

# Ms-Access

## Steps for solving MS-Access Practical

Create Tables



Form Relationship



Formulate Query (Enforce Referential Integrity)



Forms (Using Form Wizard)



Report (Using Report Wizard)

## How to Start on System

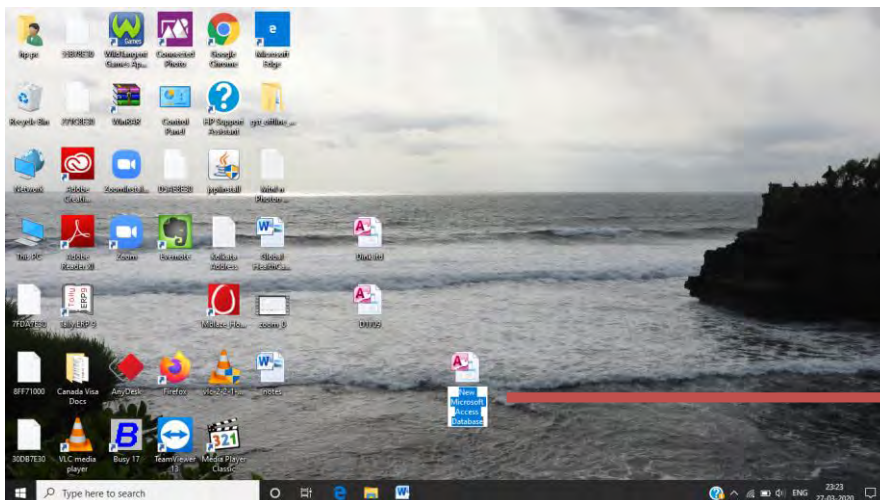
Right click on *Desktop*



Go to *New*

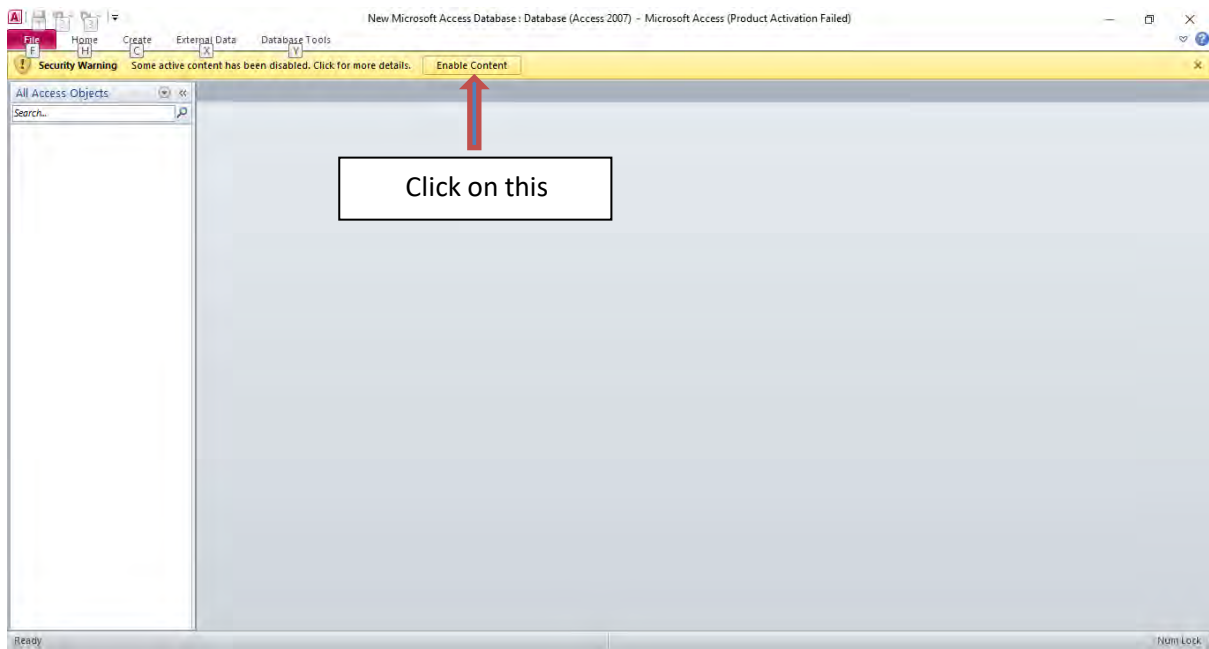


Select *Microsoft Access Database*



Rename (eg: D1709)  
Mentioned in the question

Now, open the file in the desktop named **DI709**



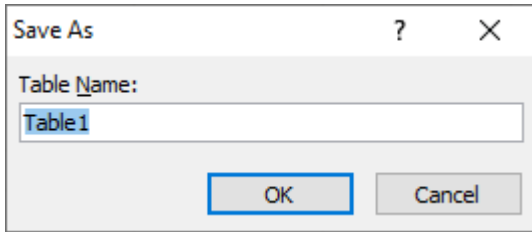
### Step 1: Table Creation (solving Dink Ltd Question)

