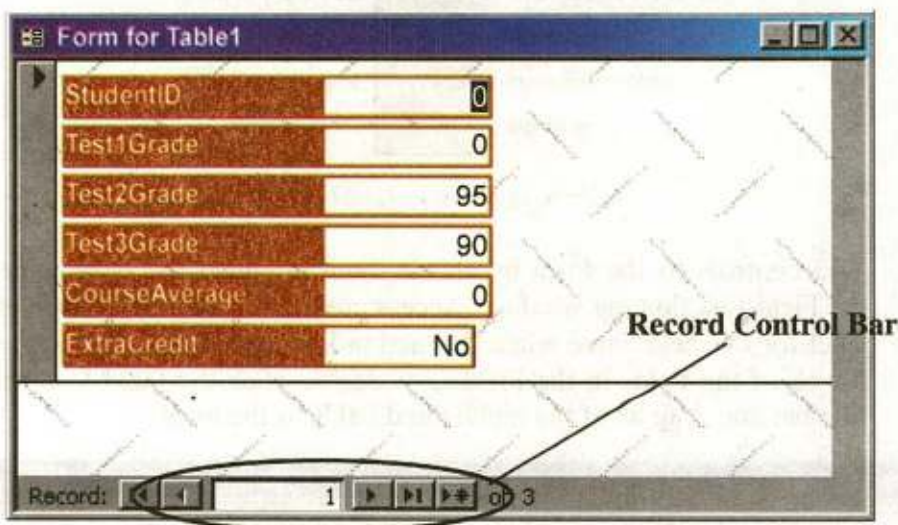


Fig.7.6 Creating a Form by Design View

7.2 ADDING RECORDS USING A FORM

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



StudentID	0
Test1Grade	0
Test2Grade	95
Test3Grade	90
CourseAverage	0
ExtraCredit	No

Record Control Bar

Record: 1 of 3

Fig.7.7 Adding the record in a Form Design View

Editing Forms

The following points may be helpful when modifying forms in Design View.

- *Grid lines* - 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 and dots.
- *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 form object type* - 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* and select an available object type from the list.

- **Label/object alignment** - Each form object and its corresponding label are bounded and will move together when either one is moved with the mouse. However, 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** - Alter the tab order of the objects on the form by selecting *View|Tab Order...* from the menu bar. 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. This can also be done by using Tab Property in the properties.

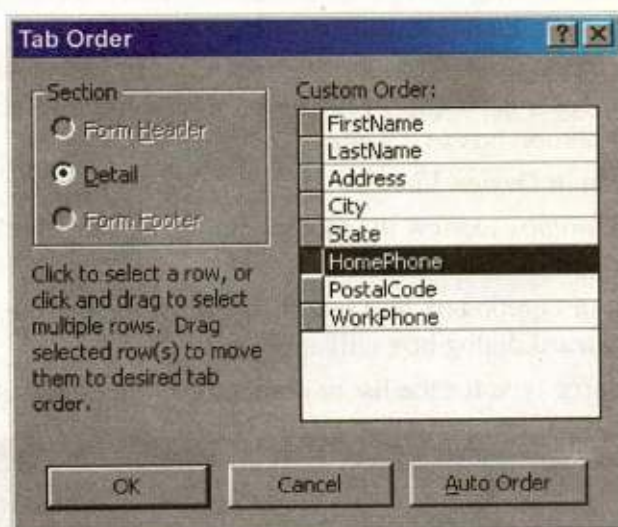


Fig.7.8 Defining the Tab Order in a Form

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

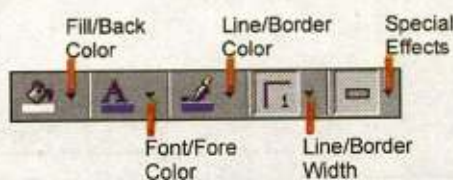


Fig.7.9 Defining the Formatting Toolbar

- **Page Header and Footer:** Headers and footers added to a form will only appear when it is printed. Select these sections by choosing *View/Page Header/Footer* on the menu bar. Page numbers can also be added to these sections by selecting *Insert/Page Numbers*. A date and time can be added from *Insert/Date and Time....* Select *View/Page Header/Footer* again to hide these sections from view in Design View.

7.3 LIST AND COMBO BOXES

If there are small, 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. These two control types differ in the number of values they display. List box values are all displayed during data entering while the combo box values are not displayed until the arrow button is clicked to open it as shown in these examples:

By using a combo or list box, the name of the cities does not need to be typed for every record. Instead, it simply needs to be selected from the list. Follow these steps to add a list or combo box to a form:

- Open the form in *Design View*.
- Select *View/Toolbox* to view the toolbox and make sure the "Control Wizards" button is pressed in.
- Click the list or combo box tool button and draw the outline on the form. The combo box wizard dialog box will appear.
- Select the source type for the list or combo box values and click *Next >*.

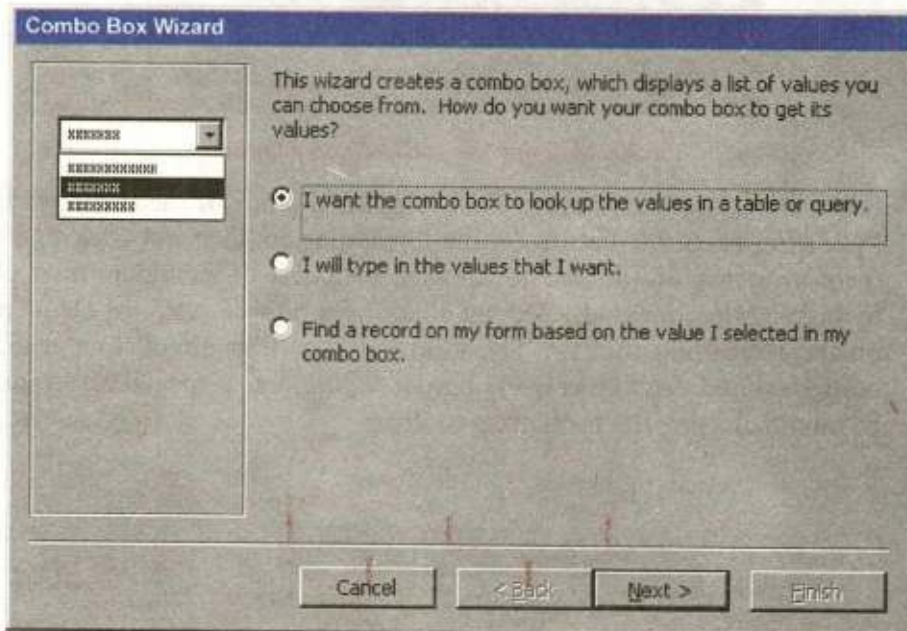


Fig.7.10 1st Step of Combo Box Wizard

- Depending on your choice in the first dialog box, the next options will vary. If you chose to look up values from a table or query, the following box will be displayed. Select the table or query from which the values of the combo box will come from. Click *Next >* and choose fields from the table or query that was selected. Click *Next >* to proceed.



Fig.7.11 Choosing the Table in Combo Box Wizard

- On the next dialog box, set the width of the combo box by clicking and dragging the right edge of the column. Click *Next >*.

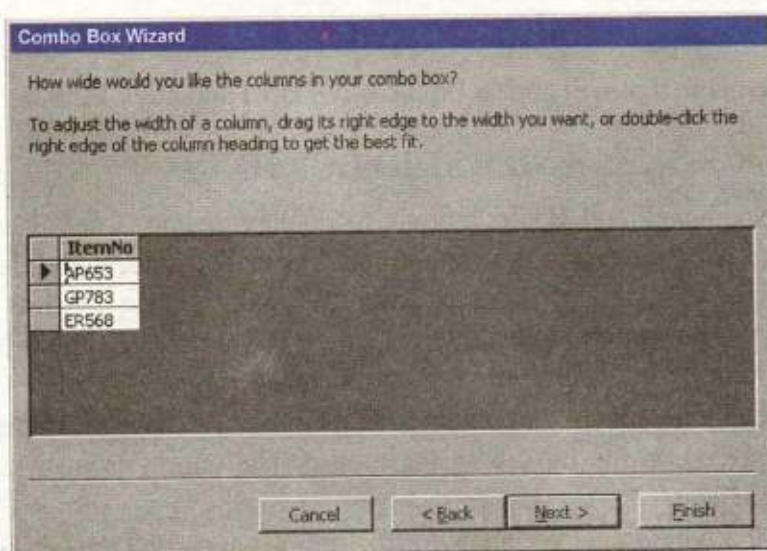


Fig.7.12 Viewing the Column in Combo Box Wizard

- The next dialog box tells Access what to do with the value that is selected. 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 that the value should be stored in. Click *Next >* to proceed to the final screen.

