

DELHI PUBLIC SCHOOL
Bokaro Steel City

Subject: Computer

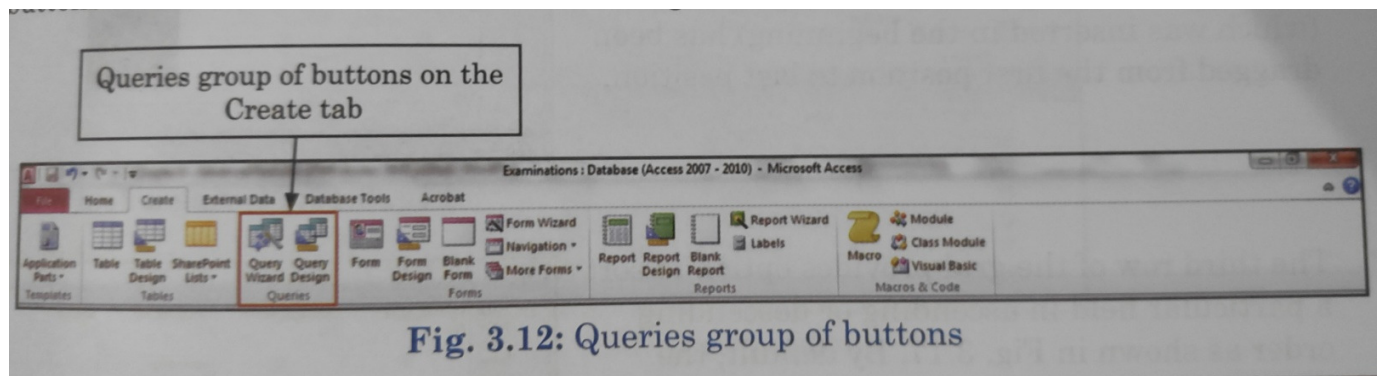
Class: VIII

Date: 12.05.2020

Advance Features of MS Access 2010

Queries

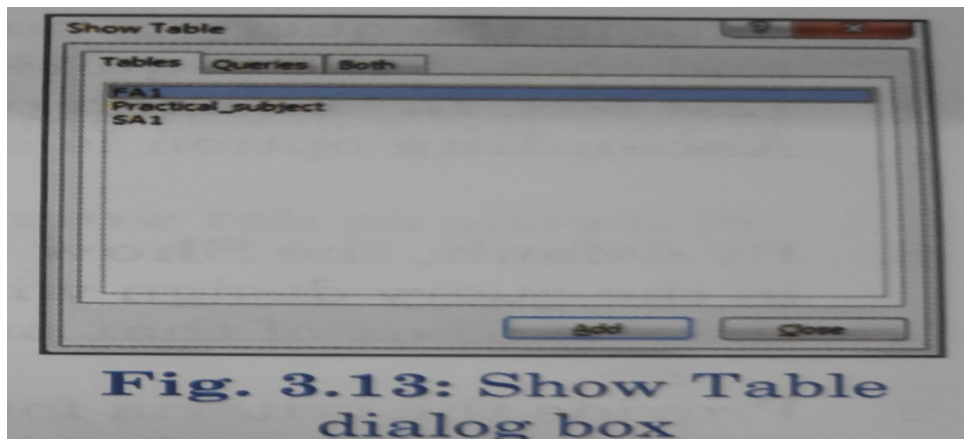
A query is the most important feature provided by MS Access 2010 which can give the information that they might not be able to find by looking at the table directly. They can review, add, change or delete data from their database. Ms Access allows users to create or build a query and save in the database, so that can run multiple times. The commands to create a query are in the **Queries** group display of sum, count, average, minimum, of buttons on the Create tab as shown in the figure 3.12.



