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OFFICE PRODUCTIVITY TOOLS Part II

5.1 INTRODUCTION

Two of the productivity tools viz. word processing and spreadsheet have already been discussed earlier. In this lesson we will dicuss remaining tools viz., database management and presentation.

One of the most powerful applications of computers is its capability to store, organize, and retrieve large quantities of data. An organized collection of related data is referred to as a **database**. A database is a collection of objects that allow you to store data, organize and retrieve it in any way you want.

After having a pool of useful information, may be in the form of a document, spreadsheet, database or any other form, it is required to present it before audience in a most effective manner. For this purpose a very powerful presentation tool in the form of Microsoft PowerPoint 2007, has been discussed.

This package is a complete presentation tool which will present you ideas in a simple, concise and interesting manner. Even if you are not multimedia expert, this tool helps you create slides and present exciting slide shows.

- **JEJECTIVES** After going through this lesson you would be able to: explain the terms like database, table, record, their create a database from scratch or unit. create tables for data or create our

- create a Form using various tools;
- create report in different ways;
- create presentations using different types of slides;
- add various multimedia features to slide;
- save and print a database, query reports, and presentation

STARTING ACCESS PROGRAM 5.3

You can start your Access program in different ways. One way is using Start button:

- 1. Click on the **Start** button.
- In the menu that appears select All Programs-Microsoft 2. Office →Microsoft Office Access 2007 (Fig. 5.1).



Fig 5.1

In few seconds you will see Getting Started with Microsoft Office Access screen on the monitor (Fig. 5.2).

You have the following three options:

- (i) Open a Blank Database
- (ii) Open a Microsoft template
- (iii) Open a Recent Database



Fig 5.2

5.3.1 Creating a Database from the scratch

Choose the option Open a **Blank Database** for creating a Database from the scratch.

1. Blank database with the default name **Database1** appears as shown in Fig. 5.3.



Applications 2. Type the file name of the database e.g. **NIOS_dbase** (Fig 5.4).

(It is recommended to create a general database before creating tables and forms.)

- 3. Browse and select folder
- 4. Click Create.

Your database file **NIOS_dbase** is saved in the specified folder and opens for you to **create an Access table** in datasheet view (Fig 5.5).

	Table Tools NI	OS_dbase : Database (Access 2007) - Microsoft Access	
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able1	D Add New Field (New)		
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sheet View			
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Fig 5.5

5.3.2 Creating a Database using Template

You can create a database by using Template in following ways:

- (i) Select suitable **Featured Online Templates** from the relevant Template Category as shown earlier in Fig. 5.2.
- (ii) In the Ribbon click Create tab as shown in Fig. 5.6 (a)and in the Tables group bring cursor at Table Templates (Fig. 5.6(b)) and click it. Then select and click the desired Template from the drop down list of template as shown in Fig. 5.6 (c) and the template opens as shown in Fig. 5.6(d).



able2)
ID		Title	•	Start Time	-	End Time	• L	ocation +	Description	U	Add New Field	
	(New)									(0)		
						((d)					
						(<i>a</i>)					
						Fig	5.	6				

5.3.3 To Open an Existing Database

Click a database in the Open Recent Database list as shown earlier in Fig. 5.2 or click **More** and browse for the desired database.

5.4 HOW ACCESS STORES DATA IN TABLES

Access 2007 stores data in tables which look more like the cells of a spreadsheet with columns and rows. Each row represents a **record**, and each column represents a **field**. Table 5.1 is an example of a **Table** having **Details of Students**. In this Students database each student would be considered as a **record** and each record (student) consists of headings or categories called **fields or attributes**, and each record in the database is formatted in the same way.

Enrolment	First	Surname	ame Mother's Name Gen		Date of	City
No.	Name				Birth	
1	Sohan	Verma	Rama Devi	Male	15/01/1992	Patna
2	Mohan	Nath	Veena Rani	Male	10/11/1991	Gwalior
3	Meghna	Kishore	Deepa Kishore	Female	28/02/1990	Agra
4	Ashita	Agrawal	Abha Agrawal	Female	26/03/1993	New Delhi
5	Rohit	Goel	Kavita Goel	Male	10/07/1992	Mysore
6	Anshul	Agrawal	Hansi Agrawal	Male	26/11/1995	Gwalior

Table 5.1: Details of Students

- LINTER DATA INTO A TABLE
 Once a table has been created, data can be entered.
 If your new table is not open, double click on the Navigation Pane.
 In the Home tab→View (The default we The default we The default we The default we table)
- 3. The first field (column) is automatically named **ID**, the data type is **AutoNumber** and it is the assigned **Primary Key**. Generally Primary keys are not required but they are needed to combine two or more tables, columns, or rows in a database. Primary key is a unique number, i.e., it cannot be duplicated.
- Double click on **Add New Field** and type in the new field 4. name F_name for the First Name, L_name for Last name of the student and so on as given in Table 5.1. When entering field names, do not use spaces or punctuation.
- 5. Type in **Sohan**, in the first row under the field **F_name**.
- 6. The Data Type is set to **Text**. While entering numbers or date, the data type would be set to Number or Date and Time and so on.

Complete the table by entering data (as given in Table 5.1). The screen will look like Fig 5.7.

