

WORKING WITH QUERIES, FORMS AND REPORTS

Class VIII , Ch-3
PERIOD-2

CHANGING YOUR TOMORROW

LEARNING OUTCOMES

- Creating a query using query wizard
- Learn how to create form using design view

CHANGING YOUR TOMORROW

➤ SPECIFYING SIMPLE CRITERIA

You specify criteria in the **Criteria** row of the design grid. Specify the criteria value in the **Criteria** row and the data will be filtered accordingly in the query output.

Let us understand it with the help of the given example :

- To view the roll numbers and names of students of class VIII, double-click on the required fields in the table.
- Move the cursor to the **Criteria** row and type the criteria =8 in the **Class** field column.
- Click on the **Sort** property in the **F_Name** column and set it in the **Ascending** order.
- Click on the **Close** button of the query window to save the query. A dialog box will appear asking you to save changes to the design of Query1. Click on the **Yes** button to save the changes. The **Save As** dialog box will appear. Specify the Query name and click **OK**.

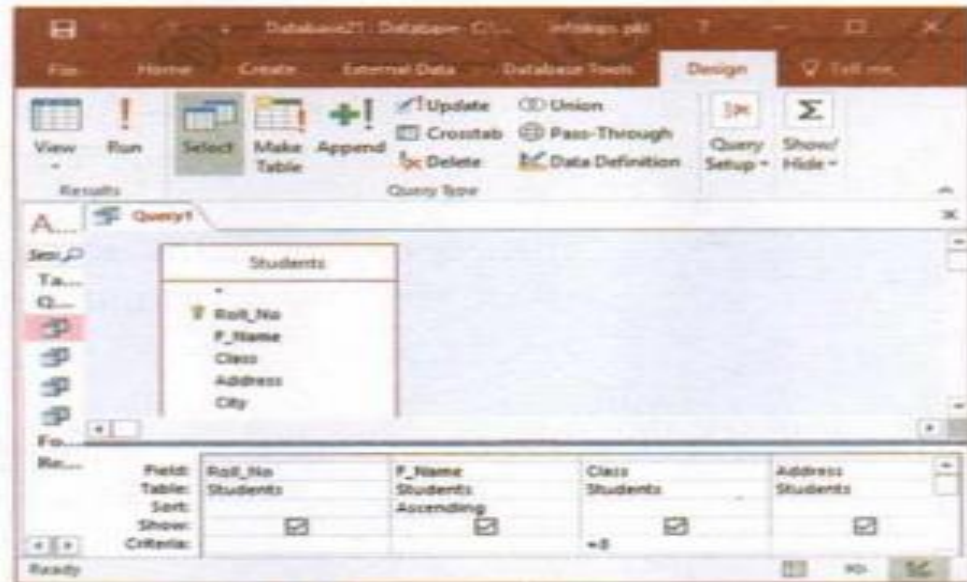
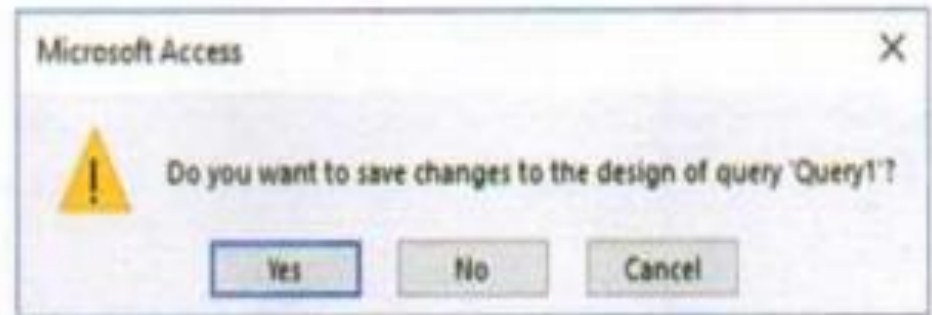



Figure 3.9: Specifying Simple Criteria

CHANGING YOUR TOMORROW

- ▶ The query name will appear in the Navigation Pane (Make sure you have selected the **All Access Objects** option from the drop-down menu in the **Navigation Pane**). Double-click on the query name to view the query output.
- ▶ The query result will be displayed in the **Datasheet View**, which looks like a table.