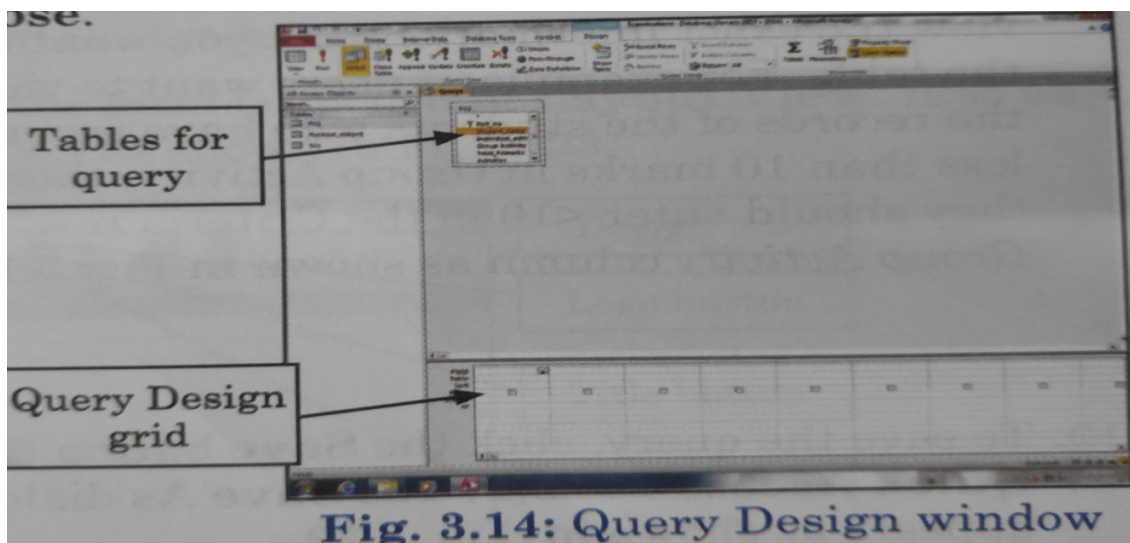
To create a query, follow these steps:

1. Click Query design button in the Query group of buttons on the **Create** tab.

2. The **show Table** dialog box appears in Fig. 3.13. Click the Table(s) where a query has to be created. Click the **Add** button.



3. After adding desired tables, click **close**.
4. The Query Design window appears as shown in Fig. 3.14. This screen consists of two parts. The upper part contains the tables(s) with all the fields. The lower half is the Design grid where users can arrange the fields in the desired order, set the selection criteria, sorting order and so on.



5. Click and drag the required field from the table in the upper section of the screen to the grid. Repeat the process for all fields till the design grid contains the entire desired field as shown in Fig. 3.15.



Fig. 3.16: Moving a field

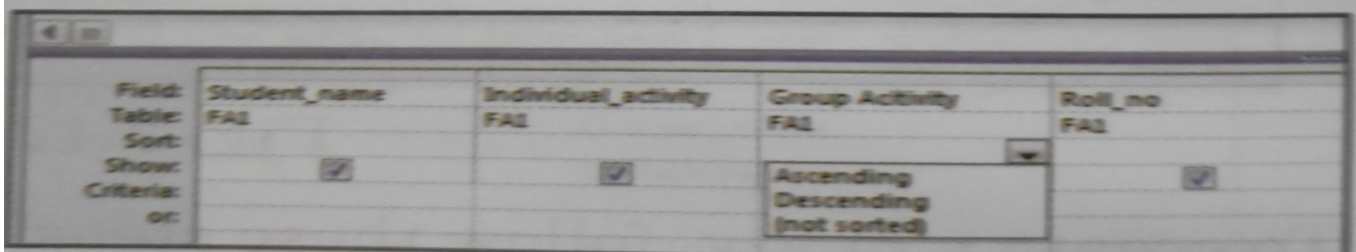


Fig. 3.17: Sort List box

6. To change the order of the fields in the grid, select the entire column and drag it to the desired location.
7. The third row of the grid provides option to sort a particular field in ascending or descending order as shown in Fig. 3.17. By default, the data in the query is not sorted, Click the arrow and choose the required option from the Sort List box.
8. By default, the show checkbox is selected for all fields in the query. To include a field in the query design without showing the relevant field in the query result, click once in the checkbox of that particular column and deselect it. You can click again to select it.
9. Provide the criteria for the query in the criteria row of the design grid. For example, if users want to view the records of the students who have secured less than 10 marks in Group Activity, then they should enter <10 in the criteria row of Group activity column as shown in Fig. 3.18.