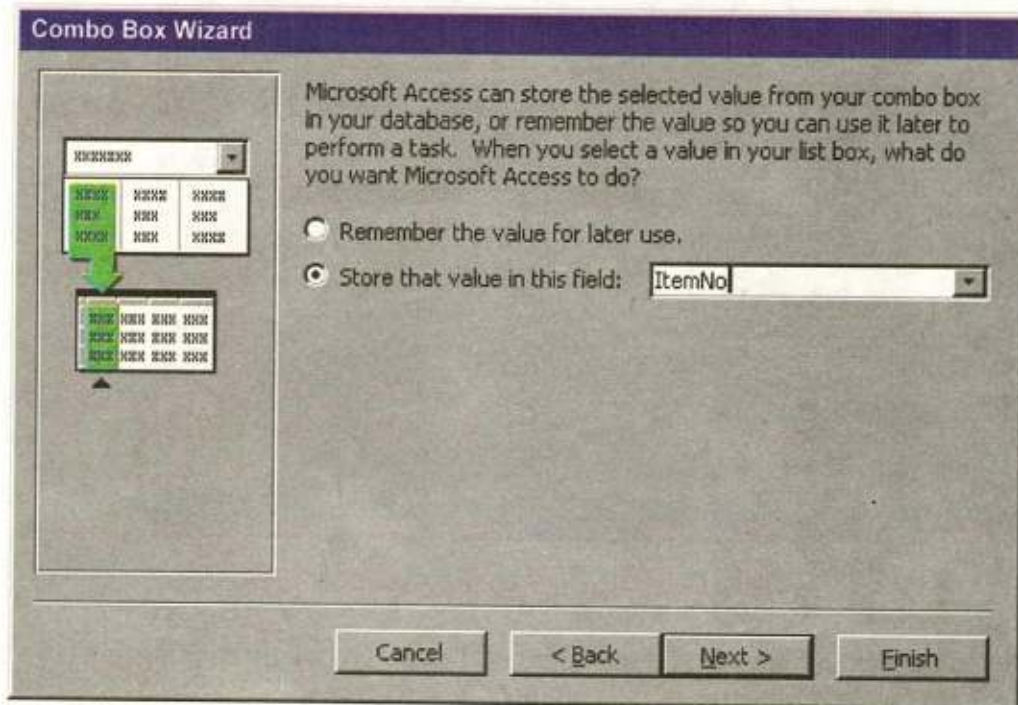


Fig.7.13 Entering data in Combo Box

- Type the name that will appear on the box's label and click **Finish**.

7.4 CHECK BOXES AND RADIO BUTTONS

Use 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. Combo boxes or lists should be used for long lists of options. To add a checkbox or option group:

- Click the *Option Group* tool on the toolbox and draw the area where the group will be placed on the form with the mouse. The option group wizard dialog box will appear.
- On the first window, enter labels for the options and click the tab key to enter additional labels. Click *Next >* when finished typing labels.

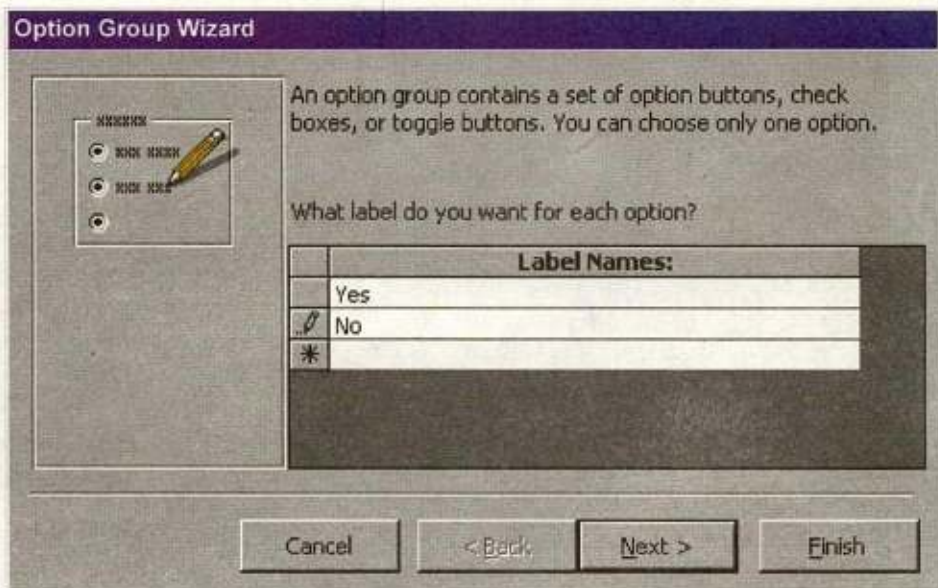


Fig. 7.14 Choosing the option in Option Group Wizard.

- On the next window, select a default value if there is any and click *Next >*.

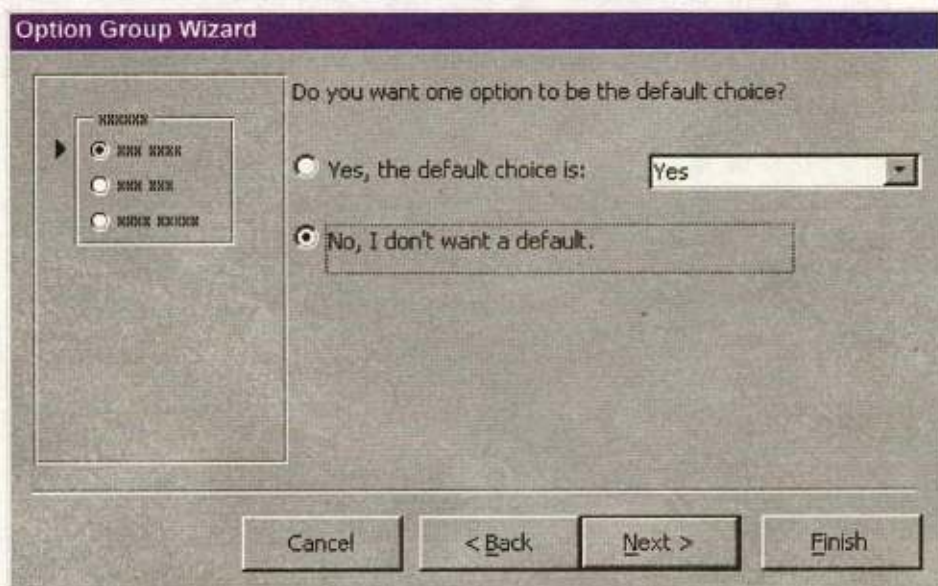


Fig. 7.15 Defining the default option in Option Group Wizard

- Select values for the options and click *Next >*.

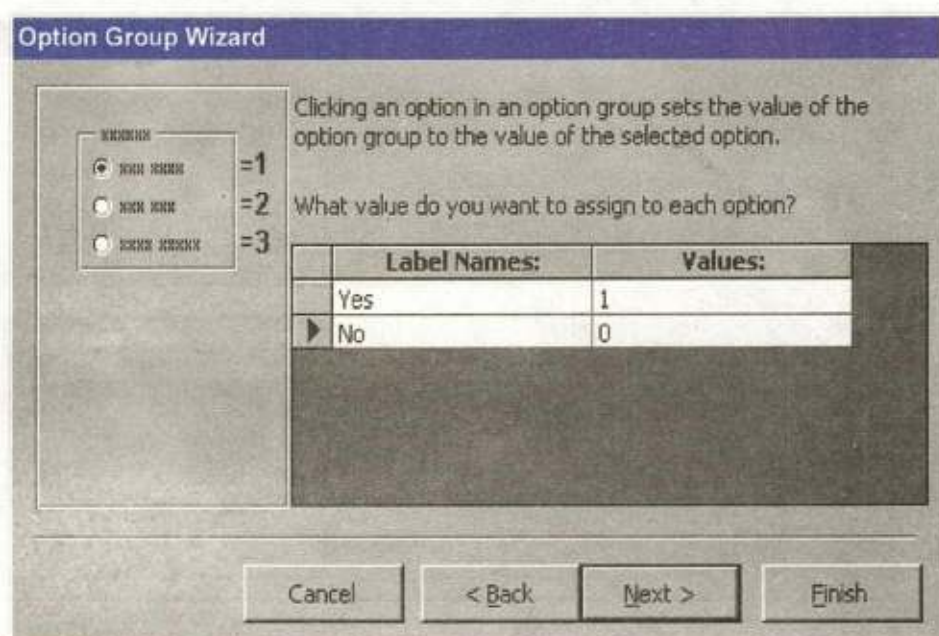


Fig.7.16 Selecting the option Values in Option Group Wizard

- Choose *what* should be done with the value and click *Next >*.