Go to **Create**



Select **Table**

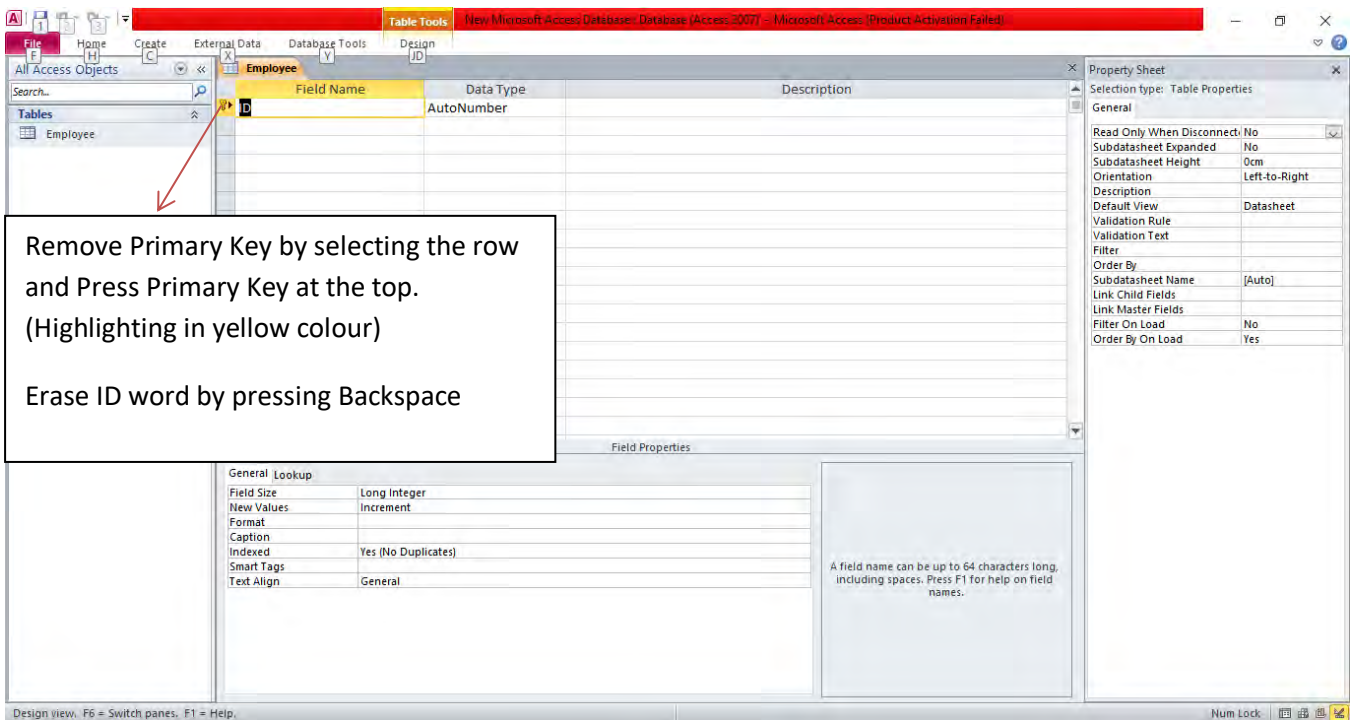




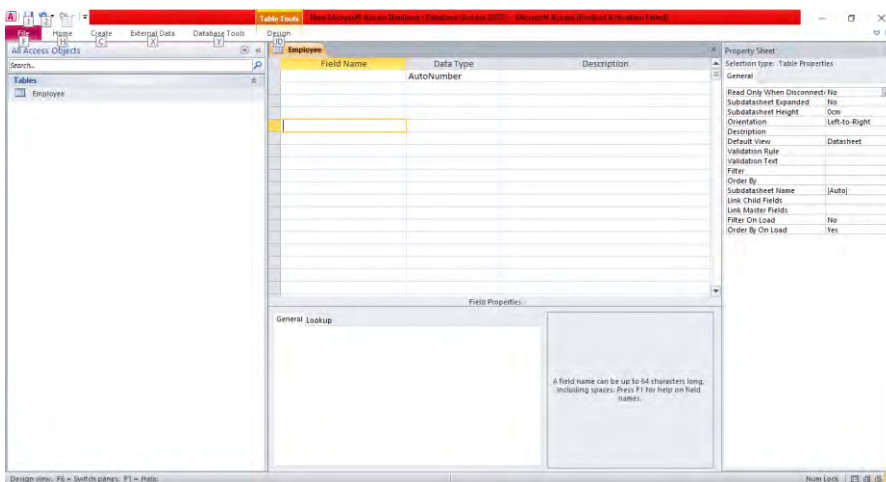
Enter the *Table Name* i.e. *Employee*



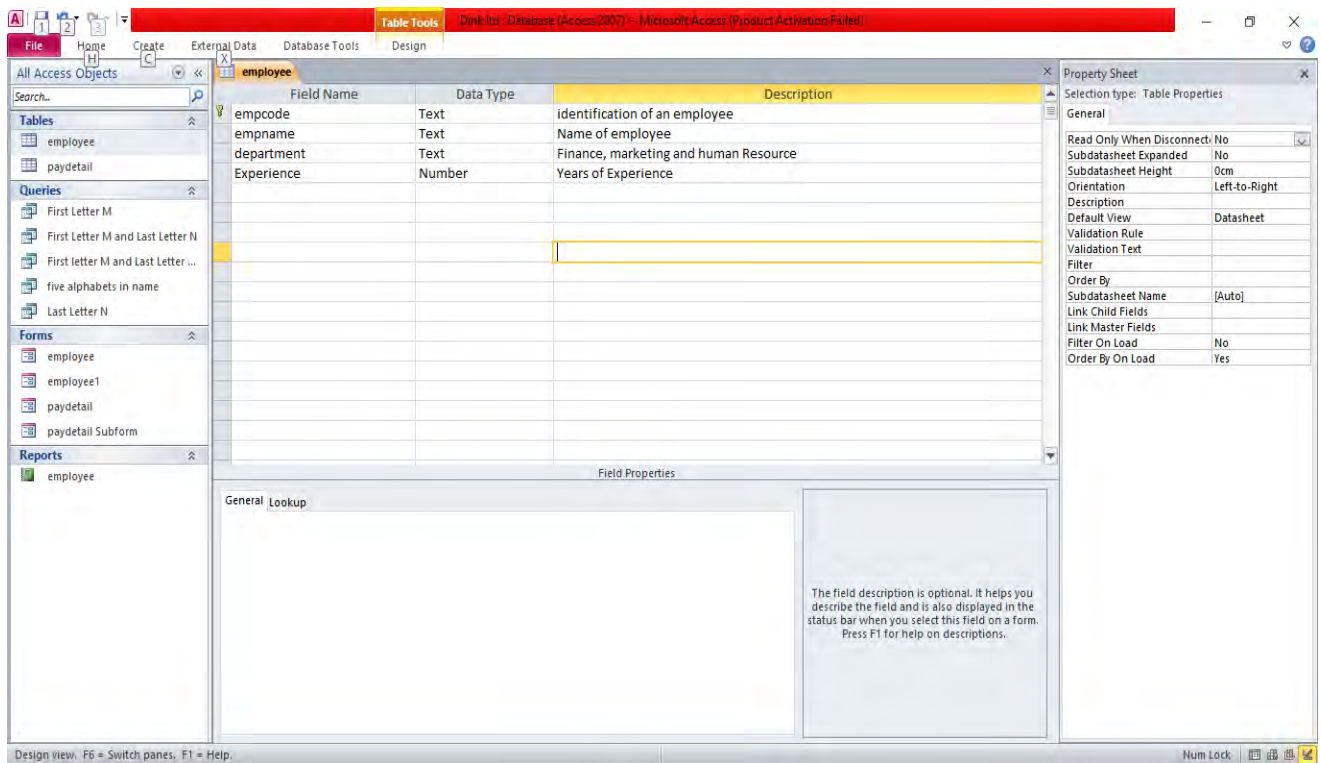
Press **OK**.



The screen will appear like this:

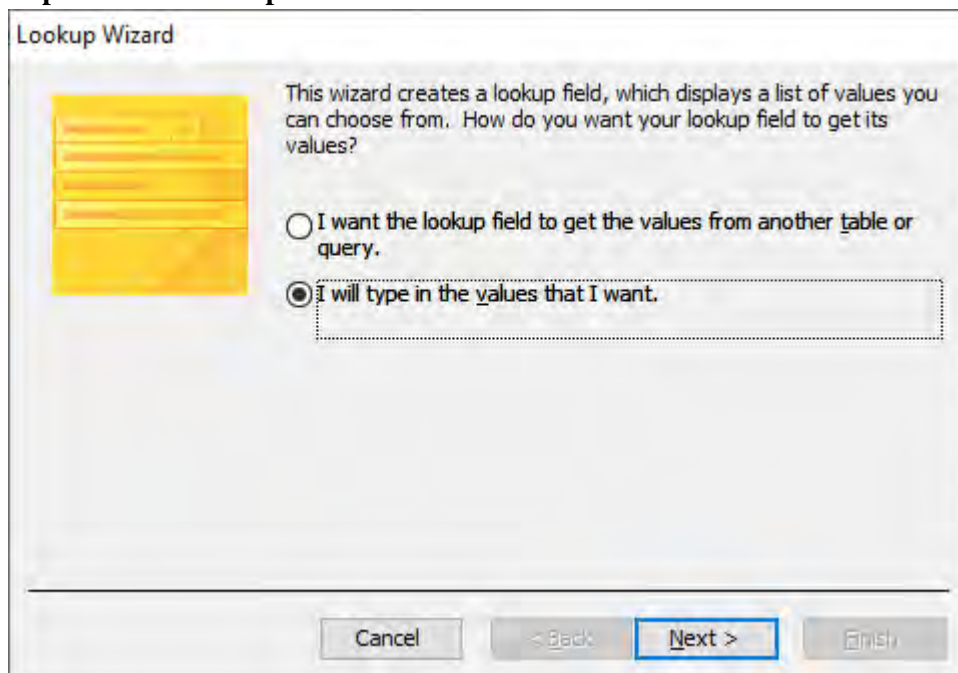


Start typing all the fields of employee table



### Points to Remember:

- Do not use space while typing field name: eg: empcode,empname
- Data Type:
  - Empcode: Text/ Short Text (Primary Key always be text)
  - Empname: Text/ Short text
  - Department: Look up wizard