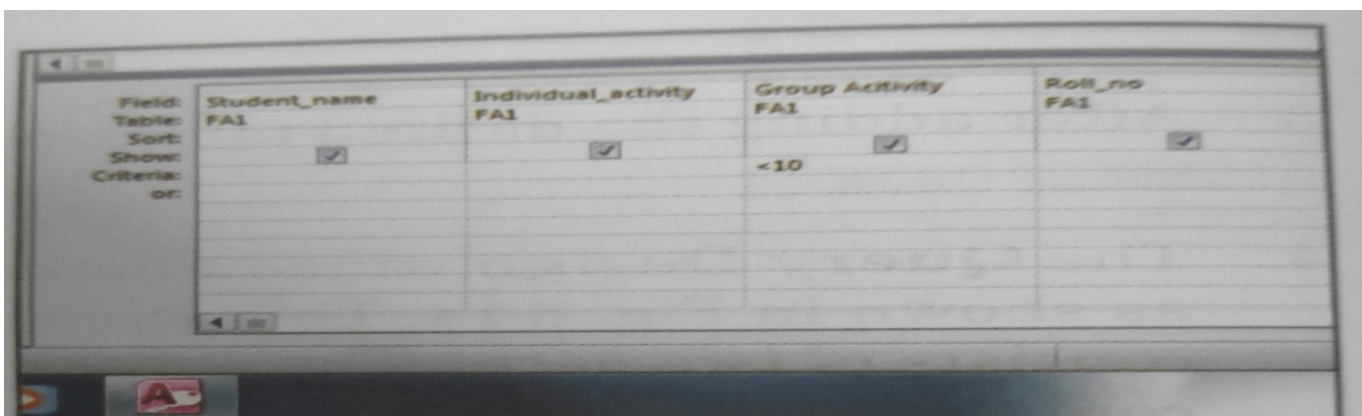


Fig. 3.18: Setting the criteria

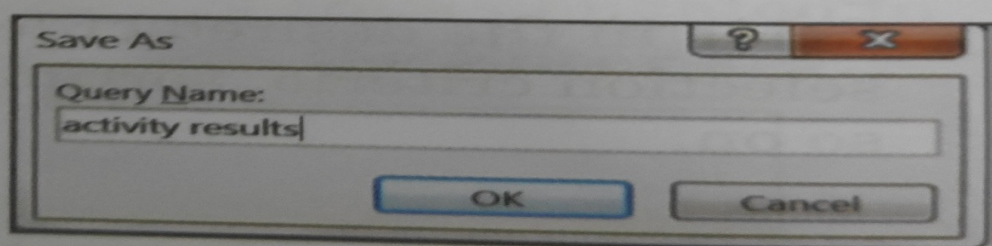


Fig. 3.19: Save As dialog box

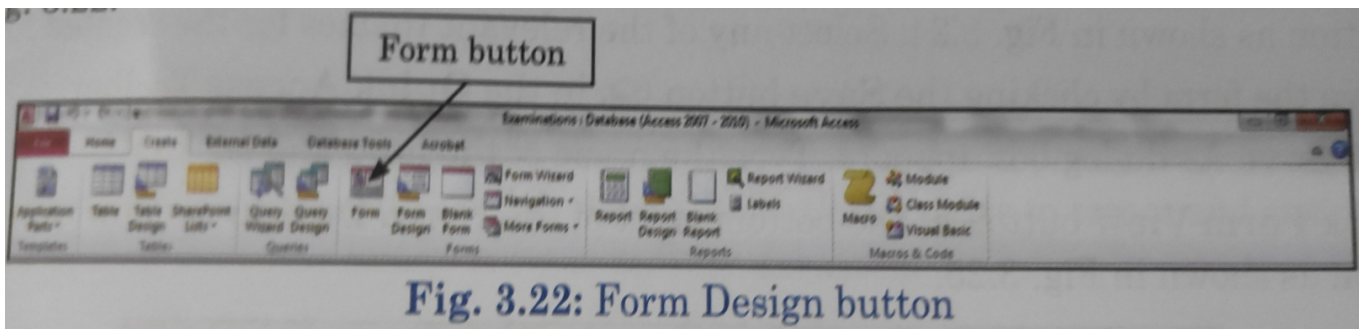
10.To save the query, click the save button in the Quick Access Toolbar, The save as dialog box appears. Type the query name and press ok.