G		Table To	ols	NIOS_dbase : D	latabase (Access 2	1007) - Microsoft A	ccess			
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All Tables 🔍 «	T Students	Table1 Tabl	e2 -8 Form1							×
Students 🏾 🕆	ID ID	 F_name 	L_name •	M_name •	Gender -	DOB -	City	 Add New Field 		
Students : Table		1 Sohan	Verma	Rama Devi	Male	1/15/1992	Patna			
Table1		2 Mohan	Nath	Veena Rani	Male	10/11/1991	Gwalior			
Table1 : Table		3 Meghna	Kishore	Deepa Kishore	Female	2/28/1990) Agra			
		4 Ashita	Agrawal	Abha Agrawal	Female	3/26/1993	8 Delhi			
		5 Rohit	Goel	Kavita Goel	Male	7/10/1992	2 Mysore			
	* /	6 Anshul	Agrawal	Hansi Agrawal	Male	11/26/1995	Gwallor			
	* (1	vew)								
	Record: H 4	Lof6 + H Ha 👔	No Filter Searc	h						
			Jean and	-						

Fig. 5.7

5.5.1 Data Types

It is important to assign appropriate data types as given in Table 5.2 to a field since they specify what type of data can be entered into a field.

Data Type	Description
Text	Can contain text, numbers, or a combination that do not require calculations such as addresses, phone numbers, etc. Maximum number of characters, including spaces, is 255 characters.
Memo	Similar to the text field but can hold huge data.
Number	Can have Numeric data only
Date/Time	Date and Time information
Currency	Currency up to precisely 4 decimal places
AutoNumber	Use when sequential, random, or replication ID num- bers are needed. Access creates a unique number for each new record. This is often the primary key for the table.
Yes/No	Use when Yes/No, True/False, or On/Off are necessary.
OLE Object	Add objects such as Excel workbooks or Word docu- ments that are linked or embedded.
Hyperlink	Link to files, objects or web links.
Attachment	Attachments such as images, spreadsheets, documents, and charts.

Tab	le	5.	2

IN TEXT QUESTIONS 5.1

- 1. State True or False.
 - (a) A database is an organized collection of records.
 - (b) A database can hold only one Table.
 - (c) A particular field has same Data type for all the records in a table.

- (d)
- Data type Number can have the data Rohats Onon-sindicom Primary key for three records in a Total The data. the Blanks (e)
- 2. Fill in the Blanks.
 - (a) Vertical column in a table is known as
 - No two records in a Table can have same data for (b)
- 3. Which of the following Data type can have ONLY one of the two fixed values?
 - (a) AutoNumber
 - (b) Number
 - Yes/No (C)
 - (d) Date/Time
- Which of the following Data type can be assigned to a 4. Primary key?
 - AutoNumber (a)
 - (b) Memo
 - Yes/No (C)
 - (d) Text

5.6 SAVE A TABLE

Saving a table with a specific title will help when organizing information, creating queries, forms, and pages, and connecting to other tables.

- To save the current table, click the **Save** button in the **Quick** 1. Access Toolbar.
- 2. You can also get to a **Save** button through the **Office** Button.
- 3. You can use Save As, from the Office Button to rename the database, save a copy or to save it in another format.

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5.7 CHANGE VIEWS

A view is a way of looking the data stored in tables. Two possible ways for viewing the data are **Datasheet view** and **Design view**. View buttons are provided in the lower right corner of the Access window which help you to switch from one view to other. You can also use view buttons on the Home tab to change views.

5.7.1 Adding Fields in Datasheet View

By default, **Access 2007** creates one field in each new table, the **ID** field. This field auto-numbers to give each record in the table a unique number identifier. Recall that records are the rows in a table.

To add more fields to a table in **Datasheet View**, **double click** on the **Add New Field** header. The **Add New Field** text will disappear from the header. Name the field by typing the name directly into the header. Press the **tab** key on your keyboard to move to the next field.

5.7.2 Adding Fields in Design View

In **Design View**, the field names are along the left-hand column instead of across the top like in Datasheet View.

Creating or editing a table in Design View gives you freedom to construct a table with specifications for data collection. You do not type in the actual data in this screen.You are setting up the table structure - field names, data types, field size, etc.

To add a new field to a table in **Design View**, just **click** in the cell where you want the new field and type the field name. When you switch back to Datasheet View, your new field appears as its own column.

In Design View, you have many field property options that you can set to ensure that data can only be entered in certain formats. Setting these options is a good idea if you want to make sure the data that you have in your database is correct in all respect.

5.8 CHANGING COLUMN WIDTH

When you create a table from scratch in the Datasheet View, Microsoft Access assigns it a default width. That width may Applications
Applications
appear to be too narrow or too wide to accommodate stata. You
can widen or narrow a column in many ways.

To change the width of a column position, place the mouse on the right border of a column header. The mouse pointer would change into a horizontal double arrow crossed by a vertical line \mathbf{A} . Drag in the desired direction, left or right until you get the desired width. If you double-click, the column would be resized to the maximum width of the column.