Press *Next*

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

Col 1				
finance				
Marketing				
Human Resource				
*				

Cancel < Back **Next >** Finish

Click on *Next*

Lookup Wizard

What label would you like for your lookup field?

Do you want to limit entries to the choices?

Limit To List

Do you want to store multiple values for this lookup?

Allow Multiple Values

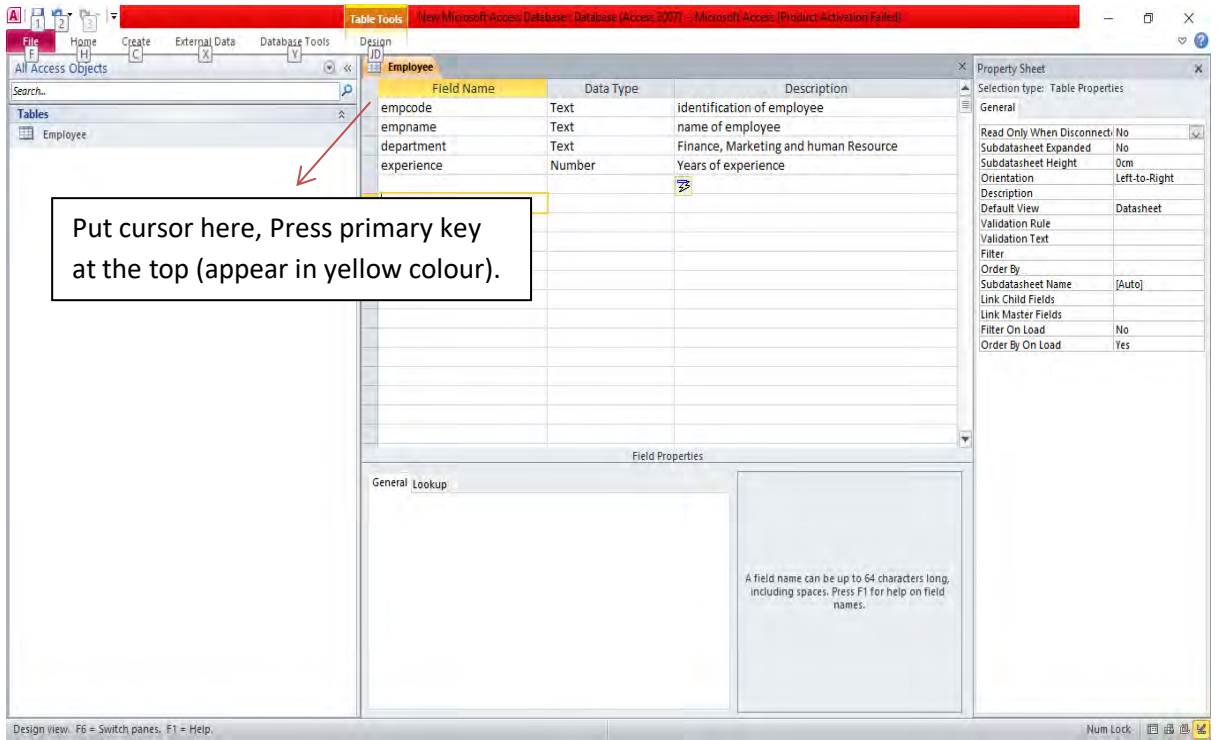
Those are all the answers the wizard needs to create your lookup field.

Cancel < Back **Next >** **Finish**

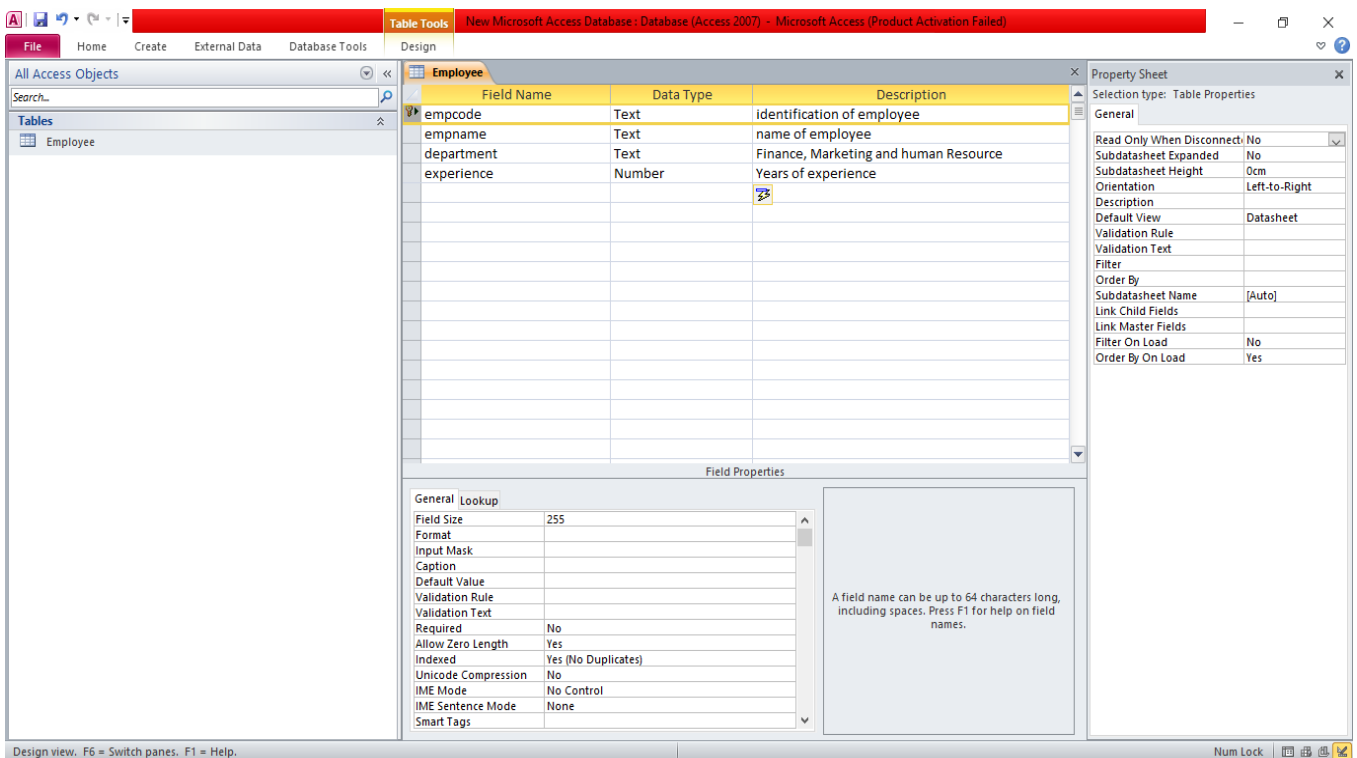
Click on *Finish*.