Running a Query: To run a query, click the RUN button in the Results group of buttons on the Design tab.

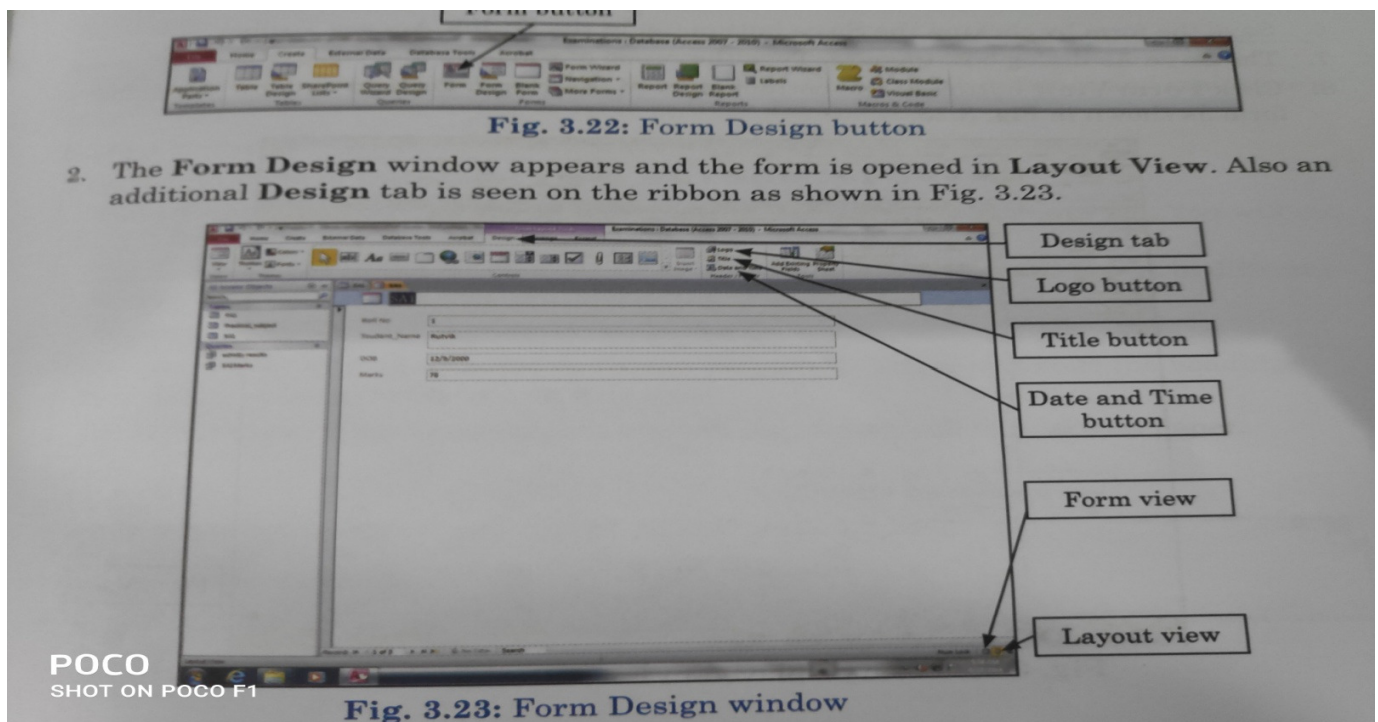
Forms

Forms are used to edit and display data stored in tables in a user-friendly manner. While creating a Form, choose the relevant fields to be displayed and the desired way of displaying them. Follow the steps given below to create form:

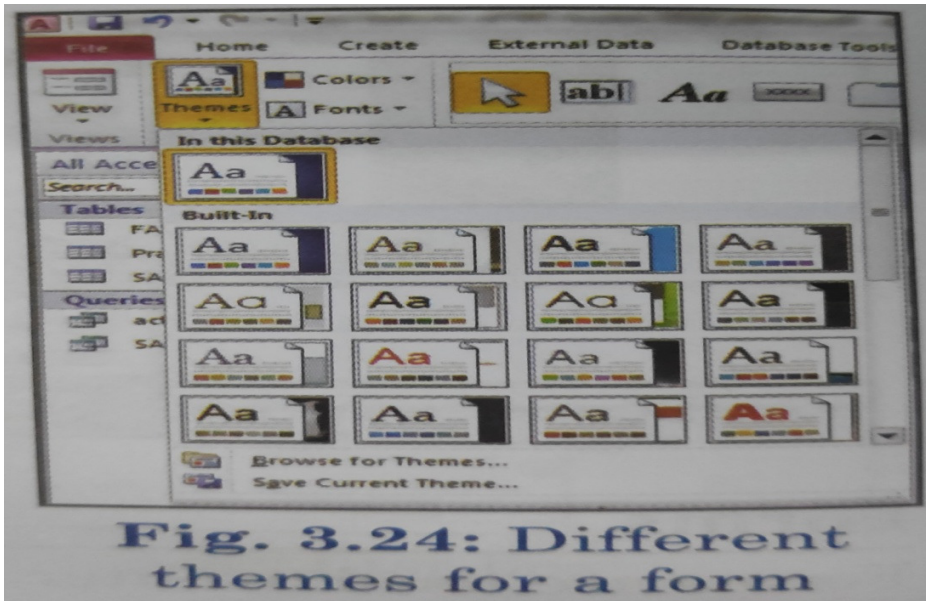
1. Click the form button in the forms group of buttons on the create tab as shown in fig. 3.22.



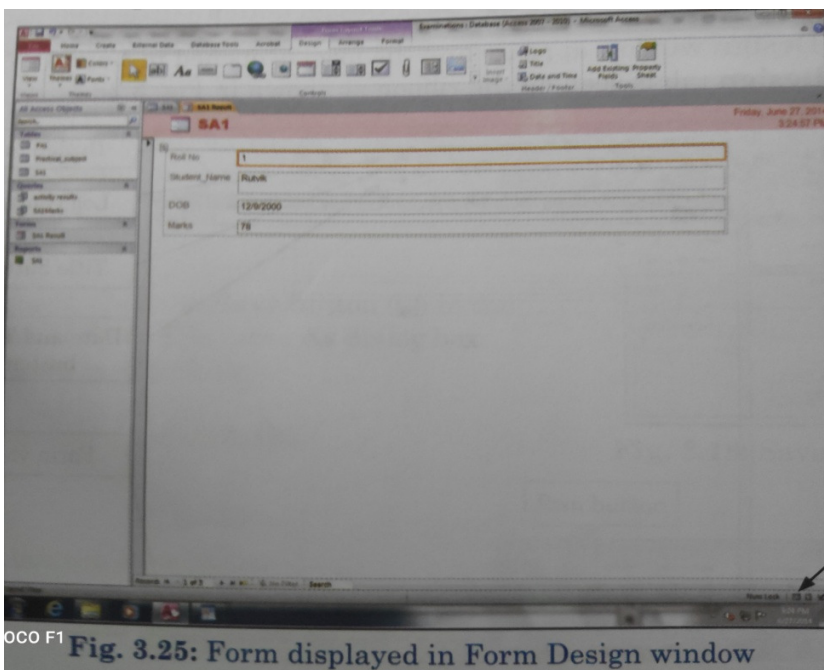
2. The form design window appears and the form is opened in layout view. Also an additional design tab is seen on the ribbon as shown in fig 3.23.