5.8.1 Inserting a Column/ Field

Inserting a column consists of adding one between two existing fields. You can do it in any of the following ways:

- To insert a column using the Ribbon, first click a cell under the column that will succeed it. Then, in the Fields & Columns section of the Datasheet tab, click the Insert button I Insert
- To insert a column from the table, right-click the column that will succeed it and click **Insert Column**.
- To insert a field from the **Field Templates**, click and drag it from the Field Templates and drop it to the left of the column that will succeed it.
- To insert a field in **Design View**, select the field before which a field is to be inserted, click the **Design** tab on the **Ribbon** and then the **Tools** group click **Add rows**. A blank field will be inserted.

5.8.2 Moving Fields

If you want to rearrange the order in which your fields appear in a table, Access 2007 lets you easily move them around. To move a field in **Datasheet View**, **drag and drop** the field to the location you want. To do this:

- **Click** on the field header for the field you wish to move.
- Move the mouse in the area of the header.
- When the cross with arrows appears, hold down your left mouse button.
- With the left mouse button still held down, move the cursor to where you would like the field to appear.

• Release the mouse button and the field appears in its new location.

5.8.3 Deleting Fields

To delete a field in **Datasheet View**, just click on the field header and then select **Delete** from the **Field & Column** command group. This is found on the **Datasheet** tab on the **Ribbon**.

To delete a field in **Design View**, select the field to be deleted, click the **Design** tab on the **Ribbon** and then in the **Tools** group click **Delete rows**.

5.9. MODIFYING A TABLE IN DESIGN VIEW

If you print the table which is shown in fig. 5.7 as it is, it is not clear what F_name or M_name stands for. Is it first name and middle name or father's name and mother's name? Similarly we see that Gender is having only two values. Either it is male or female. Therefore, in order to give suitable table headings or changing the data type, you can edit the table which is done in Design view.

If you need to change data types, click on the down arrow in the box next to **Data Type** to make your selection.

- The default view for a new table is **Datasheet** view. In the Home tab Views group, select the **Design View** button to switch to **Design View**.
- 2. To add or edit fields, type in the **Field Name** column. When entering field names, do not use spaces or punctuation.
- 3. You can set more specific settings for your data types in **Design View**. For example, select the field ID, locate the **General** tab and label the **Caption** as Enrolment No.
- 4. Similarly type a label for the **Captions** e.g. **First Name**, **Last Name** and **Mother's Name** for fields **F_name**, **L_name** and **M_name** and the set the **Field Size** as 30, 20 and 40 respectively. The field size indicates that the data cannot exceed the specified limit.
- 5. Select the field Gender and under **Data Type**, click on the down arrow and select an appropriate data type Yes/No (Fig. 5.8) and in General Tab for caption type Female?

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											.01	
							Table Too	ols		NIOS	Base : Databas	
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Student	s		*		Field N	ame			Data Type			
🛄 Stu	dents : Tab	le		F_1	name			Text				
Table1			~	LI	name			Text				
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Iab	lel : lable			Ge	- nder			Text		-		
				Da	te of Birth			Text				
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								Date	/Time	-		
								Curre	ency	-		
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				Requ	ired	No						
				Index	v Zero Length	No	5					
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Fig. 5.8

Edit the field DOB with the caption as Date of Birth and the Date Format from Short Date to Medium Date (Fig. 5.9).

			Table Too	ls	NIOS_dbase : Database (Access 2007) - Microsoft Access
Home Create	External	Data Database To	ols Design		
View Primary Builder Test	Validation	Delete Rows	Property Indexe	s	
• Key	Rules	The cookup column	Sheet		
views	Tools		Show/Hide		
и) » (ч » т			V mm		
ll Tables	• «	Students Tat	ble1 🛄 Table2	2 VES Form1	
tudents	*	Field Na	ame	Data Type	Description
Students : Table	-	F_name		Text	
able1	\$	L_name		Text	
Table1 : Table		M_name		Text	
abler . lable		Gender		Text	
		DOB		Date/Time	
		City		Text	
		City		Text.	
					Field Properties
		General Lookup			
		Format	Short Date		
		Input Mask	General Date	6/19/2007 5:34:	23 PM
		Caption	Long Date	Tuesday, June 1	19, 2007
		Default Value	Short Date	6/19/2007	
		Validation Rule	Long Time	5:34:23 PM	
		Required	Medium Time	5:34 PM	
		Indexed	Short Time	17:34	
		IME Mode	No Control		
		IME Sentence Mode	None		
		Smart Tags			
		Text Align	General		



Now your Students table will look as shown in Figure 5.10.

		Table Tools	and the second	NIOS_dbase : Database (A	Access 2007) - Micr	osoft Access	
Home Create Extern	nal Data Databa	e Tools Datasheet					
View Paste S Format Painter	Calibri B I U A	• 11 • ■ =		Refresh	lew Σ Totals ave ♀ Spelling Delete ▼ 📰 More ▼	2↓ X↓ 2↓ Filter	✓ Selection * ↓ ▲ Advanced * ↓ ✓ Toggle Filter ↓
Views Clipboard 🕞		Font	Rich 1	Fext F	lecords	Sor	t & Filter
📕 L) - (L - ±							
All Tables 🔍 «	Students						
Students	Enrolment N	o. • First Name •	Last Name 🔹	Mother's Name 🔹	Female? • [Date of Birth •	City - Aa
Students : Table		Sohan	Verma	Rama Devi		15-Jan-92	Patna
Table1		2 Mohan	Nath	Veena Rani		11-Oct-91	Gwalior
Table1 : Table		3 Meghna	Kishore	Deepa Kishore		28-Feb-90	Agra
		4 Ashita	Agrawal	Abha Agrawal	\checkmark	26-Mar-93	Delhi
		5 Rohit	Goel	Kavita Goel	(m)	10-Jul-92	Mysore
		6 Anshul	Agrawal	Hansi Agrawal		26-Nov-95	Gwalior
	* (1	lew)					
	Record: M 4 Lof	6 b H Ma We No	Filter Search				
Datashash View	Record: 14 4 1 of	B F F FB W No	Filter				
Datasheet View							
🚳 🕔 🌽 🕻	2						