➤ **Experience: Number**

Now, Fix Primary Key under Employee Table



## Final screen



Press **Employee** Box

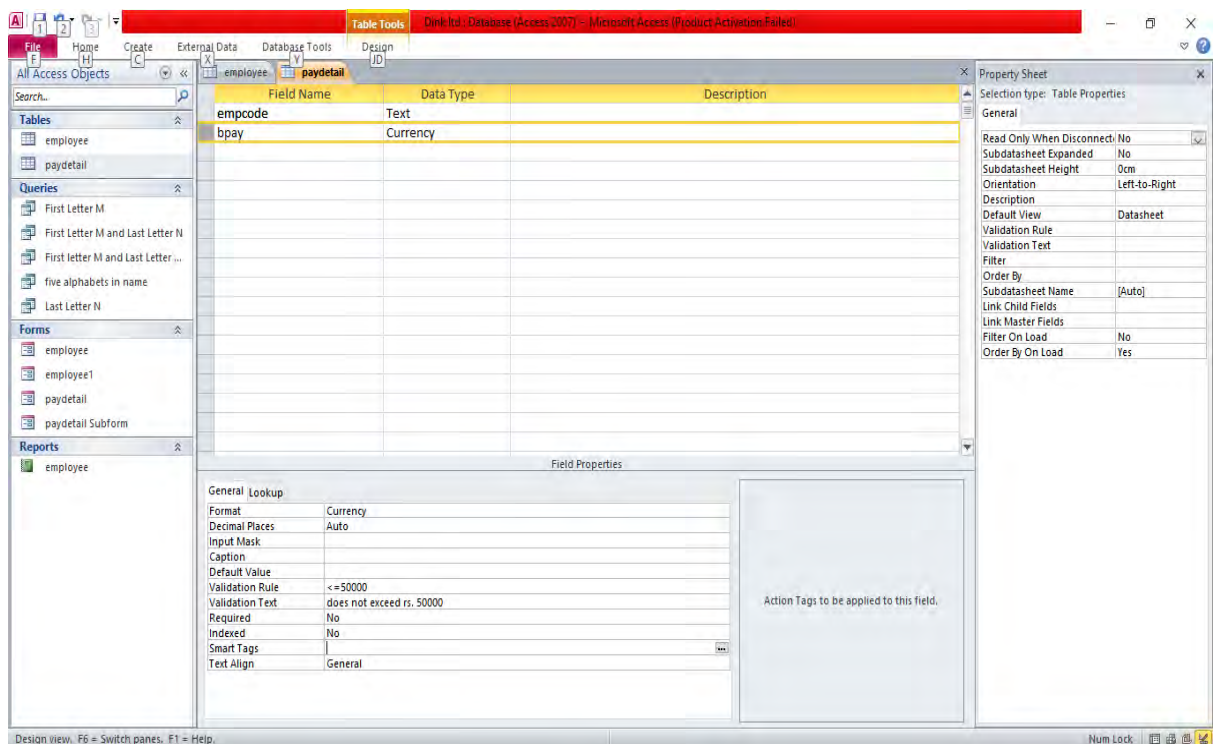


Right Click on this, click on *Save* and *Close*.

Similarly, the Second Table Pay detail will be created.

**Points To Remember:**

- **Under the Second Table, No fixation of Primary Key.**
- **Put the condition related to Basic Pay i.e. it should not exceed Rs. 50000**  
**Apply Validation Rule and Validation Text under Bpay:**

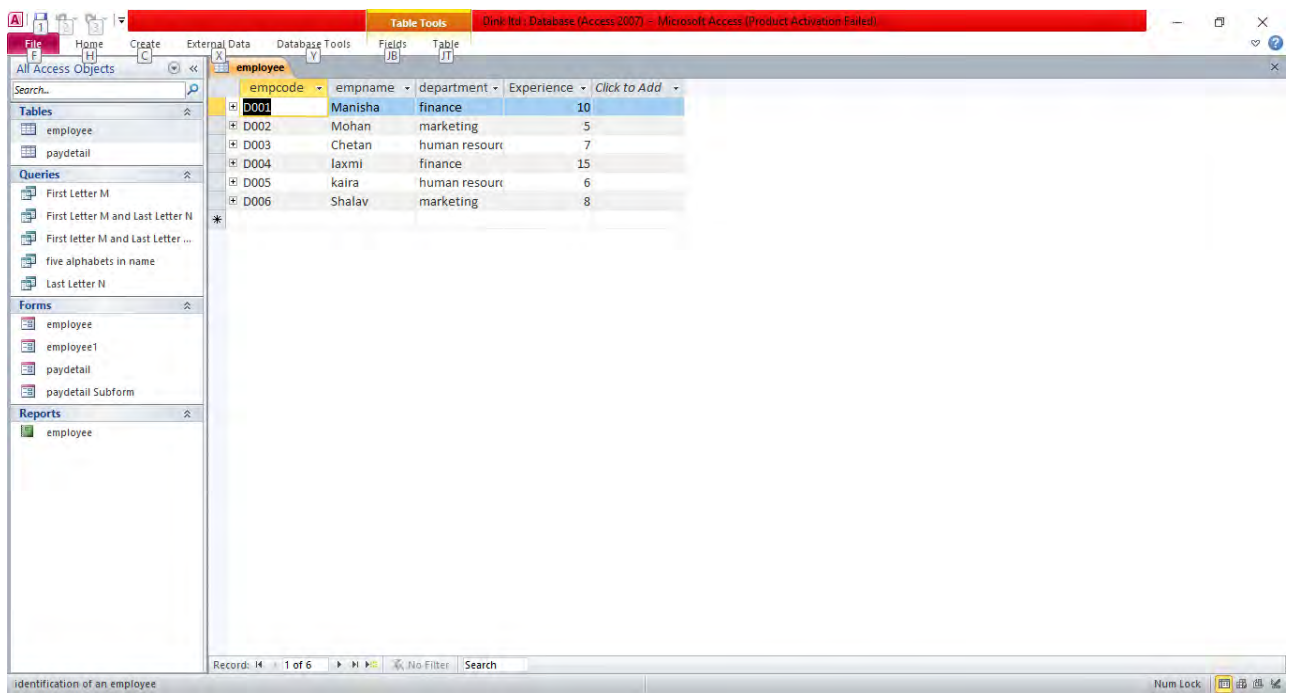
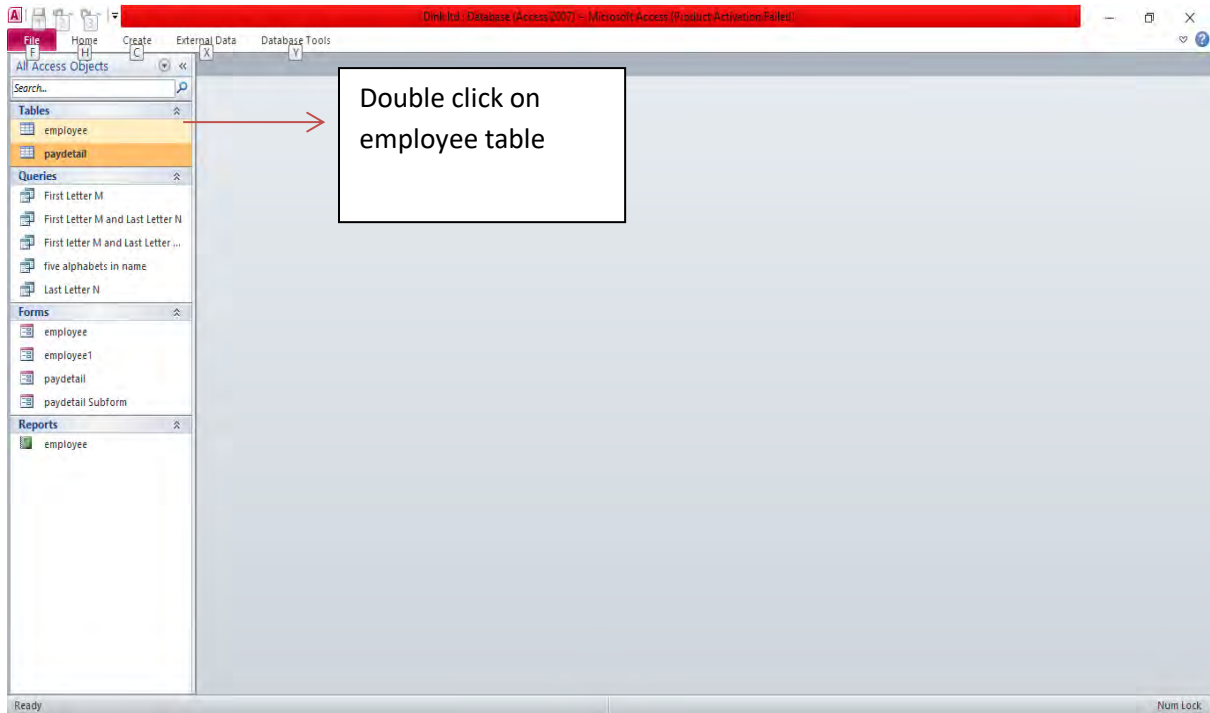


