



Warm Greetings!

Dear Students,

In this note, we are going to discuss

Chapter 3:Queries, Forms& Reports In MS Access-2007

INTRODUCTION:

A query displays specific records from a table that meet a certain criteria. A form is nothing more than a graphical representation of a table. You can add, update and delete records in your table using a form. A **report** is an effective way to present your data in a printed format.

QUERIES IN MS ACCESS:

When the number of records in a table increases, it becomes difficult for the user to pick out specific records from that table. With a query you can apply a filter to the table's data, so that you can only view the information you want.

For example, a query based on above table can be: to display the names of all the students who have passed .

Creating a Query:

A query is based on tables or on other queries.

To create a query, follow the given steps:

Step-1: Click the Create tab on the Ribbon.

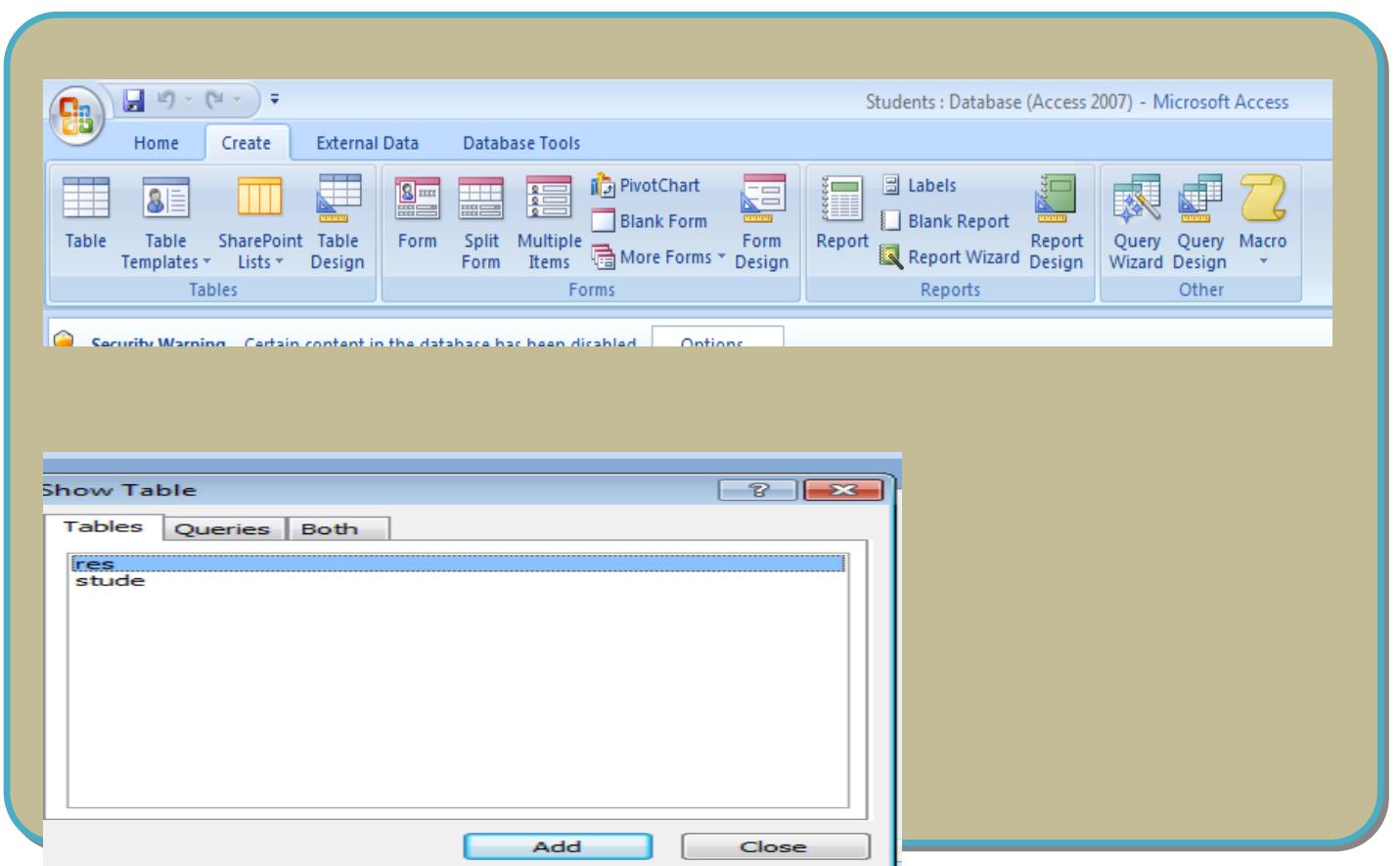
Step-2: Click the Query Design option from the Other group.

The Show Table dialog box appears.

Step-3: Choose the table on which you want to generate your query.