Fig 5.10

5.10 TO RENAME A TABLE

masomornsingi.com With the table closed, right click on the Table you wish to rename in the Navigation Pane. Select the Rename option that appears in the menu.

The table name will be highlighted and a cursor will appear, which means you can now type in the new name. Left click anywhere outside of the Table name to make the change.

5.11 CLOSE A DATABASE AND EXIT ACCESS

The following points describe how you close a database and exit Access.

5.11.1 To close a database

- 1. Click the Microsoft **Office** button. A menu appears.
- 2. Click **Close Database**. Access closes the database.

5.11.2 To exit Access

- 1. Click the Microsoft **Office** button. A menu appears.
- 2. Click Exit Access. You exit Access

IN TEXT QUESTIONS 5.2

- 5. State True or False.
 - (a) By default Access 2007 opens two tables.
 - (b) Field properties are available in Design view.
 - (C) Drag and drop is not used to move fields.
 - (d) If a data in a cell is changed then it is updated in all the objects of that database.
- Fill in the Blanks. 6.
 - (a) Commonly there are views used for viewing a table data.
 - (b) Generally the table is edited in View.

5.12 CREATING QUERIES

Access 2007 has a powerful feature of queries. Queries actually mean the question you asked from the database to get the desired result. A query can be designed to extract data from one or more database tables. Queries in Access can be created in various ways and range from very simple field selection to complex conditional statements or calculations.

Access 2007 allows you to create queries in two ways.

- (1) Using the query wizard
- (2) Using design view.

5.12.1 Creating a simple query using the query wizard

When you use this method for creating query, the query wizard guides you through a series of dialogue boxes and you can proceed by selecting various options. The steps are given as follows:

- 1. Click create tab
- 2. In the **other** group, click on the **query wizard** (Fig 5.11).
- 3. When **new query** dialogue box appears, Select **simple query wizard** and click OK (Fig 5.12).





Fig 5.12

- Applications
 A simple query wizard dialogue box appears. From the Tables/Queries list box, select the table on which you want to create the simple query. Here we have selected the table named Friends of Mine (Fig 5.13).
- 5. All the fields of selected table are shown in the available field's area. Select the field you want to add in your query and then click on the > button. If you want to select all the fields than you can click on >> button. (See fig 5.13)

Simple Query Wizard	Simple Query Wizard
Which fields do you want in your query? You can choose from more than one table or query.	Which fields do you want in your query? You can choose from more than one table or query.
<u>T</u> ables/Queries	<u>T</u> ables/Queries
Table: FRIENDS OF MINE	Table: FRIENDS OF MINE
Available Fields: Selected Fields:	Available Fields: Selected Fields:
SNINO FIRST NAME LAST NAME CITY STATE PIN CODE PHONE NO	SN NO CTTY STATE PIN CODE C C C C
Cancel <back next=""> Einish</back>	Cancel < Back Next > Einish

Fig 5.13

- 6. In Fig 5.14, it has been shown how to select one field from the available field's area and move it to the selected field's area. In this case we selected have 3 fields, first name, last name and phone number.
- 7. Click on the **next** button. Next screen appears as shown in Fig 5.15.

Fig 5.14



Fig 5.15

8. Type a title for your query in the box provided as shown in Fig 5.15. Here title for the query is **Names and numbers**.

- 9. Click on the **finish** button.
- 10. Access 2007 displays the result of query in the form of a table as shown in Fig 5.16. Since we have asked only for 3 fields, First name, last name and the phone number to be shown from the table **Friends of Mine**, only these 3 fields are displayed as you can see in Fig 5.16. This is a simple query.

-					
	FIRST NAME -	LAST NAME 👻	PHONE NO -		
	RAMESH	TALWAR	1123456789		
	SAGAR	DOGRA	1122234345		
	MANAV	SHANKAR	1204553360		
	GEETA	AWASTHI	1204555556		
	VANDITA	BAHUGUNA	1204556768		
	SURBHI	SARANG	1122222222		
	RAKESH	KUMAR	1123837367		
	VANDITA	SAXENA	1204545454		
	RAJESH	BHATIA	1204678769		
	PUJA	KAPOOR	1122228980		
*					



5.12.2 Creating Query Using Design View

A query can also be created using **Design View** in which you can define the structure of query. To create a query, you open the tables on which you are going to base your query in Query Design view, and then use the options to create your query. Click the **Run** button to display the results. Queries can be saved for later use also. The steps are as follows:

- 1. Click the **Create** tab.
- 2. Click the **Query Design** button in the **other** group. The **Show Table** dialog box appears (Fig. 5.17).
- 3. Click on the **tables** tab. A list of tables appears.
- 4. Double Click to choose the table on which you want to base your query. Here **student_pers** table has been selected (Fig 5.17). (You can select more than one table also).
- 5. Click **Add**. The table appears in the window.
- 6. Click **Close** to close the show table box. Access changes to Query Design view. If you select more than one table, you have to show relationship between them through Primary key.