Press **Pay Detail** Box



Right Click on this, click on *Save* and *Close*

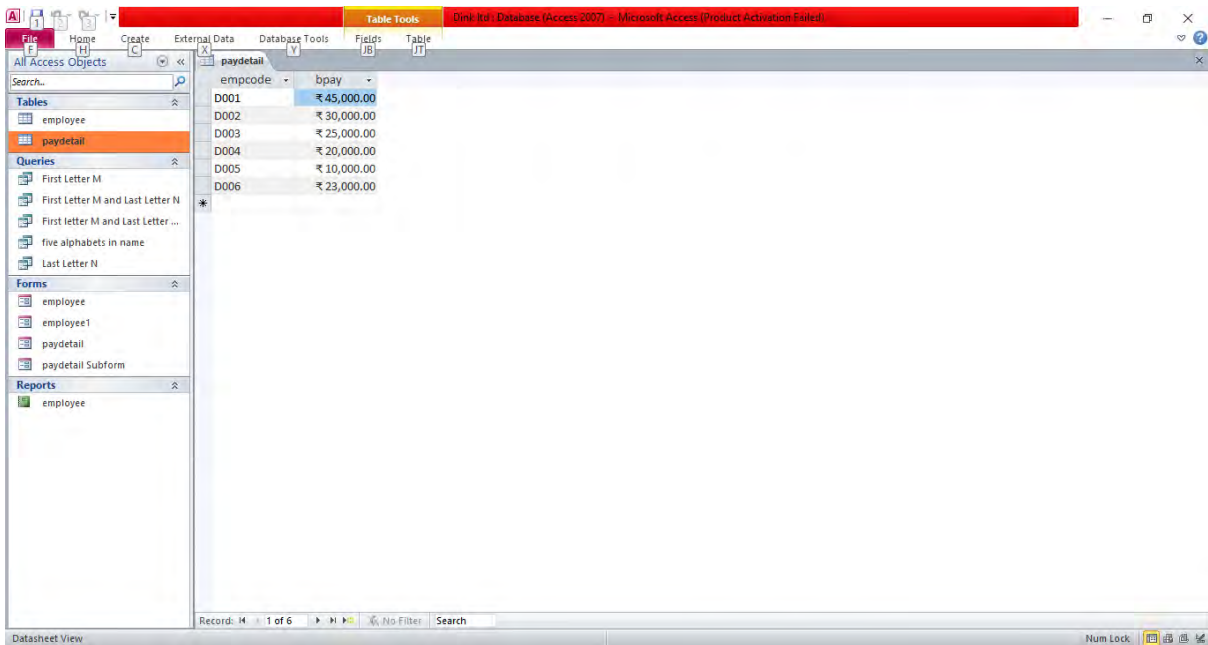
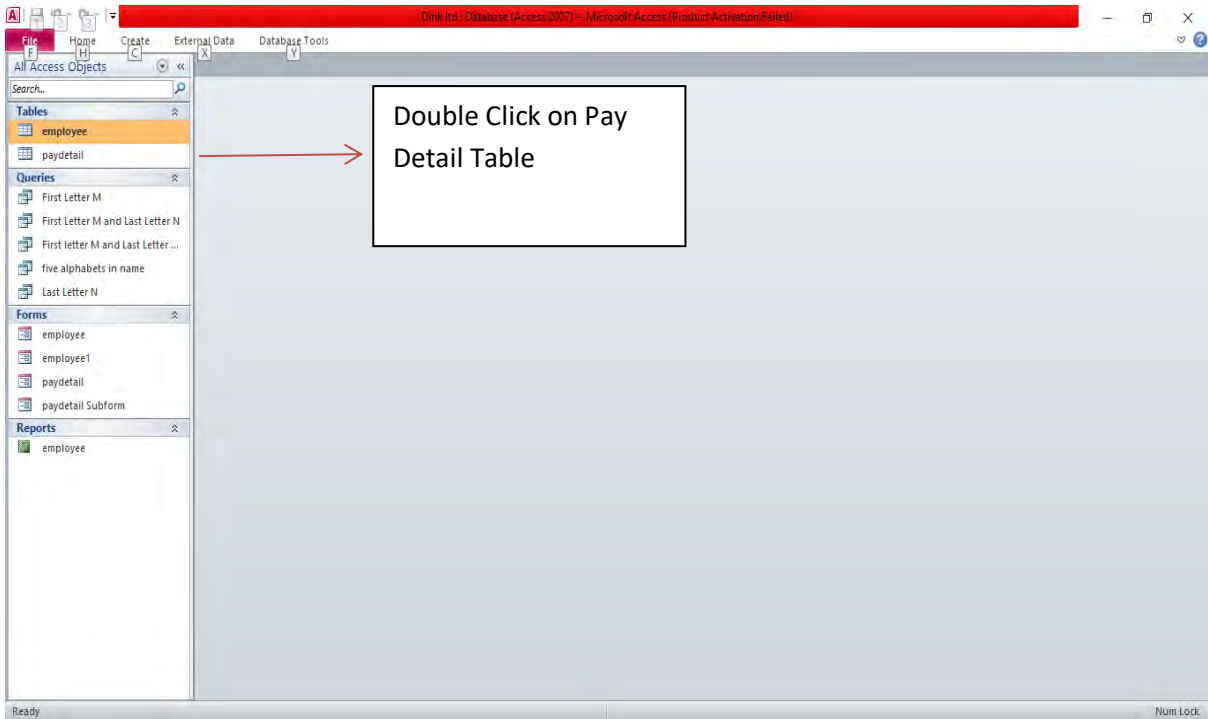
Design View of both the tables are created, now feed the information in them