To view the query output without saving, click on the **Run** button  in the **Results** group on the **Design** tab.

CHANGING YOUR TOMORROW

➤ SPECIFYING MULTIPLE CRITERIA

To see information when either two or more alternate criteria are satisfied, you can make use of **or** criteria row in the design grid of the query.

- Suppose from a wide range of record you want to see the records of **Class 8** and **Class 9** only.



Figure 3.10: Specifying Multiple Criteria

- Move the cursor to the **Criteria** row and type the condition **=8** in **Class** field. Type the second condition **=9** in the **or** row of the same column.
- Now, run the query by clicking on the **Run** button on the **Design** tab.
- The query result will be displayed in the **Datasheet View**.



- If you want to save your query, click on the **Save** command in the Quick Access toolbar. When prompted to name it, type the desired name, and then click **OK**.

Roll_No	F_Name	Class
101	Nisha	8
102	Vivek	8
103	Naman	8
207	Gitika	9
208	Preet	9

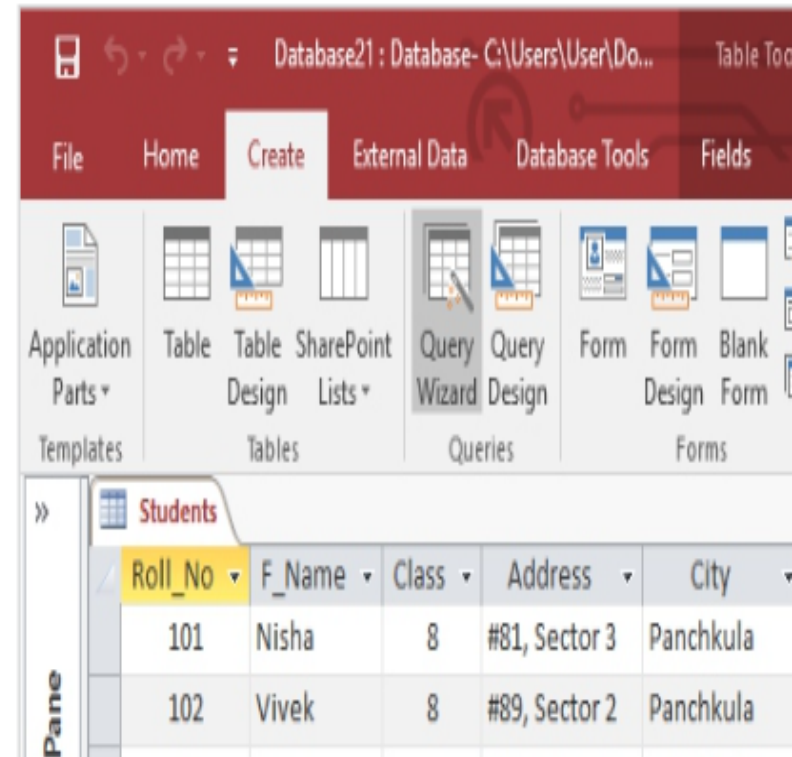
Figure 3.11: Query Output

QUERY USING QUERY WIZARD

➤ CREATING A QUERY IN QUERY WIZARD

To create a query in Query Wizard:

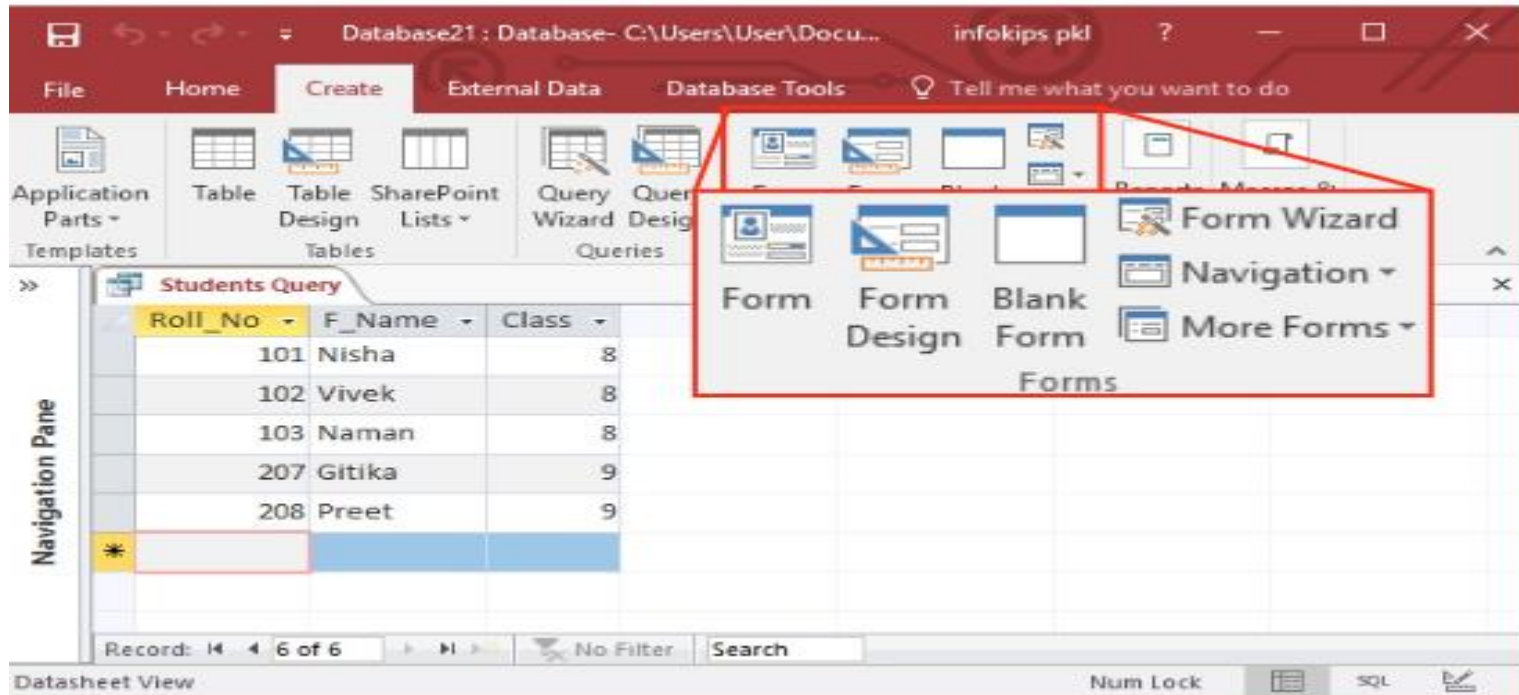
- Click on the **Create** tab.
- Select the **Query Wizard** button in the **Queries** group.
- The **New Query** dialog box appears. The **Simple Query Wizard** option is selected by default. Click **OK**.



CHANGING YOUR TOMORROW

FORMS

- Forms allow you to add and update data in one record at a time in a table.
- Although Access provides a Datasheet View, which is a convenient way of entering data, but it is not an appropriate tool for every data entry situation.



CHANGING YOUR TOMORROW

- Form View is used to enter, edit and view data.
- Design View is used to adjust the design of your form. It gives you a more detailed view of the structure of a form, such as Header, Detail, and Footer sections.
- Layout View is used to change the appearance and size of various controls of a form.

CHANGING YOUR TOMORROW

CREATING FORM

CREATING A FORM

To create a form, select a table or query in the **Navigation Pane** that you want to use as the data source for the form.

- Click on the **Create** tab on the Ribbon. Select the **Form** option in the **Forms** group.
- A new form is created and opens in the **Layout** view, in which you can change the appearance of a form. You will notice that three new tabs: **Design**, **Arrange** and **Format** appear on the Ribbon.
- If you want to edit or enter data in the form, click on the **Home** tab > **View** button > **Form View**.
- Use the **Record Navigation bar** to move through the records in the form.
- After finishing the data entry, save your work by clicking on the **Save** option in **Quick Access Toolbar** or the **Save** option in the **File** tab. You will observe that the Form object gets added in the **Navigation Pane**.

