

What is Forms?

A Form is an access database object on which the controls are placed for entering, displaying and editing data in fields.

What is Report?

Report provides summaries of large data stored in the database. It organizes information to express a particular point of view to a specific audience. It also give the ability to present different elements of the database an easy to read and printable format.

Write Four differences between Forms and Reports.

Forms

- ✿ Used to view, enter, and edit data.
- ✿ Generally displayed on the screen
- ✿ Provide a detailed look at the records.
- ✿ Often used by people who actually work with database

Reports

- ✿ Used only to view information
- ✿ Generally previewed on screen and printed.
- ✿ Provide summary of the data.
- ✿ Often used by the people who use the information stored in the database.

Fill in the blanks:

- A **query** (query/form) is a request to perform an action on the data.
- **The selected check boxes** present in the query Design window indicates whether the field is to be displayed in query result or not.
- **Sum** (Average /sum) is an aggregate function that calculates the total of the values in a field.
- An input screen designed to make viewing and entering data easier).
is **forms** (forms/Reports).
- **Reports** (Forms/Reports) are created from both tables and queries in MS Access.

Write true or False

- The query that finds records in the database that match the criteria specified and displays those records in a datasheet is an action query
- Update query adds records from one table to the end of another table
- We can change the appearance of the form by applying a different theme available in the design tab
- Page footer section prints once at the bottom of every printed page.
- Report Wizard cannot create groups

x

x

✓

✓

x

Some Questions to work out:

- What is MS Access?
- Name the objects that the MS Access is composed of?
- What is a query?
- How many Types of queries are there and what are they?
- What is select?
- What is action?
- What is forms?
- What is report?
- Write four differences between the Forms and Reports.

What is Action?

Action is to find records in the database that match the criteria specified and performs some action on those records