Press **Employee** Box



Right Click on this, click on *Save* and *Close*



Press **Pay Detail** Box



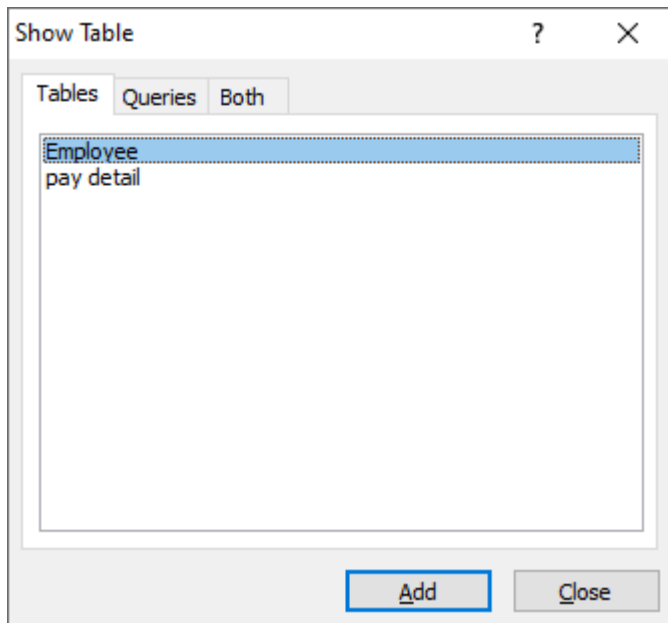
Right Click on this, click on *Save* and *Close*