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Show Table	WWW.Masol.

Fig 5.17

To Show a single column:

- 1. Click on the field name you want to display. (In this case it is **student name** field of **student_pers** table).
- 2. Drag it in the field line or you can double click on the field to bring it to the field line (Fig. 5.18).
- 3. Click the **Run** button. Access shows the column you chose (Fig. 5.19).



Fig 5.18

Fig 5.19

Showing Multiple Columns

You can use an Access query to show multiple columns of data. On the **Field line** in **Query Design view**, choose the field name of each field you want to show in the same order as you want to display them in the query. The steps are as follows:

Office Productivity Tools Part II Sindi.com ect the

- 1. As the students table is already selected you can select the field from the given list.
- 2. Click on the field names you want to show one by one in the order you want to display them. For example you can place **roll no** field before the **student name** field in the field's grid area (Fig 5.20).

C 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4				Query Tools	student_person	al : Database (Access 2	1007) - Microsoft Acces	8		o x
Home Create Extern	nal Data D	atabase Tools	Acrobat	Design						0
View Run Results	end Update C	rosstab Delete y Type	 ① Union ② Pass-Throi 2 Data Defin 	ugh hition Table	Delete Rows	* Insert Columns * Delete Columns * Return: All ny Setup	Totals	enty Sheet le Names ameters ide		
All Tables 👻 «	III student	pers 🔁 Que	ny2							*
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student marks1										
student marks2	4 (m)									,
Form1	Field: Table:	sl no student_pers	roll nur studen	mber t_pers	student name student_pers	parent's name student_pers	city student_pers			
📓 student marksFOR FIRST YEAR	Show: Criteria: or:	7					V			
Ready		4						1) (15 (11, see 56

Fig 5.20

3. Click the **Run** button. Access displays the columns you chose (Fig 5.21).

	student_pers	Query2			
	sl no 👻	roll number 👻	student narr 🝷	parent's nan 🗸	city 🗸
	1	45	sagar	p.k arya	noida
	2	30	mudit	s.k sharma	ghaziabad
	3	15	faisal	t.k singh	delhi
	4	40	rahul	r.k sinha	delhi
	5	20	ishan	g.p singh	noida
	6	28	mainak	a.c chaturvedi	gurgaon
	7	43	rohan	n.k bahuguna	noida
	8	3	abhinav	p.p arora	noida
	10	17	harshit	r.k bhatia	delhi
*					



J.13 SORT A QUERY
When creating a query, you can sort the columns in ascending or descending order by choosing the option you want on the Sort row in Query Design view. The steps are as follows:
1. Open the student_pers table in the dect
2. Select and drag the fields in you want them to '
Click '

- 3. Click in the sort row in the column which you want to sort (in this case it is the State column) and Click the down pointing arrow that appears and then choose ascending (or descending) from the drop down list (Fig 5.22).
- Click Run button. 4.
- 5. The sorted column is shown along with others in the Fig 5.23.



Fig 5.22

10		LOUI INAIVE T	CITY -	STATE -	PIN CODE -	PHONE NO -
	PUJA	KAPOOR	DELHI	DELHI	110006	1122228980
7	RAKESH	KUMAR	DELHI	DELHI	110007	1123837367
6	SURBHI	SARANG	DELHI	DELHI	110006	1122222222
2	SAGAR	DOGRA	DELHI	DELHI	110092	1122234345
1	RAMESH	TALWAR	DELHI	DELHI	110007	1123456789
9	RAJESH	BHATIA	GHAZIABAD	U.P	201010	1204678769
8	VANDITA	SAXENA	NOIDA	U.P	201004	1204545454
5	VANDITA	BAHUGUNA	GHAZIABAD	U.P	201014	1204556768
4	GEETA	AWASTHI	NOIDA	U.P	202004	1204555556
3	MANAV	SHANKAR	GHAZIABAD	U.P	201014	1204553360
	6 2 1 9 8 5 4 3	6 SURBHI 2 SAGAR 1 RAMESH 9 RAJESH 8 VANDITA 5 VANDITA 4 GEETA 3 MANAV	6 SURBHI SARANG 2 SAGAR DOGRA 1 RAMESH TALWAR 9 RAJESH BHATIA 8 VANDITA SAXENA 5 VANDITA BAHUGUNA 4 GEETA AWASTHI 3 MANAV SHANKAR	6 SURBHI SARANG DELHI 2 SAGAR DOGRA DELHI 1 RAMESH TALWAR DELHI 9 RAJESH BHATIA GHAZIABAD 8 VANDITA SAXENA NOIDA 5 VANDITA BAHUGUNA GHAZIABAD 4 GEETA AWASTHI NOIDA 3 MANAV SHANKAR GHAZIABAD	6 SURBHI SARANG DELHI DELHI 2 SAGAR DOGRA DELHI DELHI 1 RAMESH TALWAR DELHI DELHI 9 RAJESH BHATIA GHAZIABAD U.P 8 VANDITA SAXENA NOIDA U.P 5 VANDITA BAHUGUNA GHAZIABAD U.P 4 GEETA AWASTHI NOIDA U.P 3 MANAV SHANKAR GHAZIABAD U.P	6 SURBHI SARANG DELHI DELHI 110006 2 SAGAR DOGRA DELHI DELHI 110092 1 RAMESH TALWAR DELHI DELHI 110007 9 RAJESH BHATIA GHAZIABAD U.P 201010 8 VANDITA SAXENA NOIDA U.P 201004 5 VANDITA BAHUGUNA GHAZIABAD U.P 201014 4 GEETA AWASTHI NOIDA U.P 202004 3 MANAV SHANKAR GHAZIABAD U.P 201014