3. By default a form will contain all the field labels and corresponding text boxes. To add more control, use the buttons in the control groups of buttons on the Design tab.
4. Using various buttons in the Header/Footer group of buttons on the Design tab, the form enhanced further.
 - a. Logo button is used insert to a picture, say logo of the company.
 - b. Title button is used to edit the title of the Form.
 - c. Date and Time is used to display data and time in the desired format.
5. In the themes group of button on the design tab, click the arrow below the Themes button as shown in Fig. 3.24. Select any of the relevant themes for the created form.



6. Save the Form by clicking save button in the quick Access toolbar.
7. The save as dialog box appears. Type the name of the form and click OK.
8. Click Form view button at the bottom right of the Form Design window to see the form as shown in figure 3.25.



Reports

Using the report feature of MS Access, data can be organized and presented in a user friendly format that can be printed. Ms Access 2010 allows users to create and customize a

report using data from any query or table in their database. Follow these steps given below to create report:

1. Open the table in Datasheet view.
2. Click Report button in the Report group of buttons on the create tab. You will see that the report appears on the screen as shown in fig. 3.26.

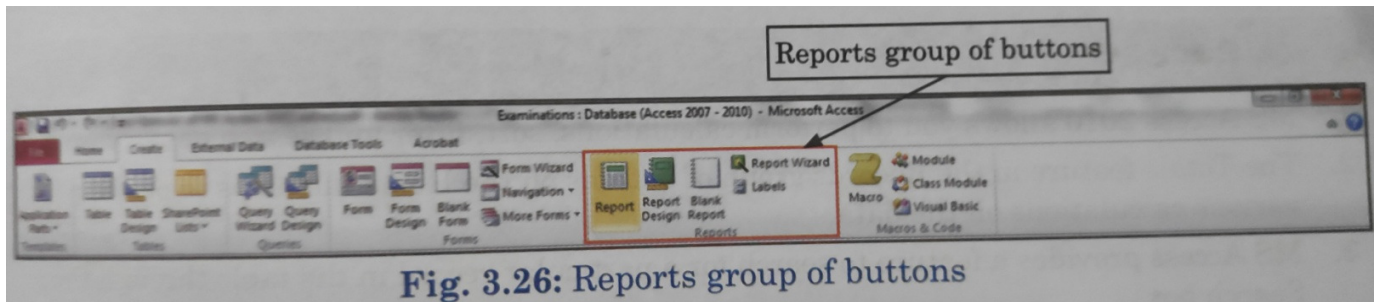


Fig. 3.26: Reports group of buttons

3. The button right of the window contains three buttons to view report in different views.

Report View: You see the report in this view.

Layout View: This view helps to format the report. You can change the headings, field titles, order of fields, etc. in this view.

Report View: This view helps to see how the report will look like on paper.