## Step 2: Form Relationship

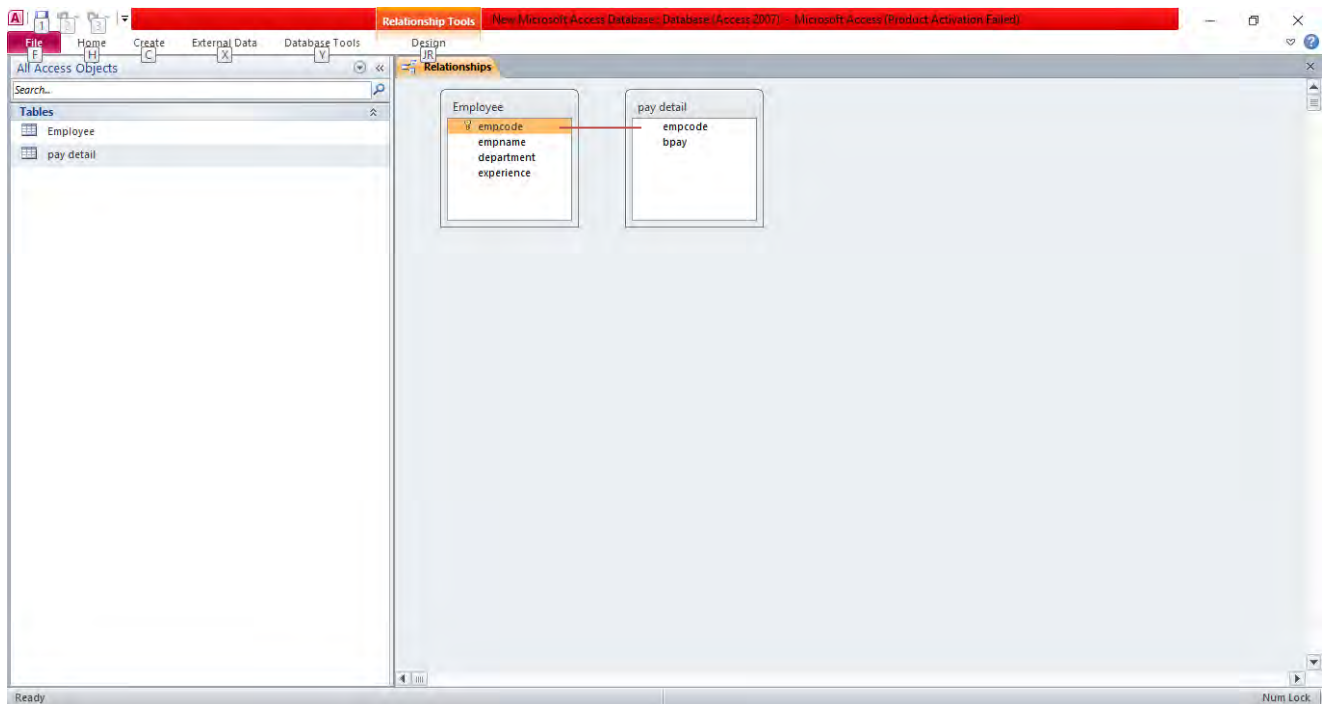
Click on *Database Tool*

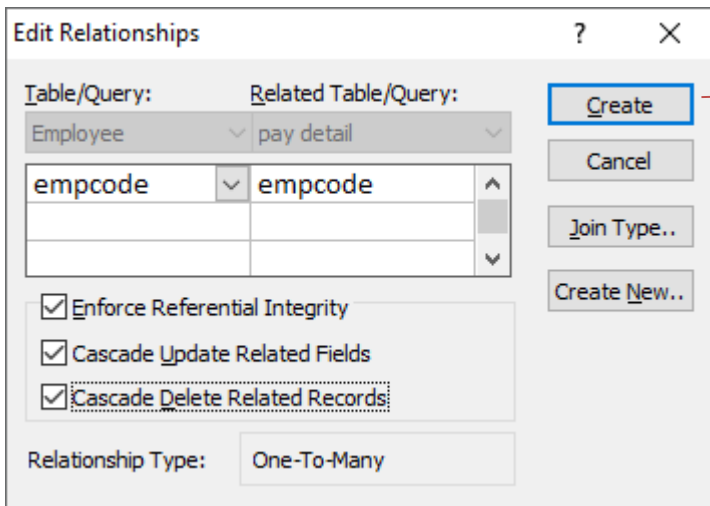


Press *Relationships*



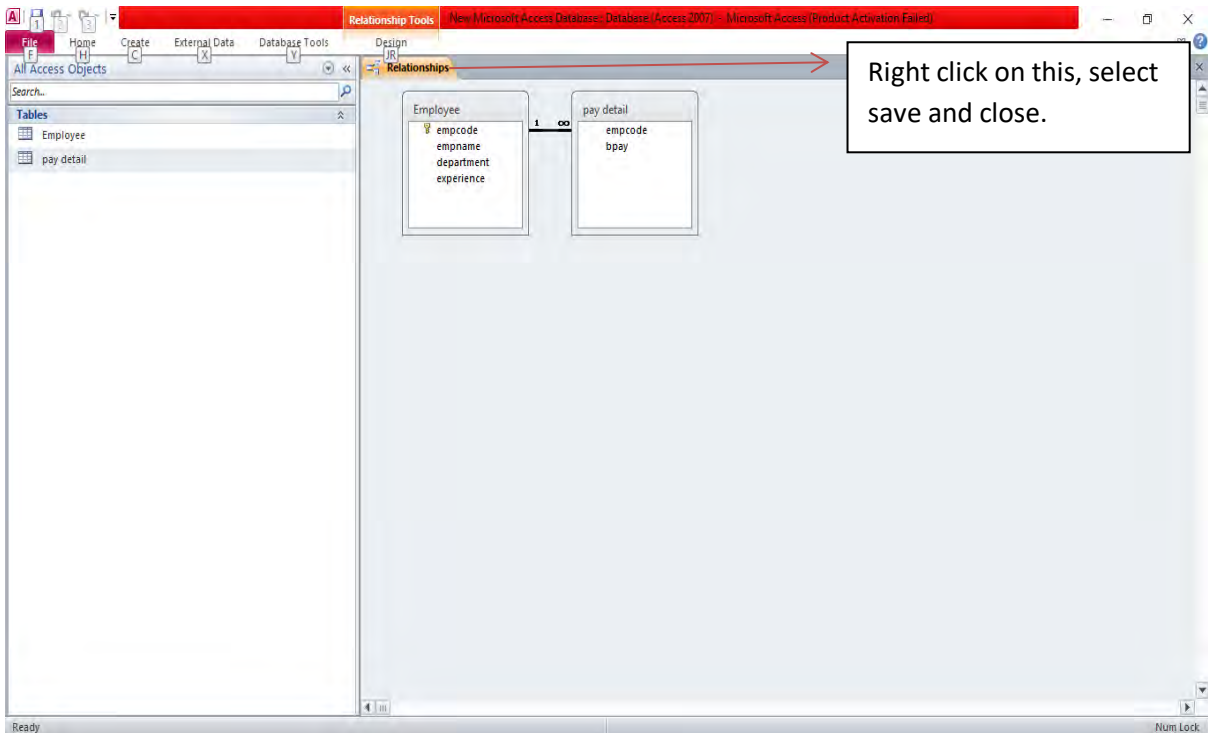
Add both the Table one by one and close the show table dialogue box.





Tick all the three boxes

Enter



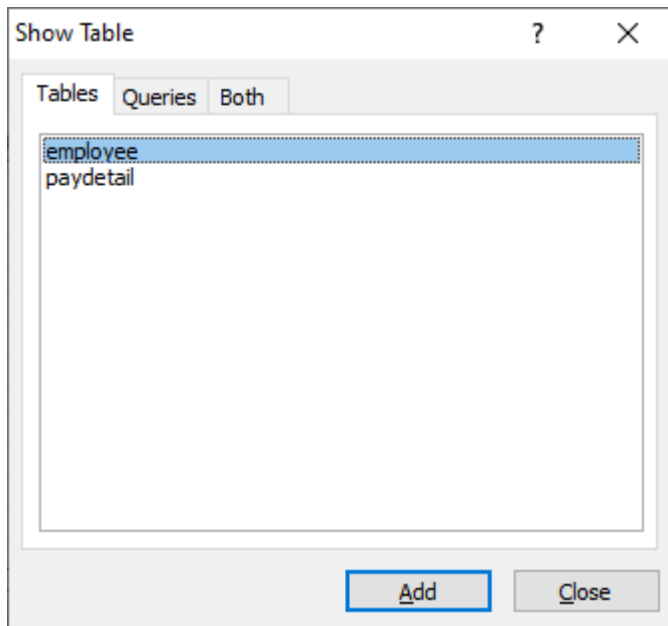
Right click on this, select save and close.