5.14 EXTRACTING RECORDS USING CRITERIA STATEMENTS

Adding a criteria statement to the query design grid will help you to extract only those records which match the given criteria and which you want to display from the complete table.

You can use logical operators such as = (equal), <> (not equal), > (greater than), or < (less than) to restrict the records you retrieve. For example, if you only want to display friends who live in DELHI, enter = "DELHI" in the State column on the Criteria line. Access will only retrieve records where the value in the State column is equal to DELHI. Selection criteria are not case-sensitive, so Access will retrieve records where the entry is DELHI, delhi, Delhi, or dELHI.

The list of logical operators which you can use in making criteria statements in making your query is given in the table 5.3.

Logical Operators									
Operator	Meaning	Field Type	Entry Format						
=	Equal to	Character Number Date	= "DELHI" = 5 = #12/16/98#						
<>	Not equal to	Character Number Date	<> "DELHI" <> 5 <> #2/16/97#						
>	Greater than	Character Number Date	> "DELHI" > 5 > #7/16/98#						
>=	Greater than or equal to	Character Number Date	> = "DELHI" > = 5 > = #6/21/96#						
<	Less than	Character Number Date	< "DELHI" < 5 < #4/18/98#						
<=	Less than or equal to	Character Number Date	<= "DELHI" <= 5 <= #11/19/98#						
In	Equal to any item in a list	Character Number Date	In ("DELHI", "UP") In (5, 9, 17) In (#2/11/99#, #2/3/96#, #12/15/98#)						
Not In	Not equal to any item in a list	Character Number Date	Not In ("DELHI", "UP") Not In (5, 9, 17) Not In (#2/17/97#, #2/3/96#, #12/15/98#)						
Between	Between two values, greater than or equal to one and less than or equal to the other	Character Number Date	Between "C" And "F" Between 5 And 10 Between #1/1/98# And #12/31/99#						

TABLE 5.3

- To retrieve specific records, the steps are as follows:
 1. Open a table or query in Query Design view
 2. Choose the field names you want ' want to show them
 3. Ch
- 3. Choose the field names you want to sort by in the order you want to sort.
- Under the fields you want to sort by, choose Ascending or 4. Descending.
- 5. Deselect the Show button for columns you do not want to display.
- Enter your selection criteria on the Criteria line (Here 6. the criteria entered in the state column is = "DELHI") (Fig. 5.24).
- 7. Click the **Run** button. The query results can be viewed in the Fig 5.25.

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All Tables		
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NAMES AND NUMBERS	7 RAKESH KUMAR DELHI DELHI 110007 1123837367	
	6 SURBHI SARANG DELHI DELHI 110006 1122222222	
	2 SAGAR DOGRA DELHI DELHI 110092 1122234345	
	1 RAMESH TALWAR DELHI DELHI 110007 1123456789	
	*	
	Record: H 🔸 1 of 5 🕨 H Ha 🐇 No Filter Search	
Pearly		Cans Lock B d d st V

Fig 5.25

Adding Multiple Criteria

You can apply multiple criteria to the same table. If you place two criteria on the same line, Access will only retrieve records where both criteria are met. For example, if you want all records where the **State** is equal to "**UP**" and the **CITY** is equal to **GHAZIABAD**, you would set the **State** field to = "**UP**" and the **CITY** field to = "**GHAZIABAD**" and you would place both criteria on the same line.

The steps for using **and** criteria are shown in Fig 5.26 and result is shown in Fig 5.27.

If you place one set of criteria on the **Criteria** line and the second set of criteria on the **Or** line, Access will retrieve records where either of the two criteria is satisfied. You can add additional *and* and *or* statements by using the lines below the **Or** line. For **And** clauses, place the criteria on the same line; for **Or** clauses, place the criteria on separate lines.