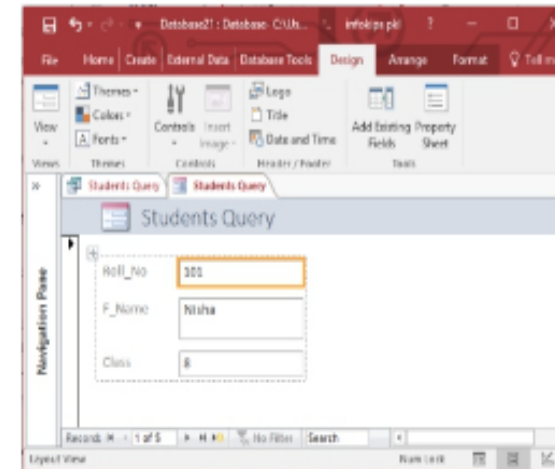


Figure 3.17: Formatting a Form Using Design Tab

CHANGING YOUR TOMORROW

FORMATTING A FORM

USING DESIGN TAB

- Click on **Logo** in the **Header/Footer** group. The **Insert-Picture** dialog box appears. Select any picture and click **OK**.
- Click on **Title** in the **Header/Footer** group. Type 'Students Query' as the title for the form.
- Click on **Date and time** in the **Header/Footer** group. The **Date and Time** dialog box will appear. Choose the desired format of the Date and Time and click **OK**. You will find Date and Time placeholders in the Header section of the form. You can move these placeholders to the Footer section also if you want to display Date and Time there.
- Click on **Themes** in the **Themes** group. Click on the desired theme from the drop-down menu.

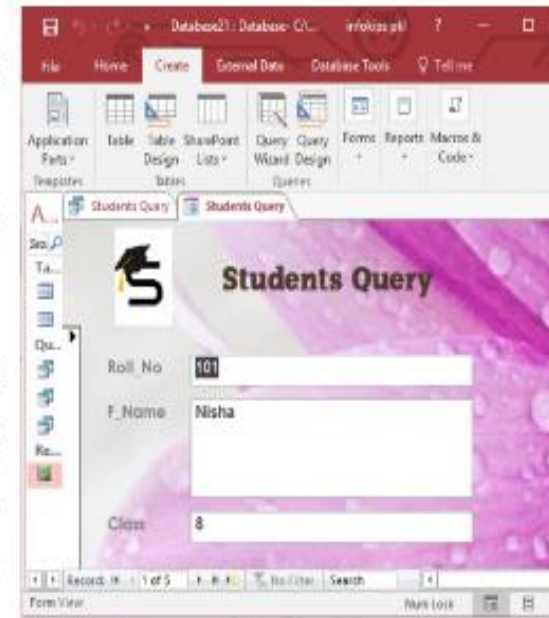


Figure 3.18: Formatted Form

CHANGING YOUR TOMORROW

USING FORMATTAB

- Click on the **Background Image** in the **Background** group. The **Browse** button appears. Click on it. Locate and choose the picture in the **Insert Picture** dialog box and then click on the **Open** button.
- Select the field to which you want to apply conditional formatting, say 'Class'. Click on the **Conditional Formatting** option in the **Control Formatting** group. Click on **New Rule** in the **Conditional Formatting Rules Manager** dialog box. Under **Select a rule type**, select **Check values in the current record or use an expression**. Under **Edit the rule description**, select the rule, apply desired formatting, and click **OK**.

CHANGING YOUR TOMORROW

Recap

- Forms allow you to add and update data in one record at a time in a table.
- Form View is used to enter, edit and view data.
- Design View is used to adjust the design of your form. It gives you a more detailed view of the structure of a form, such as Header, Detail, and Footer sections.
- Layout View is used to change the appearance and size of various controls of a form.

CHANGING YOUR TOMORROW

Home Assignment

- 1 what is form?
- What the steps to create form?

CHANGING YOUR TOMORROW

THANKING YOU

ODM EDUCATIONAL GROUP