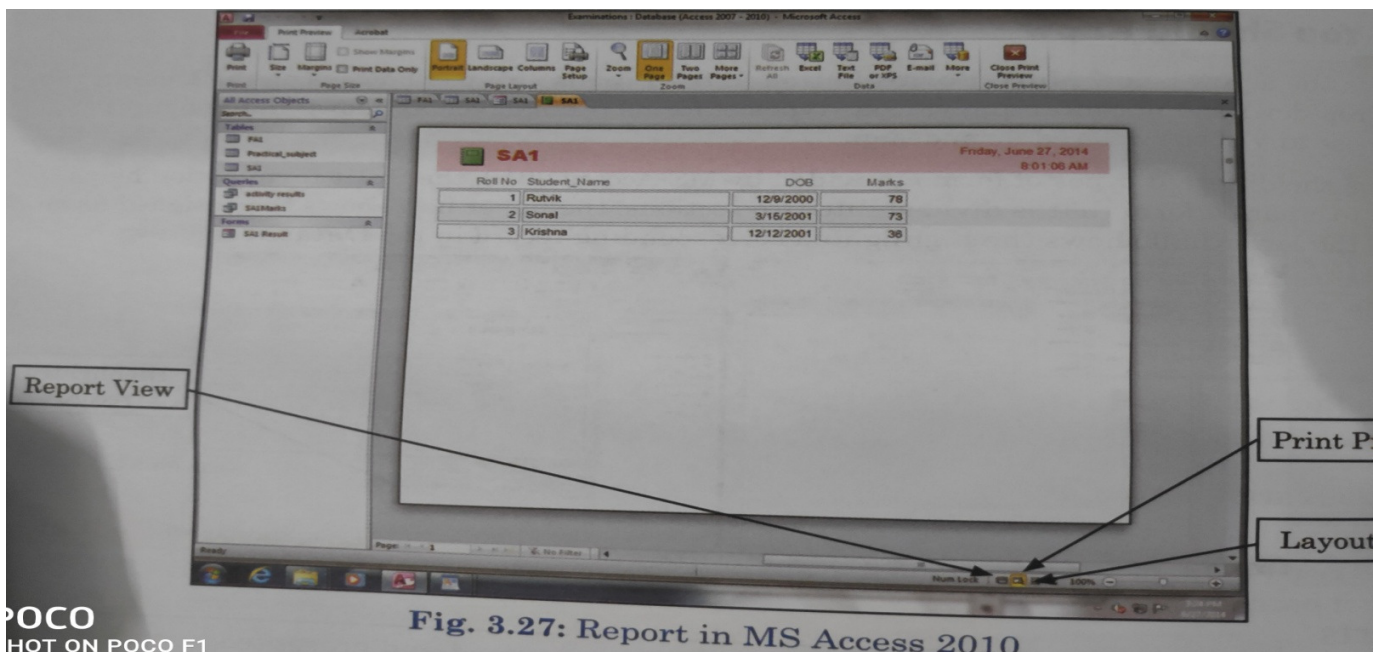


Fig. 3.27: Report in MS Access 2010

4. Click the save button on the Quick Access Toolbar to save the report. Type the name in the save as dialog box and click save.
 5. To print a Report, select Print option from file tab, specify the number of copies, range of pages and other information in the print dialog box. Click the ok button.
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Exercises

A Choose the correct option for each of the following.

1. On which of the following tabs will you find the Query Design button?
 - a. Create tab
 - b. Home tab
 - c. Design tab
 - d. Insert tab
2. In how many parts is the Query Design window divided into?
 - a. 2
 - b. 3
 - c. 4
 - d. 5
3. Which button is present in Header/Footer group of buttons on the Design tab?
 - a. Logo
 - b. Title
 - c. Date/Time
 - d. All of these
4. Which of the following displays information in a printable format?
 - a. Form
 - a. Query
 - c. Report
 - d. Wizard
5. On which tab will you find the Themes group of buttons?
 - a. Insert
 - a. Design
 - c. Create
 - d. Home

B Fill in the blanks using the words given below.

Filtering

Toggle Filter

Total

report

Forms

1. In Access, when you click the Totals button, a _____ row is added at the bottom of the table.
2. _____ is selective viewing of data.
3. To remove the filter, click _____ button in the Sort & Filter group of buttons on the Home tab.
4. _____ are used to enter, edit and display data stored in tables in a user-friendly manner.
5. Using the _____ feature of MS Access, you can organize and present your data in a user-friendly printable format.

C State whether the following statements are true (T) or false (F).

1. You cannot display the minimum data value of a field in MS Access.
2. You can run a query only once.
3. By default the data in the query is not sorted.
4. You cannot insert a picture in the form.
5. Filtering does not delete any data.

D Answer the following questions.

1. Define custom filtering. Give one example of custom filtering.
2. Define query. Why do we need a query in MS Access 2010?
3. Why do we use forms in MS Access?
4. Name the two views of Form Design window.
5. Give any one use of the report feature of MS Access.