

Chapter - 3 Queries, Forms & Reports in Access.

(A) Answer the following questions:-

Ques I) What is the utility of relationships feature of MS Access?

Ans I) MS Access is a RDBMS. This type of database stores the data and information in multiple tables with rows and columns. It provides the facility to establish relationship between different tables. Access has a feature called relationships that are used to associate a field in one table with the exact same field in another table. Relationship functions only when both the tables have a field with the exact same name.

Ques II) Write the steps to create relationships between two tables.

Ans II) To create relationship, follow the given steps:-

Step I) Create two tables. One field must be common in both tables.

Step II) Before setting relationship between these two tables, ensure that one table is open in datasheet view.

Step III) On the Database Tools tab, click on relationships group.

Step IV) The show table dialog box appears.

Step V) Select the desired table and then click add.

The selected table appears in the new table named relationship. Similarly, add the second table as well.

Step VI) Close the show table dialog box.

Step VII) Click and drag the common field from the left table and drop it over the same field in the right table.

Step VIII) The edit relationship dialog box appears with same field.

Step IX) Click the create button. A linking line appears between both the tables.

Step X) Save the relationship.

Ques III) What is Query in Access? Describe the use of options available in the Query design grid.

Ans III) The general meaning of query is 'question'. In MS Access, query is a database object. It is used to retrieve data on information from database table based on certain conditions.

The query design grid is available in the bottom portion of query design. It has following fields:-

I) Field - Used to select various fields for query table. It shows table name of the selected field.

II) Sort - To rearrange the order of fields either in ascending or descending.

III) Show - It displays a check box in which

column. To check the box is making the field appear.

i) Criteria: To set a condition on the basis of which the data of the table will be filtered in the query result.

ii) Or: To specify multiple conditions.

Field	Teacher ID	First name	Subject	Salary
Table	Teacherinfo	Teacherinfo	Teacherinfo	Teacherinfo
Selected	☒	☒	☒	☒
Criteria				

Fig 2 Fields added in the Query design grid.

Ques 1) What do you understand by a form? List the formats that can be applied to a form.

Ans 1) Form is a database object that facilitates the user to enter, edit and view data. A form is easy to create user interface for database application. When a form is created then new tabs on the ribbon appears - designs, format, arrange. We can format a form using designs and format tab.

ii) We can add logo and title of form using tab. To format the font of labels, adding background as image, changing shape, colors etc we use various options of format tab.

Ques 2) Explain the three report. List any two methods to create a report in Access.

Ans 2) Reports are used to present data in a specific layout for printing purpose. Data can be organized, organized and presented in effective way. Title, date, page no, image, charts can be inserted in a report.

i) A report can be created using the report command.

ii) A report can be generated also using the report wizard.

Ques 3) What are the steps to add logo, title, date & time on the form?

Ans 3) Adding a logo:-

- Click on the logo button in the ribbon / design group.
- The insert picture dialog box appears. Locate and choose a suitable picture. Click OK.

◆ Adding a title:-

- Click on the title option in the ribbon / design group.
- The existing title gets highlighted. Replace it with teacher details.

◆ Adding date & time:-

- a.) Click on the Date & time button in the Header/Footer group.
- b.) The date and time dialog box appears.
- c.) Select the desired format for Date and time in the respective sections. Click OK.
- d.) By default, the Date and Time placeholders appear at the extreme right side of the Header sections. You can move these placeholders as per your requirements.