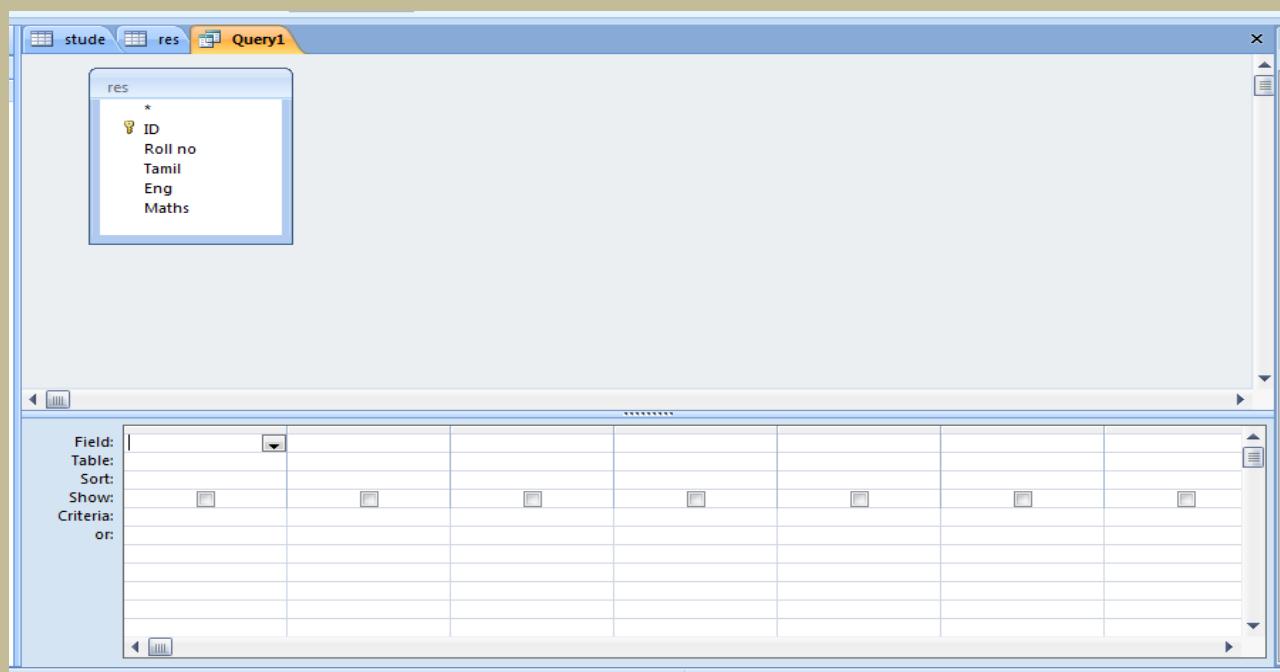
Step-4 : Click Add button.The selected table is added in the query window.

Step-5: Click the close button.



The Query Window:

The Query window is divided into two panes. The top pane displays the tables selected for the query. The bottom pane displays a design grid where you can add fields to the query and also specify the criteria.





Let us understand the design grid. The design grid show the following headings.

Field: row displays the fields from the selected table.

Table: row displays the name of the table

Sort: row is used to filter the data in ascending Or descending order.

Show: row displays a check mark which indicates that this field will be visible when the query is executed.

Criteria : row is used to specify the condition on the basis of which the records will be filtered.

Or: row is used to specify multiple criteria.

Using A Query:

To use a query, you need to add fields, specify the criteria in the design grid and then run the query.

Let us create a query based on the student table : to display the records of the Students whose age is more than 13.

Step-1: Choose the required field from the drop down list of the Field row in the design grid or simply double-click on the field from the table in the top pane

Step-2: Select the order of sorting in the sort row.

Step-3: Specify the criteria in the Criteria row, for example, in this case, type “>13”, under the Age column and save the query.

Step-4: Now, to see the result of the query, click the Run option from the results group of the Design tab on the Ribbon. The result of the query is displayed in the Datasheet view showing only those records that satisfy the criteria.



Query type: **Query Setup** Show/Hide

Student Table1 Query1 **Query2**

Student

*
ID
Roll no
Name
Address
Age
Result

Field: Roll no Name Address Age Result
Table: Student Student Student Student
Sort: Ascending
Show:
Criteria: or:
Criteria: >12

Data Database Tools

Font Rich Text Records Sort & Filter Find

Calibri 11 Refresh All New Save Totals Selection Advanced Toggle Filter Find

Student Table1 Query1 Query2

| Roll no | Name | Address | Age | Result |
|---------|--------|-------------------|-----|--------|
| 1012 | Rani | C-22 South street | 13 | Pass |
| 1014 | Suresh | E-14 East street | 13 | Pass |
| * | | | | |



FORMS IN MS ACCESS:

A form resembles a fill-in-the-blanks sheet that you would complete by hand, such as a job application. Hence, we can call a form, simply a way to enter data into the database. MS Access links a form to a table and stores the information that you put in the form into the table. A form is very good option to use when you have numerous fields in a table. This way you can see all the fields in one screen, whereas if you were in the Table View(Datasheet) you would have to keep scrolling to get the field you desire.