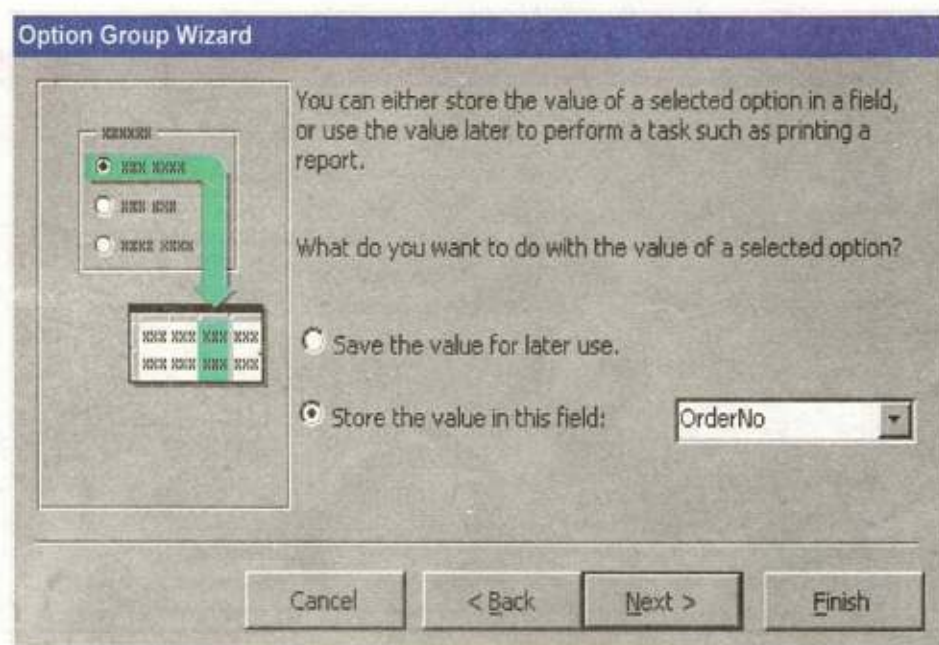


Fig.7.17 Storing the value of a selected option

- Choose the type and style of the option group and click *Next >*.

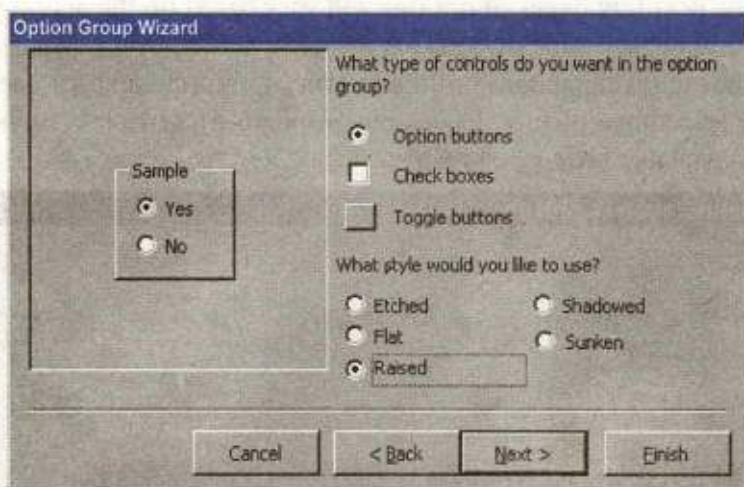


Fig.7.18 Specifying the controls and style of Option Button

- Type the caption for the option group and click *Finish*.

Command Buttons

In this example, a command button beside each record is used to open another form.

- Open the form in Design View and ensure that the Control Wizard button on the toolbox is pressed in.
- Draw the button on the form. The Command Button Wizard will then appear.
- 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 >*.

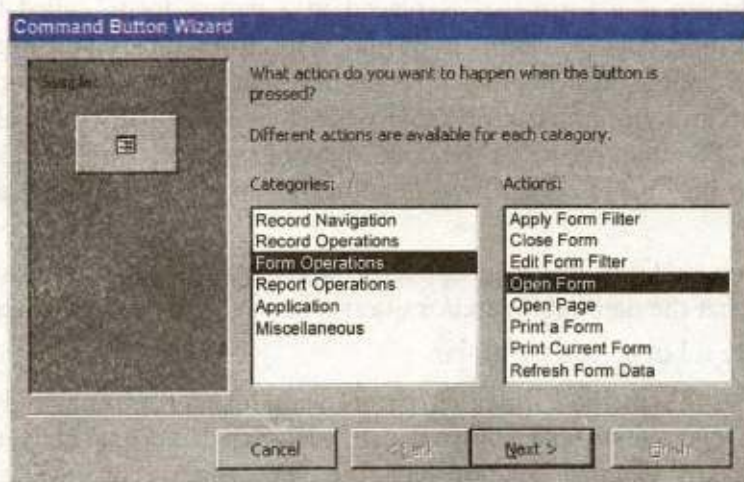


Fig.7.19 Defining the Action to command button

- The next few pages of options will vary based on the action you selected. Continue selecting options for the command button.
- Choose the appearance of the button by entering text for caption of button or selecting a picture. Check the *Show All Pictures* box to view the full list of available images. Click *Next >*.

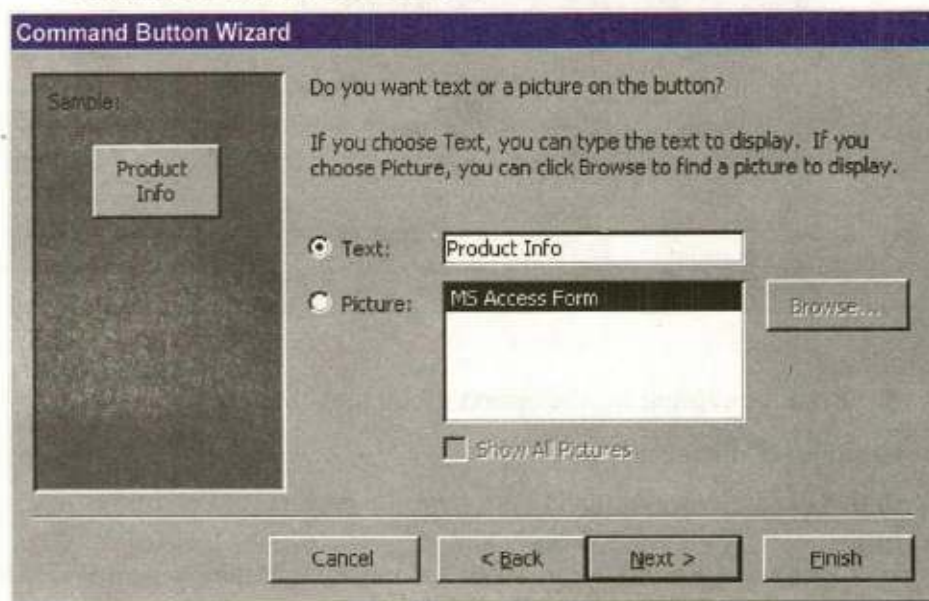


Fig.7.20 Finishing Command Button Wizard

- Enter a name for the command button and click *Finish* to create the button.

7.5 SUBFORM

A subform is a form that is placed in a parent form, called the main form. Subforms are particularly useful to display data from tables and queries that have one-to-many relationships. For example, in the sample below, data on the main form is drawn from an item information table while the subform contains all of the orders for that item. The item record is the "one" part of this one-to-many relationship while the orders are the "many" side of the relationship since many orders can be placed for the one item.

The remainder of this page explains three methods for creating subforms and they assume that the data tables and/or queries have already been created.