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	Field: SN NO	FIRST NAME	LAST NAME	CITY	STATE	PIN CODE	PHONE NO		
T S Cri	Table: FRIENDS OF MINE Sort: show: teria: or:	FRIENDS OF MINE		FRIENDS OF MINE Ascending GHAZIABAD"	FRIENDS OF MINE Ascending		FRIENDS OF MINE		
	4								

Fig 5.26

	FRIENDS OF MIN	IE @ Query2					
	SN NO 👻	FIRST NAME -	LAST NAME 👻	CITY -	STATE 👻	PIN CODE 🔸	PHONE NO 👻
	9	RAJESH	BHATIA	GHAZIABAD	U.P	201010	1204678769
	5	VANDITA	BAHUGUNA	GHAZIABAD	U.P	201014	1204556768
	3	MANAV	SHANKAR	GHAZIABAD	U.P	201014	1204553360
*							



5.15 SAVE A QUERY

After you create a query, you can save it. You can re-run a saved query at any time. If you change the data on which the saved query is based, you will see the changes when you re-run the query. The steps are as follows:

- Click the Save button on the Quick Access toolbar. The Save As dialog box appears.
- 2. Type the name you want to give to your query.
- 3. Click OK. Access saves the query. (Fig 5.28)





- 4. Alternately you can also save by right-clicking a query's tab and then selecting save from the menu that appears.
- 5. Once you have saved a query, you can run it by opening the Navigation pane and then clicking the name of the query.

INTEXT QUESTIONS 5.3

- 7. Fill in the blanks.
 - a) Simple query wizard option is available in the———
 dialogue box.
 - b) Access 2007 displays the result of query in the form of a —————.
 - c) Queries can be created using the Query Wizard or the _____view.
 - In order to see the result of query in design view, you have to click on the ———button.
 - e) ————operators are used to extract specific records which meet the given criteria.
- 8. Write TRUE or FALSE.
 - a) While sorting the records two options available are Up and Down.
 - b) A query is saved with a name.
 - c) Queries actually mean the questions you ask from the database to get the required result.
 - d) You cannot run a saved query at any given time.
 - e) To show the result of query, click on the "Final" button.

A form is a graphical representation of a table. One can add, update and delete records in table by using a form. A form is very useful to use when the table contains numerous fields make it easy for you to access information in a form, you can focus on one record in an view, add and delete det.

5.16.1 Creating a Form using the Form Tool

Form tool in access 2007 can be used to create a form with a single mouse- click. To create a form with this tool, steps are as follows:

- 1. In the **Navigation Pane**, select the table or query to create a form.
- 2. Click on the create tab
- 3. In the forms group, click form (Fig. 5.29)
- 4. Form is created displaying it in layout view along with the form layout tools i.e. Format tab in the ribbon. (Fig 5.30)



Fig 5.29

5.16.2 Creating a Form using Form Wizard

- 1. Click the create tab
- 2. In the **forms** group, click more forms (Fig. 5.31)

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Fig 5.30

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Fig 5.31

- When you click form wizard, a Form wizard dialog box 3. appears. (Fig 5.32)
- From the available fields area, select the fields one by one 4. which you want in your form. Click > button. To select all fields click on >> **button**.

You can choose from more than one table or query. Cables/Queries Table: student marks Qvailable Fields: Selected Fields:		Which fields do you want on your form?	
Tables/Queries Table: student marks ✓ Available Fields: Selected Fields: ID > student name roll number branch marks-1st sem marks-2nd sem marks-3rd sem marks-3rd sem		You can choose from more than one table or qu	ery.
Table: student marks Available Fields: Selected Fields: TD student name roll number branch marks-1st sem marks-2nd sem marks-3rd sem marks-3rd sem marks-4th sem	Tables/Queries		
Available Fields: Selected Fields:	Table: student marks	•	
ID > student name > roll number >> branch >> marks-1st sem <	<u>Available Fields:</u>	Selected Fields:	
roll number >> branch and	ID student name		
marks-1st sem marks-2nd sem marks-3rd sem marks-4th sem	roll number	>>	
marks-2nd sem	marks-1st sem		
marks-4th sem	marks-2nd sem		
	marks-4th sem		
		Cancel < Back Next >	inish

Fig 5.32

- 5.
- 6.

Ations Now click Next button (Fig. 5.32) Select a layout for the form. The various layout for forms available are columnar, tabular, datasheet and justified and click Next button (fig. 5.33).	indi.con	×.
Now click Next button (Fig. 5.32) Select a layout for the form. The various layout for forms available are columnar, tabular, datasheet and justified and click Next button (fig. 5.33).	ations	
Select a layout for the form. The various layout for forms available are columnar, tabular, datasheet and justified and click Next button (fig. 5.33).	Now click Next button (Fig. 5.32)	
Form Wizard What layout would you like for your form?	Select a layout for the form. The various layout for forms available are columnar, tabular, datasheet and justified and click Next button (fig. 5.33).	
	Form Wizard What layout would you like for your form?	



7. Choose a style you want for the form (Fig. 5.34) and click Next button.

Form Wizard	
Form Wizard What style would you like?	Access 2007 Apex Aspect Civic Concourse Equity Flow Foundry Median Metro Module None Northwind Office
Cancel	< <u>Back</u>

Fig 5.34

Provide a title for the form. (Fig. 5.35) and click Finish 8. button.

What title do you want for your form? student marks1
That's all the information the wizard needs to create your form. Do you want to open the form or modify the form's design? (a) [Open the form to view or enter information. (b) Modify the form's design.
Cancel < Back Next > Einish

Fig 5.35

The form will open in Form View (Fig. 5.36)

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5.17 REPORTS

Although tables, queries and form can be printed, they may not look very professional, as they are not designed for printing purposes. Reports, however, are designed to take the data from a table or selected by a query and printed in a professional looking layout. Report allows you to group, sort and manipulate the data to suit your requirements. Reports are the most powerful and flexible way to view and print the information in your database. To make your data more presentable for others to record and easily understand, you would need to create reports.