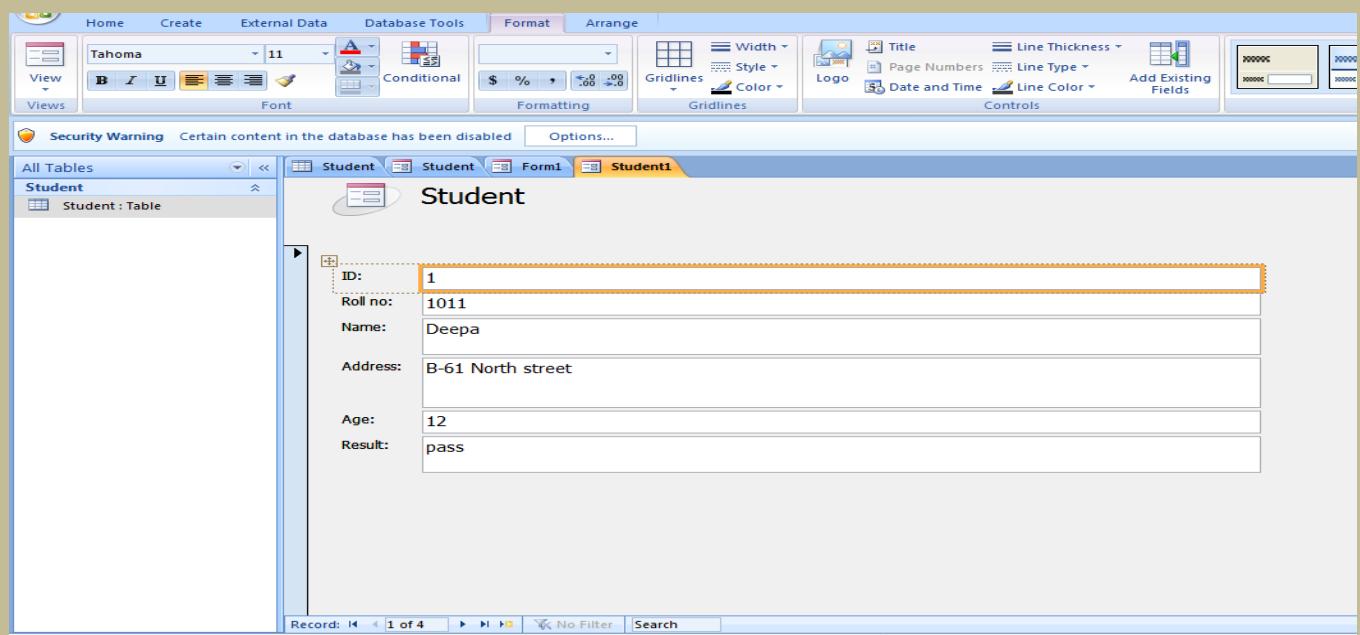
Creating A Form:

TO create a form, select the table for which you want to create the form and follow the given steps:

Step-1: Click the create tab on the ribbon.

Step-2: Click the Form from 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.