Create a Form and Subform

- Use this method if neither parent and child form has already been created. 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. 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. Follow these steps to create a subform within a form:

- Double-click *Create form by using wizard* on the database window.
- From the *Tables/Queries* drop-down menu, select the first table or query from which the main form will display its data. 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 click the double greater

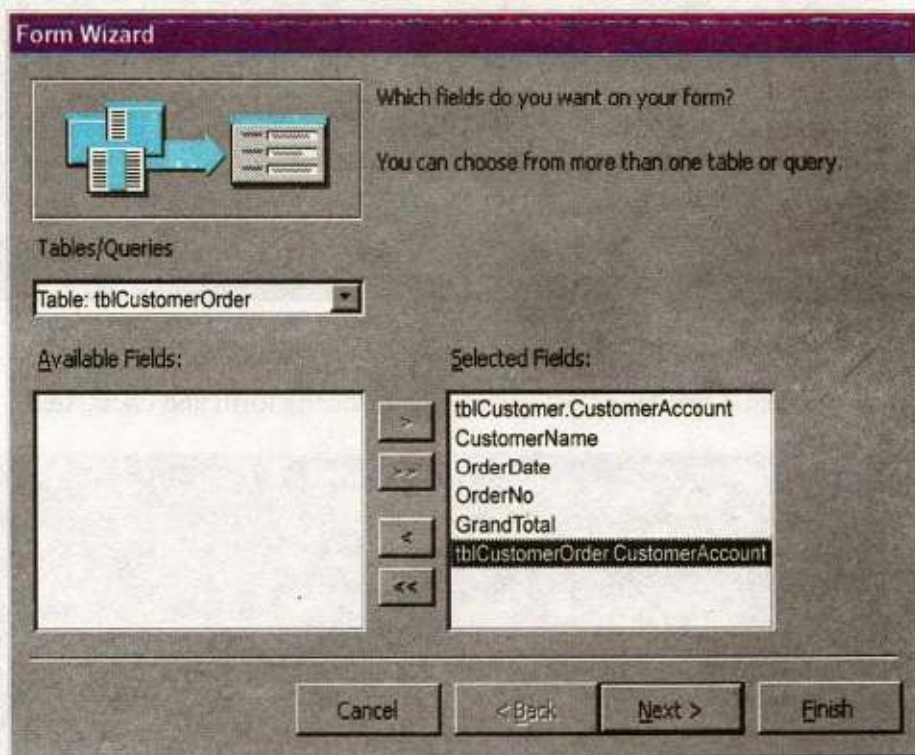


Fig.7.21 Creating Subform from Form Wizard

- 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. Click *Next* to continue after all fields have been selected.

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. Click *Next* to proceed to the next page of options.

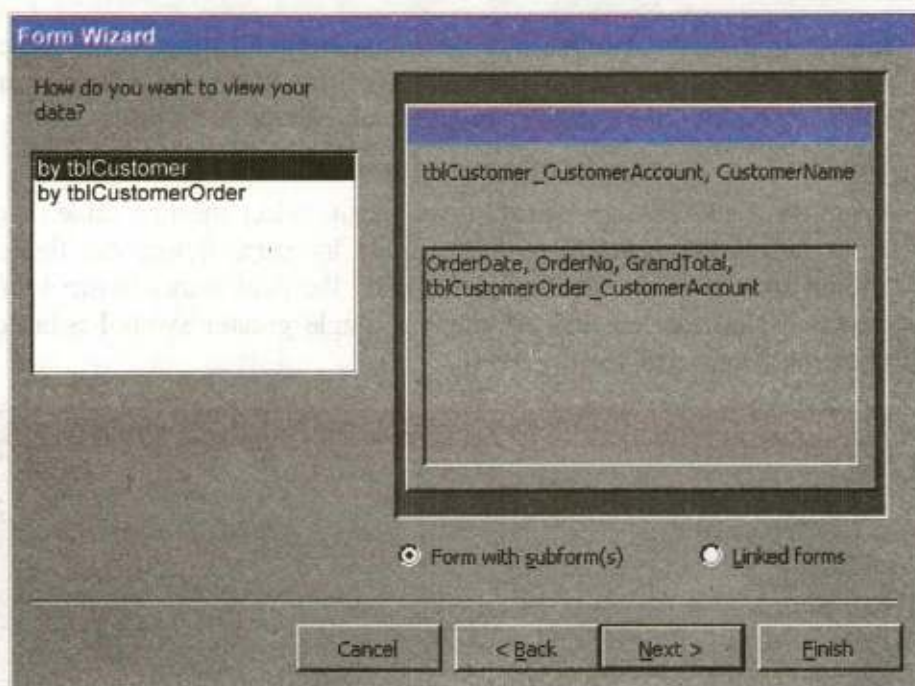


Fig.7.22 Choosing the Form Views

- Select a tabular or datasheet layout for the form and click Next.

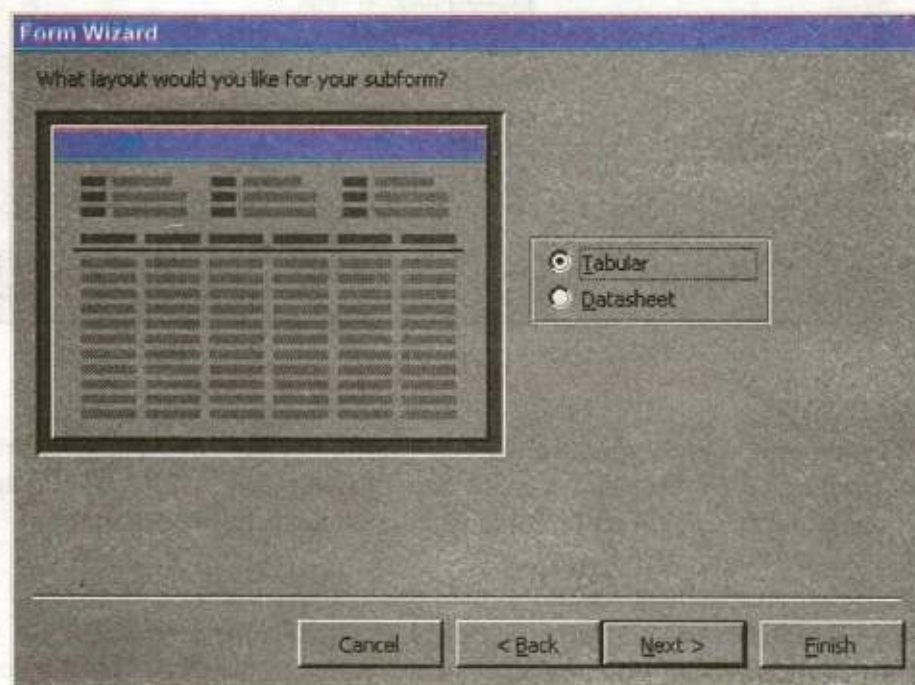


Fig.7.23 Selecting the layout of subform

- Select a style for the form and click *Next*.

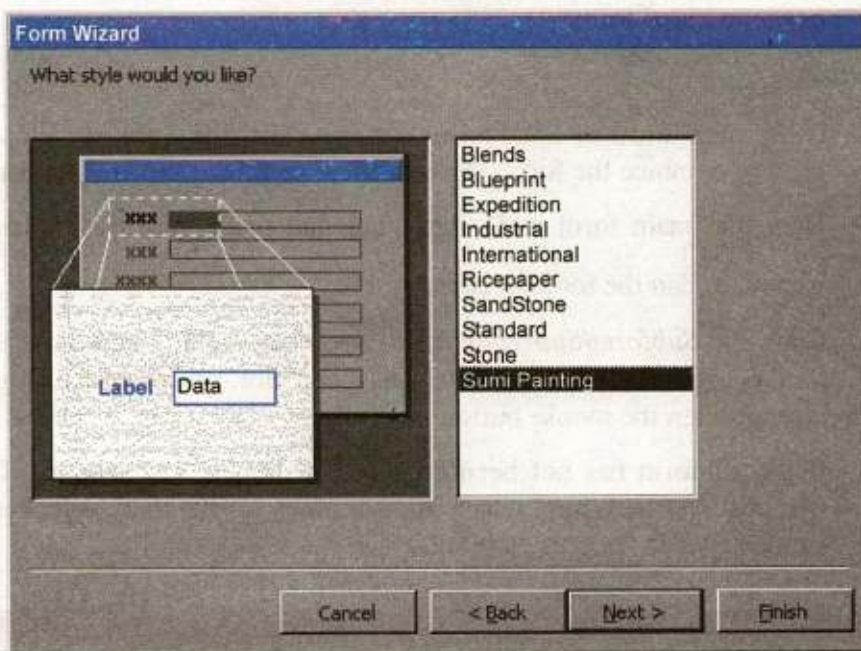


Fig.7.24 Specifying the style of Subform

- Enter the names for the main form and subform. Click *Finish* to create the forms.

