• Chapter 07 : Forms and Reports

7.1 Overview

Q : 07-01-01 : Describe Form in MS Access ?

Answer :

Microsoft Access Form

Access Form creates the user interface to your table. Although you can use **Datasheet** to perform many of the same functions as forms, Forms are used as an alternative way to enter data into a database table. It provides a different way of viewing table data. Access enables us to create forms that can be used to enter, view, and print data. The Form is constructed from a collection of individual design elements called controls or control objects. Controls are the components we see in the windows dialog boxes of the access and other windows applications like buttons, check boxes. We use text boxes to enter and edit data, labels to hold field names and object frame to display graphics. A Form Wizard is provided to assist in the construction of forms.

Q : 07-01-02 : Describe Types of Form in MS Access ?

Answer :

Microsoft Access Form - Types

Four types of forms can be created. These include single-column (displaying one record at a time in a vertical format), tabular (displaying multiple records in a row-and-column format), main / sub form (combining the single-form and tabular formats into one form), and graph.

Q : 07-01-03 : Describe Sub Form in MS Access ?

Answer :

Microsoft Access – Sub Form

A sub-form is a form that is placed in a parent form, called the main form. Sub forms are particularly useful to display data from tables and queries that have one-to-many relationships.

Q : 07-01-04 : Describe Reports in MS Access ?

Answer :

Microsoft Access – Reports

Presentation of processed data obtained from a database is called report. The report can be displayed on the screen, printed on the paper or saved on the disk for later retrieval. The main uses of reports :

To display information obtained from a database.

To display result of a query.

To produce output according to the needs of the user.

Q : 07-01-05 : Describe Object Linking in MS Access ?

Answer :

Microsoft Access – Object Linking

Linking objects from another database will create a link to an object in another database while not copying the table to the current database. The latest object data will be retrieved every time we access the link.