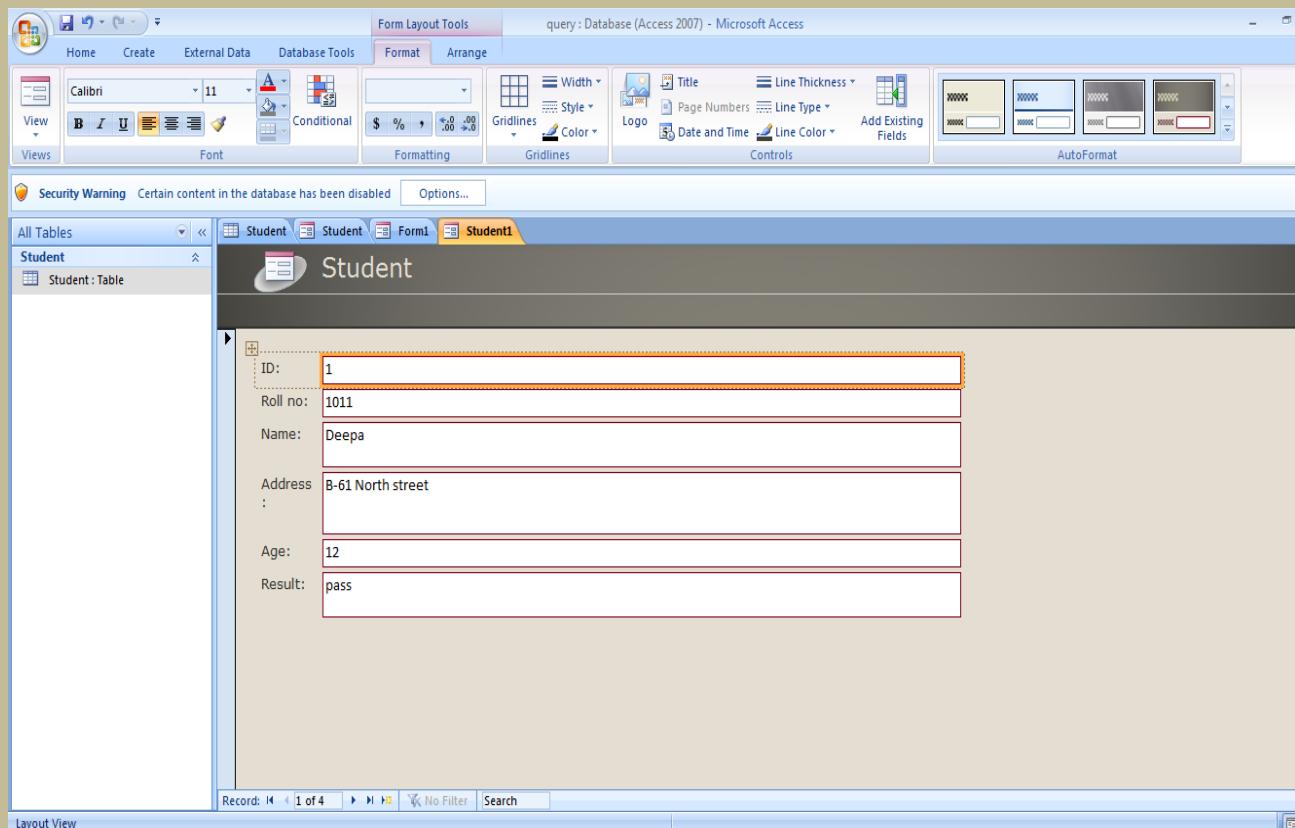
Creating a Form:

There are three views in which a form can be displayed: **Form View, Layout View, and Design View**. To switch between views, Click the View from the Views group of 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 your form.

Layout View is used to change the format of your form. In the Layout view, click the **Format** tab **AutoFormat** option and choose the desired format from the gallery of styles.





REPORTS IN MS ACCESS:

A report is an effective way to present your data in a printed format. As You have control over the size and appearance of everything on a report, you can display or print the information the way you want to see it.

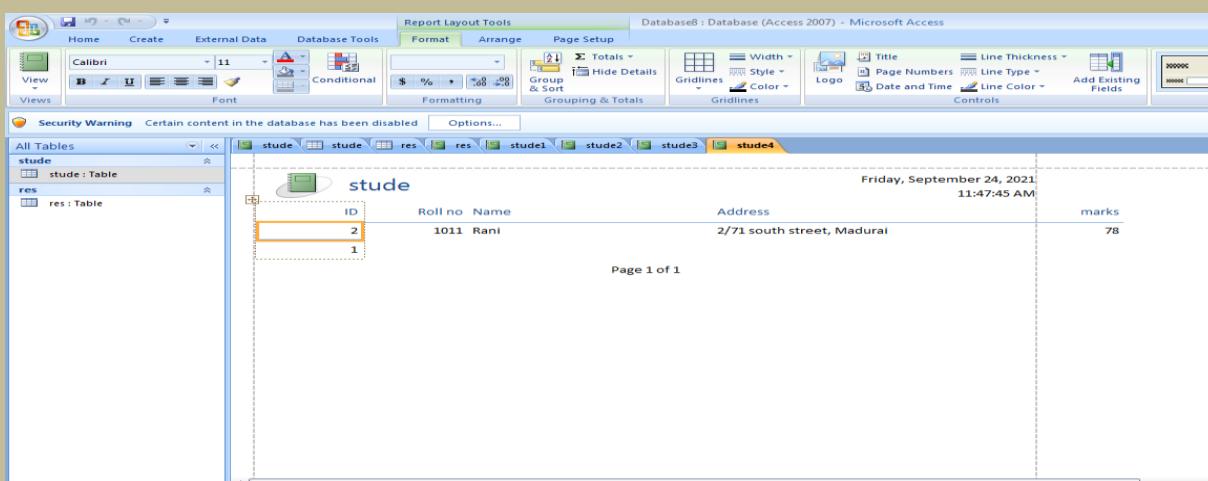
Creating A Report:

To create a report, select the table or query on which you want to create your report and follow the given steps:

Step-1:Click the Report tab on the Ribbon.

Step-2: Click the Report option from the Reports group.

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



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

You can change the format of your using the AutoFormat option in the **Layout View**.