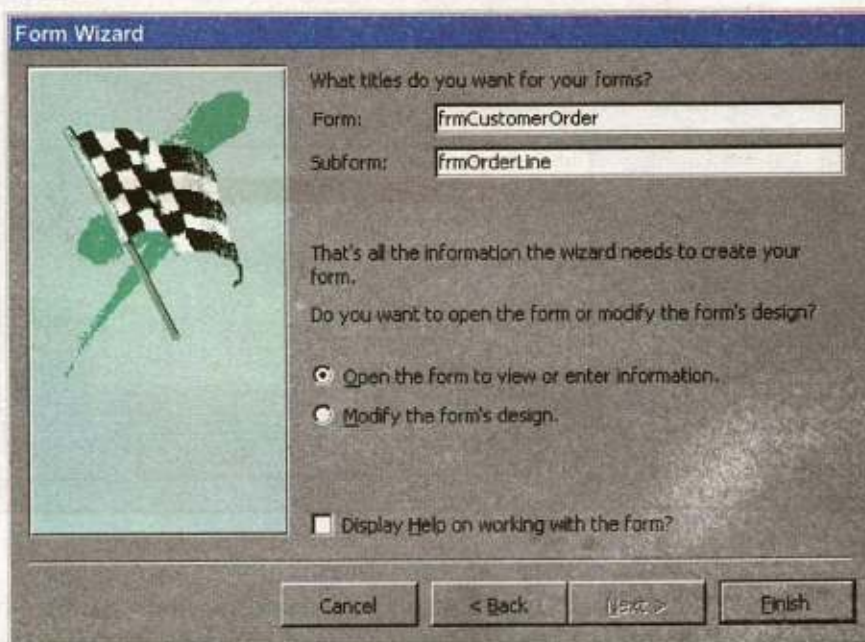


Fig.7.25 Finishing the Subform

- New records can be added to both tables and queries at once by using the new combined form.

Subform Wizard

- 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:
- Open the main form in *Design View* and make sure the *Control Wizard* button  on the toolbox is pressed in.
- Click the *Subform/Subreport* 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.
- 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.

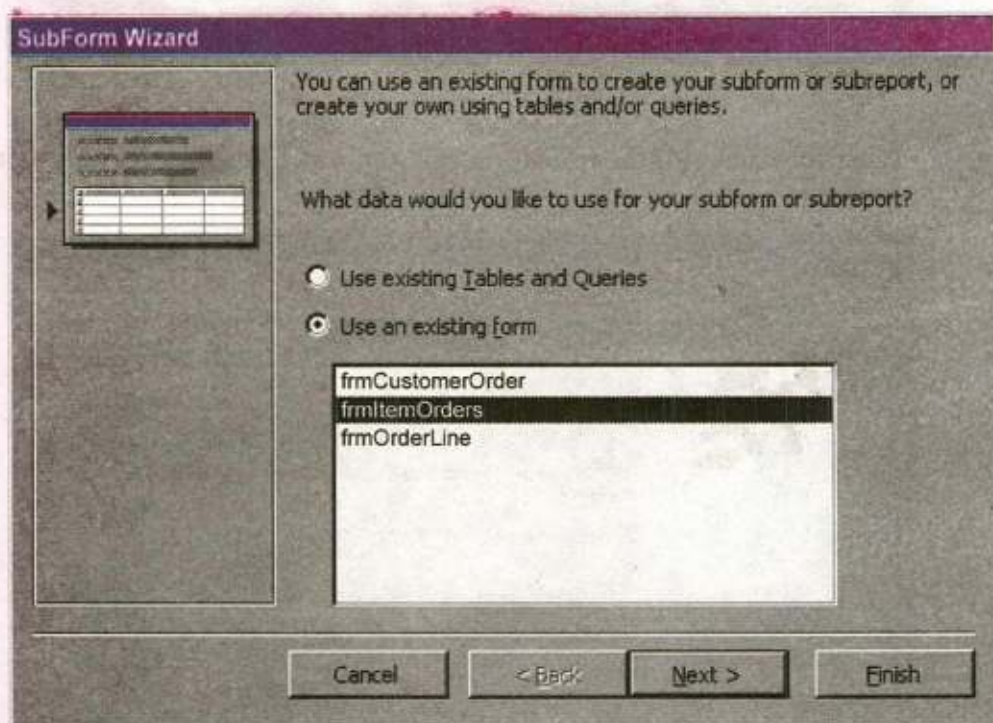


Fig.7.26 Creating Subform by using SubForm Wizard

- The next dialog window will display table relationships assumed by Access. Select one of these relationships or define your own and click *Next*.

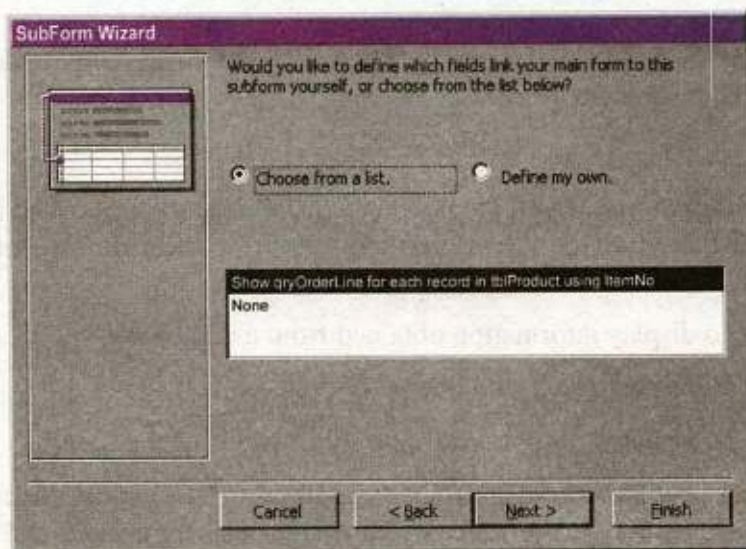


Fig.7.27 Finishing Subform by SubForm Wizard

- On 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*.

7.6 DRAG-AND-DROP METHOD

Use this method to create subforms from two forms that already exist. Make sure that the table relationships have already been set before proceeding with these steps.

- Open the main form in *Design View* and select *Window>Tile Vertically* to display both the database window and the form side-by-side as shown below.

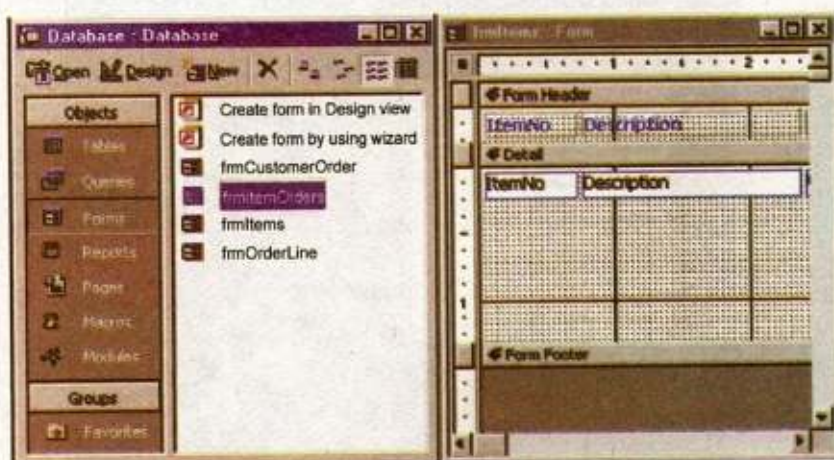


Fig.7.28 Defining Drag & Drop Method

Drag the form icon beside the name of the subform onto the detail section of the main form design.

7.7 REPORTS

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:

- (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.

The final product of most database application is a report. Access combines data in tables and queries to produce a report that can be printed and distribute to people who need or request it. Reports provide means for creating printed copies of the information of database. Some reports consist of a single page, such as, order acknowledgement and invoice. Multi-page Access reports are more common than the single-page reports. These reports include catalogs, general ledgers, financial statements and examination result sheets. A report simply retrieved data from a database and presents it in a formatted form. It can retrieve data from one or more tables of a database. For example, in a school database, a report can be created to print the names and phone numbers of all students. The names and phone numbers of the students may store in two different tables. The report retrieved the data from the two tables and presents it in a predefined manner. Standard reports come in two basic varieties, that is, columnar and tabular.

