Chapter 3

Advanced Features of Access 2013

Words to Know

- **Form:** A database object that provides an interface that allows users to enter, change, and view the data in a database table.

- **Report:** A database object that is used to present data from tables or queries in a format that can be printed.

- **Query:** A database object that is used to extract data based on one or more conditions from database tables.

RECAP ZONE

- Options to create query, form and report are present under the Create tab.
- User may specify one or more conditions in a Query to extract data from a database table.
- Users can work on Forms in three views—Form view, Layout view and Design view.
- Users can work on Reports in four views—Report view, Print Preview, Layout view and Design view.

Practice Zone

Fill in the blanks.

1. The Query Design option is present on the _____ tab.
2. Data is not visible in _____ view of a Form.
3. The Query results are displayed in the _____ view.
4. The conditions are specified in the _____ row of the Query Design Grid.
5. The options on the _____ and _____ tab let you change the appearance of the form.

ASSESSMENT ZONE

A. Choose the correct answer.

1. The object to be used to pull out data from one or more tables based on conditions is

   a) Query.   b) Form.   c) Report.   d) Table.

2. Which of the following is not a view for working with a Form object?

   a) Form View   b) Datasheet View   c) Design View   d) Layout View

3. The basic elements of a form or report are called

   a) controls.   b) objects.   c) windows.   d) reports.

4. In a Query Design Grid, which of the following options is not present?

   a) Criteria   b) Sort   c) Show   d) Filter

5. A query can be worked on in _____ views, while a report has _____ views.

   a) Two, four   b) Three, four   c) Three, three   d) Four, Four

B. Fill in the blanks using the words given in the box.

Objects	Design	Form	Datasheet

1. When you click on the ! Run option on the Design tab, the results of the Query appear in _____ View.

2. Queries, forms and reports are _____ of Access.

3. _____ provides a convenient user interface to view, modify and enter data in a database table.

4. Data is not displayed in the _____ view of a report or a form.

C. Answer the following questions.

1. Define the following.

   a) Query   b) Form   c) Report

2. Explain the purpose of the following rows in the Query Design Grid?

   a) Sort   b) Show   c) Criteria

3. How can you specify multiple conditions while designing a query?

4. What is the use of the Print Preview and the Design View of a report?

5. Differentiate between a form and a report.

B. Fill in the blanks(Answers)

(1)- Datasheet   (2)- Objects   (3)- Form   (4)- Design

C. Answer the following questions(Answers)

(1) Ans.->

(a)Query: A query is used to retrieve selective data based on specific criteria from one or more tables. For example, you may design a query to display names of all students who have secured more than 90 percent.

(b)Form: A form provides an interface that allows users to enter, change, and view the data in a database tables.

(c)Report: Reports are used to present data from tables or queries in a format that can be printed. Printouts of report cards, invoices are examples of reports.

(2) Ans.->

(a)Sort: If we want the Query results to be sorted, then select Ascending or Descending order from the Sort box under that field.

(b)Show: Clear the Show checkbox for fields that should not appear in the Query Result.

(c)Criteria: Type the search condition in the Criteria row of the field on the basis of which you want to choose or filter the records.

(3) (a)Ans.-> To create queries with more than one condition:

➤ Specifying the condition in the Criteria row for more than one field will result in a query that will select only those records that meet all the conditions.

➤ Specifying the first condition in the Criteria row and other conditions in the Or row and the rows beneath it results in a query that meets one or more of the specified conditions.

(4) Ans.->

Print Preview: This view displays the report as it will appear after printing.

Design View: Design view displays only the structure of your report. In this view you cannot see the underlying data, but you can perform some tasks in Design view that you cannot perform in Layout view such as view the Header and Footer sections.

(5) Ans.-> A form provides an interface that allows users to enter, change, and view the data in a database table. Forms are made up of elements such as textboxes, labels and so on. These elements are known as controls. **Whereas,** Reports are used to present data from tables or queries in a format that can be printed. Printouts of report cards, invoices are examples of reports. You cannot make changes to the data in a report.

HOTS

Consider the following screenshot and answer the questions that follow.

Field:	CoachID	CoachName	CoachGame	CoachFee
Table:	Coach	Coach	Coach	Coach
Sort:				Descending
Show:	☐	☑	☑	☐
Criteria:			="Cricket"	>"500"
or:				

1. What is the area shown in the screenshot known as?
2. On which table is the query based?
3. What is the condition for selecting the records?
4. Which fields would be visible in the query result?
5. In which order would the results be displayed when the query is executed?

Answers of HOTS:

(1) Ans.-> Query Design Grid
(2) Ans.-> Coach
(3) Ans.-> CoachGame must be Cricket and CoachFee must be more than 500.
(4) Ans.-> CoachName and CoachGame
(5) Ans.-> Descending order

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You can also watch all the lecture videos of chapter-3: Advanced Features of Access 2013 by clicking on images below:

👉 Query
👉 Creating a Query
👉 Creating a Query with multiple conditions
Lecture 1

👉 Forms
👉 Creating a Form
👉 Formatting a Form
👉 Using the Design Tab
👉 Using the Format Tab
Lecture 2

👉 Report
👉 Creating a Report
👉 Formatting a Report
👉 Printing Reports
Lecture 3