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Applications				oomsil
5.17.1 Creating a	a Report using Re	eport T	ool as	21.
The Report tool in A fast. Steps are as fo	Access 2007 helps yo Illows:	ou to cre	ate a rep	ort very
1. In the Navigat you want to n	tion Pane, click the that hake a report.	able or	query for	r which
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Fig 5.37

- 2. Click the create tab, in the Reports group, click Report. (Fig 5.37)
- 3. Report is generated and displayed in layout view along with the **Report Layout Tools** i.e. Format Tab in the ribbon (Fig. 5.38).

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E Form1	7 rohan			42 n k hahuguna		paigaon	0901644222
student marks	7 Tohan			45 n.k banuguna		noida	5651044522
student marks1	8 abnina	iv .		3 p.p arora		noida	9910324356
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Layout view							22
						Fig 5.	38

5.17.2 Creating a Report Using Report Wizard

Report Wizard can be used to include the selected fields in your report and specify how the data is grouped and sorted. Fields from more than one table or query, can also be used if you have already specified the relationship between the tables and queries.

Various steps are as follows:

- Click the Create Tab, in the forms group, click Report wizard button. A Report Wizard dialog box appears (Fig. 5.39).
- 2. Click in the **Tables/ Queries** list box and choose the table or query name that contains the data to be included in a report.



- From Available Fields: area, select the fields which you want in your report and click > button. To select all the fields present in the Available Fields: area, click >> button. To remove a field from the Selected Fields: area click the < button. To remove all the fields, click the << button. Click Next button.
- Additional dialog box appears, asking for grouping your data by a specific field (Fig 5.40).
- 5. Click a field name displayed in the box, Click
 > button and then click Next button.

to you want to add any evels?	ou want to add any grouping Is?		e, branch	
ID student name branch	Priority			

Fig 5.40

- ponsingi.com In this dialog box choose a field for sorting your data in 6. report student name as field been choosen (Fig \$.41). Click NN N next button.
- 7. Select a layout for the report from the layout group (Fig 5.42).

Report Wizard		Report Wizard
What sort order do you want for you	ur records?	How would you like to lay out your report?
	You can sort records by up to four fields, in either ascending or descending order.	Layout Orientation © Columnar Provide A Columnar
	1 student name Ascending	© Iabular © Landscape
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	3 Ascending	
	4 Ascending	
		Adjust the field width so all fields fit on a page.
Ca	ncel < Back Next > Einish	Cancel <back next=""> Enish</back>
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Fig 5.42

- 8. Select orientation of the page from orientation group, click Next button. In the dialog box that appears, choose a style you want for this report (Fig 5.43).
- 9. Click next button provide a title for the report and click Finish button.

Title Label above Detail Control from Detail	Access 2007 Apex Aspect Civic Concourse Equity Flow Foundry Median Median Median Module None Northwind Office	•
		Next > Finish

rig 5.43

The report will open as shown in the Fig 5.44.

	student_perso	nal : Database (Access 2007) - Microsoft Access	
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	branch	comp science	
	student name	mainak	
	ID	7	
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5.17.3 Creating a Report using Blank Report Tool

Steps for creating this report are as follows:

1. Click **create** tab, in the report group, click **Blank Report** button.

A blank report is opened in Layout view along with the Field List Pane (Fig 5.45).





Applications
2. In the Field List pane, click the plus sign (+) against the table that contains the fields to be include in the report (Fig 5.46).

										5	2	
(1)		-	-	Report La	yout Tools	Ser	student_person/	al : Database	(Access 2007) - Micro	soft Access	A CONTRACTOR	
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Fig 5.46

To add a field to the report, double-click it. If you want to add tools in the report like title, page numbers, etc., click under **Format** tab and in the **controls** group, click the tool which you want.

After adding tool, the report will appear as shown in Fig 5.47.





Office Productivity Tools Part II Shindi.com

5.18 SECTIONS OF A REPORT

The design of a report in Access 2007 has following sections (Fig 5.48).



Fig 5.48

- **Report Header:** It is at the beginning of the report and contains information that might normally appear on a cover page, such as a title.
- **Page Header:** Presented at the top of every page. For example, fields of the table.
- **Group Header:** Presented at the beginning of each new group of records.
- **Detail:** Presented once for every row in the record source.
- **Group footer:** Printed at the end of each group of records.
- **Page Footer:** Printed at the end of every page. Use a page footer to print page numbers.
- **Report Footer:** Printed just once at the end of the report. Use the report footer to print report totals or other summary information for the complete report.

5.19 PRINT PREVIEW A REPORT

Various steps to print Preview a report are as follows:

1. Click on the **MS office button**, menu appears. (Fig. 5.49)



Fig 5.49

- 2. Now, point the cursor in Print option (Fig 5.50), click on Print Preview.
- 3. Access switches to Print Preview mode.

5.20 PRINTING A REPORT

 Click on the MS office button, click on the Print option. A print dialog box appears (Fig 5.51). Provide the desired information before printing and click on OK button to print the report.