Columnar Reports

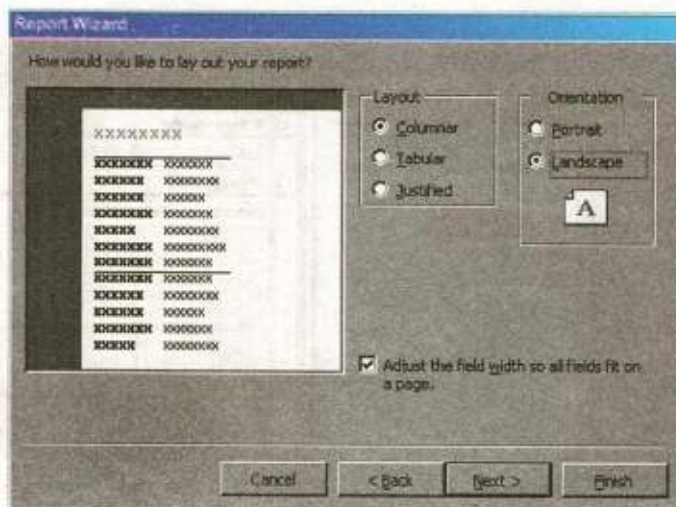
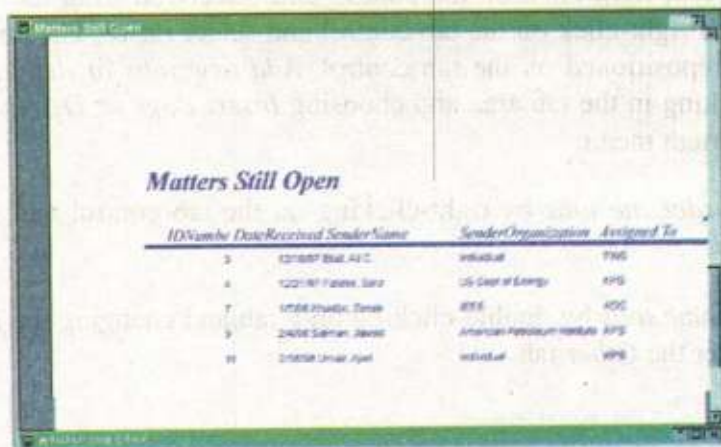


Fig. 7.29(a) Columnar Report

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. A label indicates the name of the field and a text box to the right of the label provides the values. Columnar report spreads the information for a single record over many rows. Layout of a columnar report is shown below. It resembles the layout of a form.

Tabular Reports



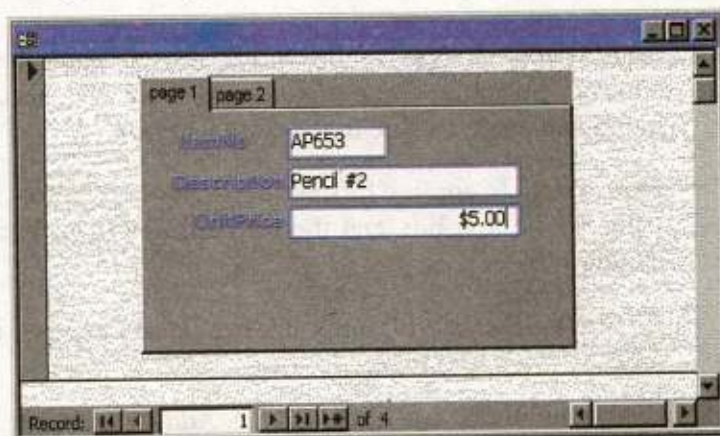
ID Number	Date Received	Sender Name	Sender Organization	Assigned To
3	12/18/97	Beal, A.C.	Individual	PNB
4	12/21/97	Palmer, Sara	US Dept of Energy	KPS
7	1/15/98	Shukla, Tanak	RTS	KPS
9	2/4/98	Selman, David	American Petroleum Institute	KPS
10	2/18/98	Umar, Ajay	Individual	KPS

Fig.7.29(b) Tabular Report

These reports provide a column for each field of the records in rows under the column header. 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 Forms Using Tabs

Tab controls allow you to easily create multi-page forms. Create a tab control by following these steps:



page 1 | page 2

Name/ID: AP653

Description: Pencil #2

Unit Price: \$5.00

Record: 1 of 4

Fig. 7.29(c) Multiple page Report

- Click the *Tab Control* icon on the toolbox and draw the control on the form.
- Add new controls to each tab page the same way that controls are added to regular form pages and click the tabs to change pages. Existing form controls cannot be added to the tab page by dragging and dropping. Instead, right-click on the control and select *Cut* from the shortcut menu. Then right-click on the tab control and select *Paste*. The controls can then be repositioned on the tab control. *Add new tabs or delete tabs* by right-clicking in the tab area and choosing *Insert Page* or *Delete Page* from the shortcut menu.
- *Reorder the tabs* by right-clicking on the tab control and selecting *Page Order*.
- *Rename tabs* by double-clicking on a tab and changing the *Name* property under the *Other* tab.

Conditional Formatting

Special formatting that depends on the control's value can be added to text boxes, lists, and combo boxes. A default value can set along with up to three conditional formats. To add conditional formatting to a control element, follow these steps:

- Select the control that the formatting should be applied to and select *Format | Conditional Formatting* from the menu bar.
- Under *Condition 1*, select one of the following condition types:
 - *Field Value Is* applies formatting based upon the value of the control. Select a comparison type from the second drop-down menu and enter a value in the final text box.
 - *Expression Is* applies formatting if the expression is true. Enter a value in the text box and the formatting will be added if the value matches the expression.
 - *Field Has Focus* will apply the formatting as soon as the field has focus.
- Add additional conditions by clicking the *Add >>* button and delete conditions by clicking *Delete...* and checking the conditions to erase.

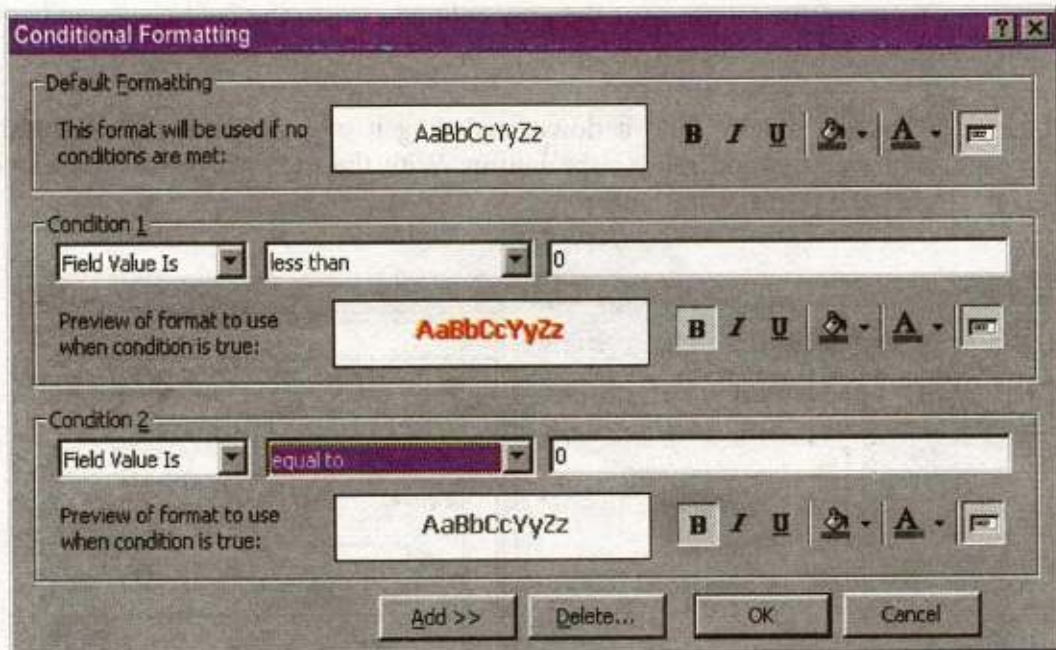


Fig.7.30 Defining Conditional Formatting

Password Text Fields

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*. Under the *Data* tab, click in the *Input Mask* field and then click the button [...] that appears. Choose "Password" from the list of input masks and click *Finish*. 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

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 one although not every control type can be converted and those that can have a limited number of types they can be converted to. 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 is not grayed out.

Composite Primary Keys

To select two fields for the composite primary key,

- To move the mouse over the gray column next to the field names and note that it becomes an arrow.
- Click the mouse, hold it down, and drag it over all fields that should be primary keys and release the button. With the multiple fields highlighted, click the primary key button.

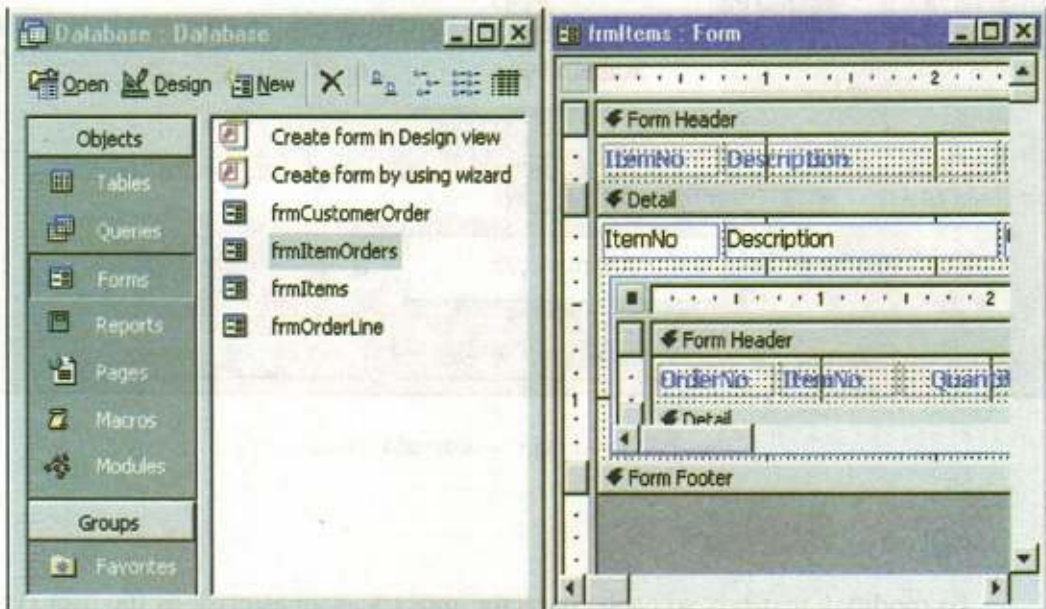


Fig. 7.31 Showing composite Primary Key

Reports will organize and group the information in a table or query and provide a way to print the data in a database.

Using the Wizard

Create a report using Access' wizard by following these steps:

- Double-click the "Create report by using wizard" option on the Reports Database Window.
- Select the information source for the report by selecting a table or query from the *Tables/Queries* drop-down menu. Then, select the fields that should be displayed in the report by transferring them from the *Available Fields* menu to the *Selected Fields* window 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. Click the *Next >* button to move to the next screen.

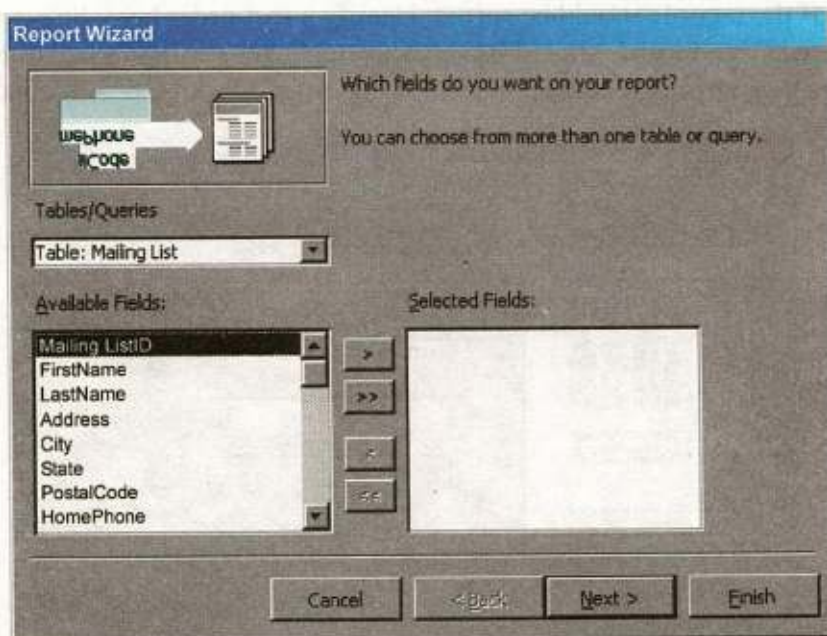


Fig.7.32 Choosing a table in Report Wizard

- 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. Use the *Priority* buttons to change the order of the grouped fields if more than one field is selected. Click *Next >* to continue.

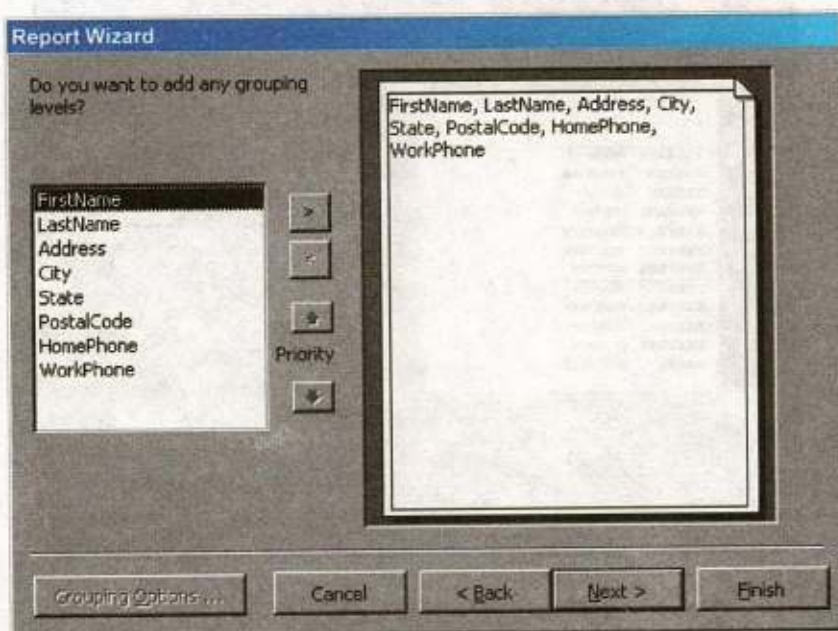


Fig.7.33 Grouping the fields in Report Wizard

- If the records should be sorted, identify a sort order here. Select the first field that records should be sorted by and click the A-Z sort button to choose from ascending or descending order. Click *Next >* to continue.

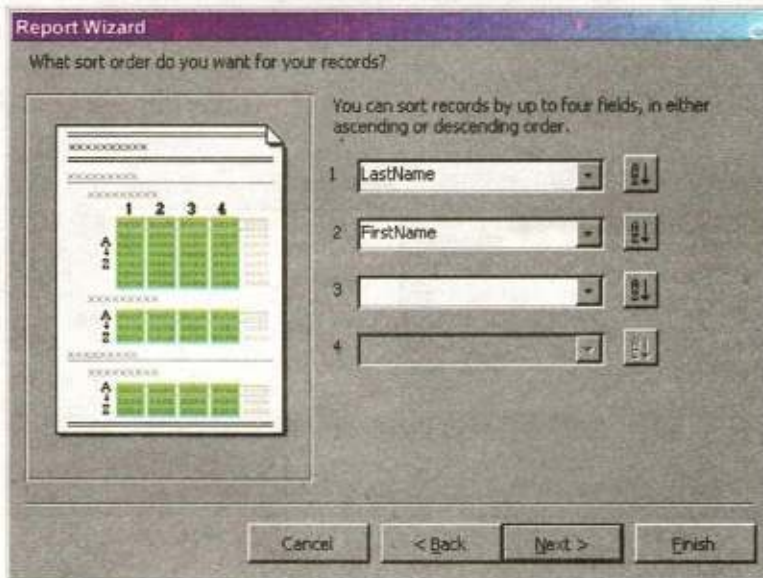


Fig.7.34 Sorting the record in ascending and descending orders in Report Wizard

- Select a layout and page orientation for the report and click *Next >*.

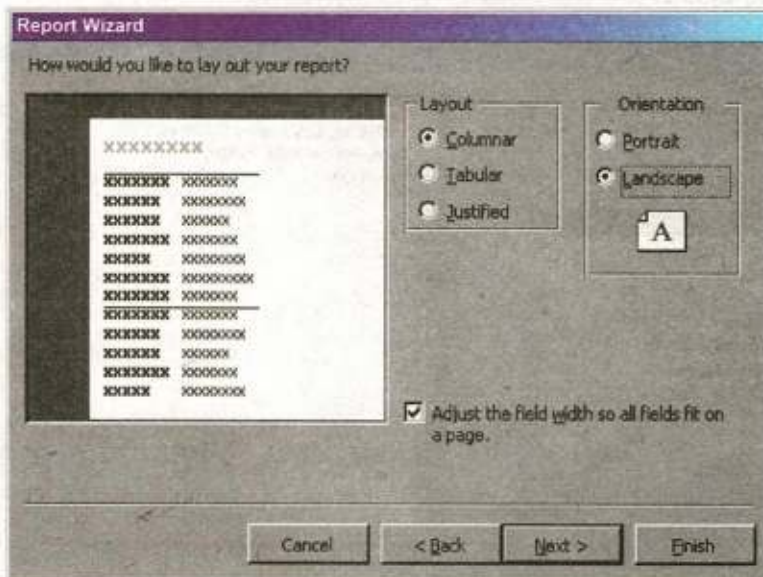


Fig.7.35 Choosing a Layout and paper orientation in Report Wizard

- Select a color and graphics style for the report and click *Next >*.

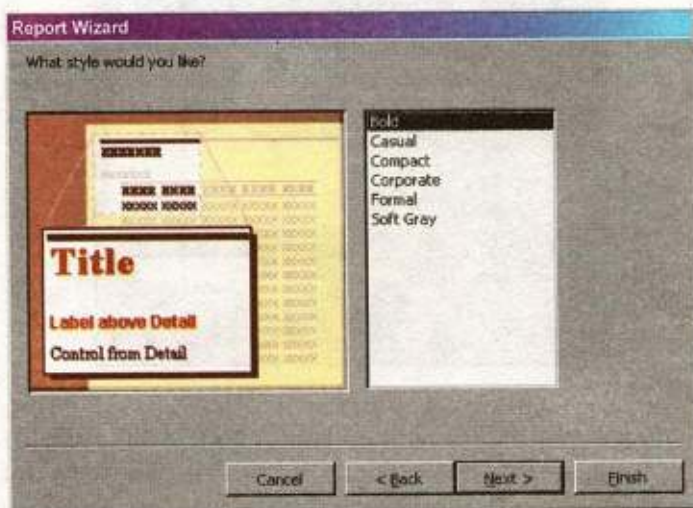


Fig.7.37 Choosing a style in Report Wizard

- On the final screen, name the report and select to open it when needed. Click the *Finish* button to create the report.



Fig.7.35 Finishing in Report Wizard

Create in Design View

To create a report from scratch, select Design View from the Reports Database Window.

- 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*.



Fig.7.38 Choosing a table table by using Design View

- 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. For example, double-click the title bar of the Field Box to add all of the fields to the 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.

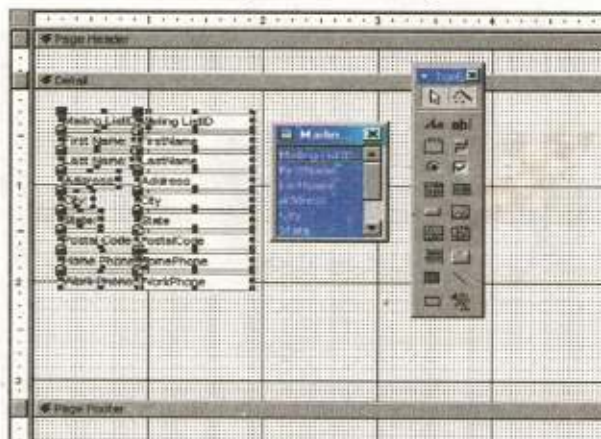


Fig.7.39 Creating report by using Design View

Printing Reports

Select *File|Page Setup* to modify the page margins, size, orientation, and column setup. After all changes have been made, print the report by selecting *File|Print* from the menu bar or click the *Print* button on the toolbar.

7.8 LINKING

Unlike importing, linking objects from another database will create a link to an object in another database while not copying the table to the current database. Create a link by following these steps:

- Open the destination database.
- Select *File\Get External\Link Tables...* from the menu bar.
- Choose the database that the table is located in and click the *Link* button.

A window listing the tables in the database will then appear. Highlight the table or tables that should be linked and click *OK*. A link to the table will appear in the Database Window as a small table icon preceded by a small right arrow.

This is going to be the form that will be displayed when the application starts, and will enable the user to navigate to the other parts of the database. As such, it is only going to have buttons on it. Access does have a built-in Switchboard Manager Add-In. The switchboard form will also perform any required actions on the start-up of the database.

7.9 CREATING A SWITCHBOARD IN ACCESS

- Open one of your databases.
- Click on *Tools*, then *Database Utilities*, and finally *Switchboard Manager*.
- 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.
- Click *Yes* to display the Switchboard Manager screen, and click the *Edit* button to edit your options.
- From this screen, you can change the Switchboard default name from Main Switchboard to whatever you'd like.
- Click the *New* button to display the Edit Switchboard Item dialog box.
- In the *Text* field, type a brief description of the first item you want to add.
- 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.
- 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*.
- Repeat this process until you've added all the items you want to the Switchboard form and click *Close*.

If you want to give users a second option for closing the Switchboard (besides the *Close* box), create a new Switchboard item named *Exit* and associate it with the command *Exit Application*; that option will close the Switchboard and the database. The final step is telling Access 2000 to run the Switchboard form when you open the database. To do so:

- Right-click on the database window and choose *Startup* from the context menu.
- Click the drop-down arrow for the *Display Form/ Page* option, choose *Switchboard*, and click *OK*.

The next time you open this database, Access will run the Switchboard form.

7.10 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 your computer for a quick reference.

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

Action	Keystroke
--------	-----------

Database actions	
Open existing database	CTRL+O
Open a new database	CTRL+N
Save	CTRL+S
Save record	SHIFT+ENTER
Print	CTRL+P
Display database window	F11
Find and Replace	CTRL+F
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Help	F1
Toggle between Form and Design view	F5

Other	
Insert line break in a memo field	CTRL+ENTER
Insert current date	CTRL+;
Insert current time	CTRL+:;
Copy data from previous record	CTRL+'
Add a record	CTRL++
Delete a record	CTRL+-

Action	Keystroke
--------	-----------

Editing	
Select all	CTRL+A
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Find	CTRL+F
Replace	CTRL+H
Spell checker	F7
Toggle between Edit mode and Navigation mode	F2
Open window for editing large content fields	SHIFT+F2
Switch from current field to current record	ESC

Navigating Through a datasheet	
Next field	TAB
Previous field	SHIFT+TAB
First field of record	HOME
Last field of record	END
Next record	DOWN ARROW
Previous record	UP ARROW
First field of first record	CTRL+HOME
Last field of last record	CTRL+END

Exercise 7c

1. Fill in the blank:

- (i) Forms are used to _____, _____ and _____ data in database.
- (ii) The easiest and quick way to create a form in Microsoft Access is by using _____.
- (iii) _____ is used to display multiple records at a time in tabular format.
- (iv) A _____ is a form, which is displayed within the main form.
- (v) There are basically _____ layouts of forms in Microsoft Access.
- (vi) The _____ object is used only to retrieve data from a database and display it on the screen or print it on the printer. It cannot be used to edit data in a database.
- (vii) _____ are can compare, summarize, and subtotal large sets of data.
- (viii) In Microsoft Access, a report can be created in any one of the three layouts. These layouts are _____, _____, and _____.
- (ix) Reports are the finished result of your data input to the database backed through the forms as _____ end.
- (x) The _____ object is used only to retrieve data from a database and displays it on the screen or print it on the printer. It cannot be used to edit data in a database.

2. Choose the Correct Option.

- (i) Forms are designed for :
 - a) Input Data
 - b) Manipulate Data
 - c) Accepting Change
 - d) All of them
- (ii) A form that contains the sub form is called _____.
 - a) Form
 - b) Main Form
 - c) Report
 - d) None of them
- (iii) You can drag the _____ bar to move the property sheet window around on your screen.
 - a) Title bar
 - b) Status bar
 - c) Scroll bar
 - d) All of them
- (iv) How many are basic layouts of forms in Microsoft Access.
 - a) 2
 - b) 3
 - c) 4
 - d) 5
- (v) The forms are the _____ end of our database in Microsoft Access.
 - a) Back end
 - b) Front end
 - c) both and b
 - d) None of them
- (vi) A _____ Auto form displays one record at a time..
 - a) Tabular
 - b) Columnar

- (vii) A report provides a column for each field of the records in rows under the column header is known as:
- a) Tabular
 - b) Columnar
 - c) Datasheet
 - d) Justified
- (viii) _____ can be previewed on the screen before printing.
- a) Report
 - b) Form
 - c) Subform
 - d) None of them
- (ix) Which of the following is used to retrieve data from one or more tables of database and to present it to the user in a formatted way?
- a) Report
 - b) Form
 - c) Query
 - d) Table
- (x) How many are the layout of report?
- a) 2
 - b) 3
 - c) 4
 - d) 5
3. Write T for true and F for false statement.
- (i) A form can enter, edit and retrieve data from only one table at a time.
 - (ii) When a form is closed, the records entered in the form are automatically saved in the database.
 - (iii) We cannot change any record of a table in a database using a form.
 - (iv) A form within another form is known as tabular form.
 - (v) The tabular layout of a form is called datasheet layout.
 - (vi) We have not any facility to test a conditional statement in reports.
 - (vii) The easiest way to create a report in Microsoft Access is by using the Report Wizard.
 - (viii) The options for layout of report are Columnar, Tabular and justified.
 - (ix) Report are primarily used to input data easily into database tables.
 - (x) The record navigation buttons at the lower-left corner of a form are used to save recently edited data in the database.
4. Define the different layouts of forms.
5. Differentiate between forms or reports.
6. How is a form created by using the form wizard?
7. Explain the processor for editing data through forms.
8. What is sub form?
9. How is a form created for a single table?
10. What is a report?
11. How can you save and closed an auto report?
12. Define to create a report using the report wizard.
13. How can you apply a sort order to the report?
14. How is a report created from two tables?
15. How can report created for a single table?