### Step3: Formulate Query

Go to *Create*



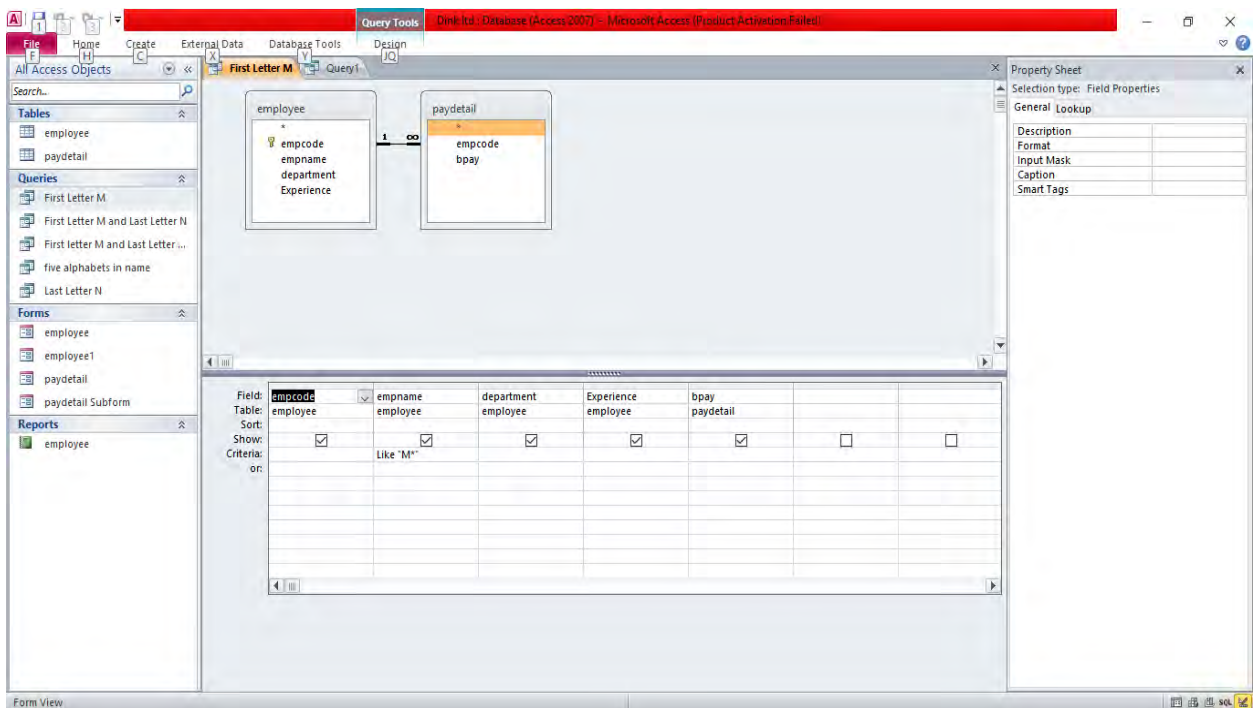
*Query Design*

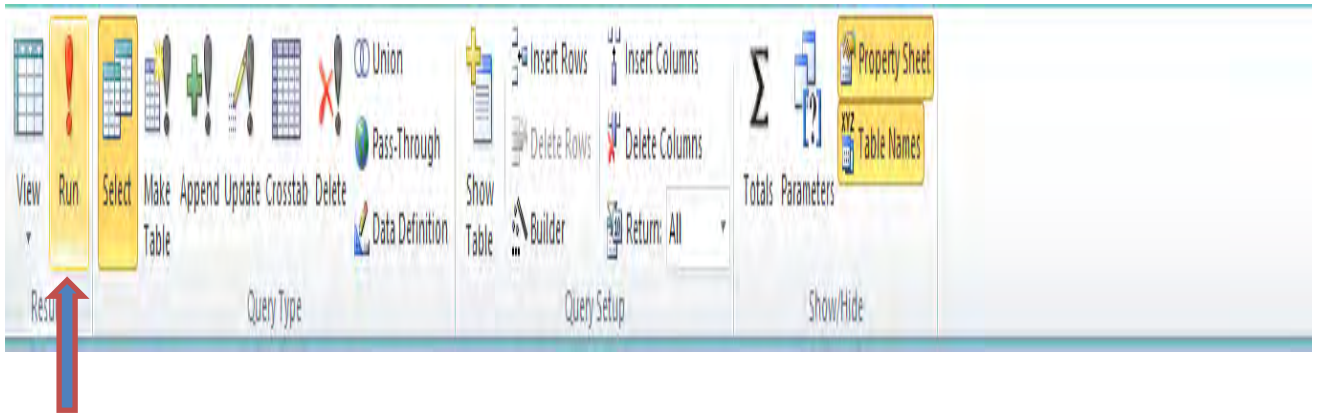


Add both the tables one by one and click on close.

Now, type the queries one by one.

1. First letter of employee name should starts with M





Click on this

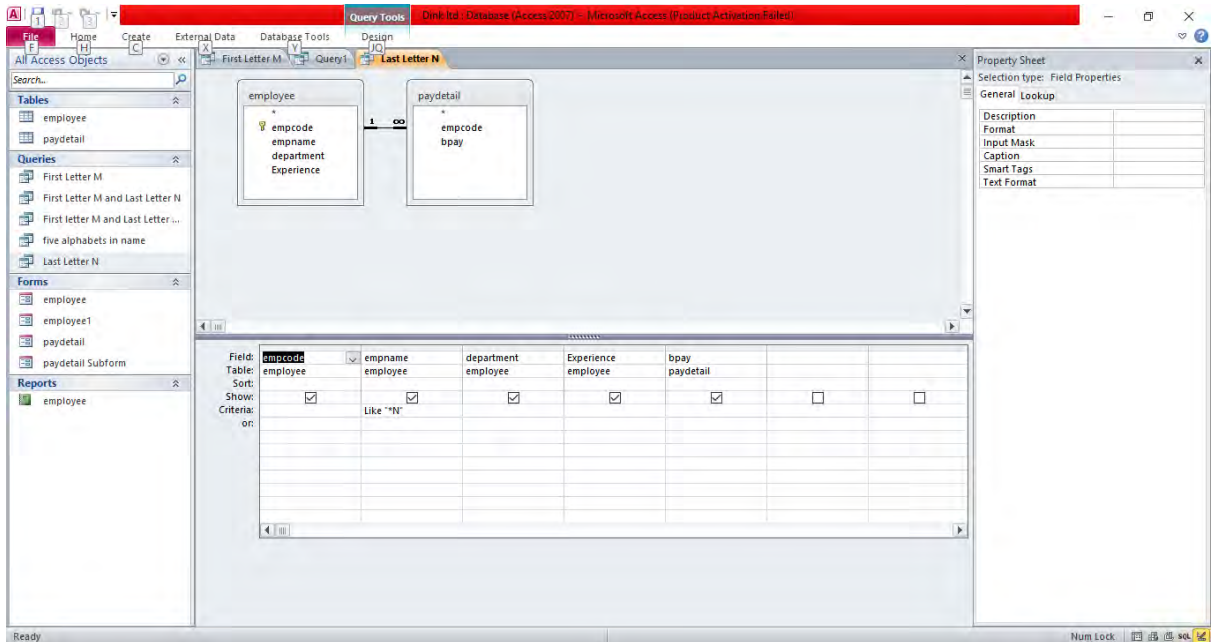
Press **Query 1** Box



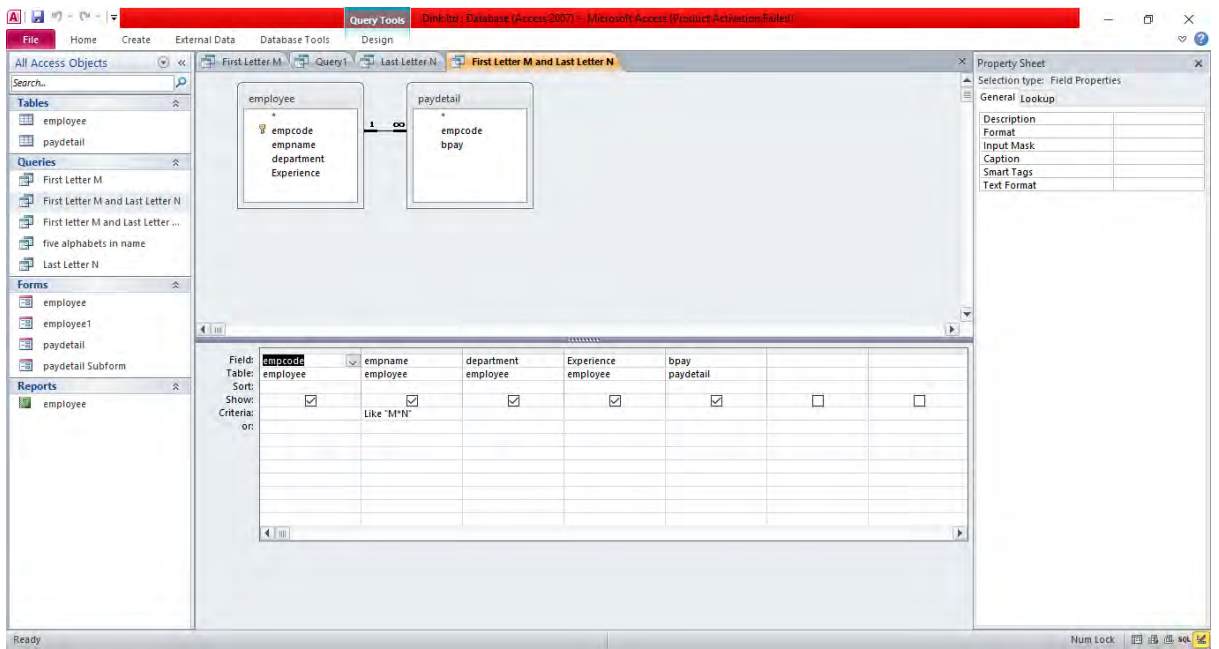
Right Click on this, click on *save*, rename it as *first letter M* and *Close*.

Similarly, write other queries in query design under criteria

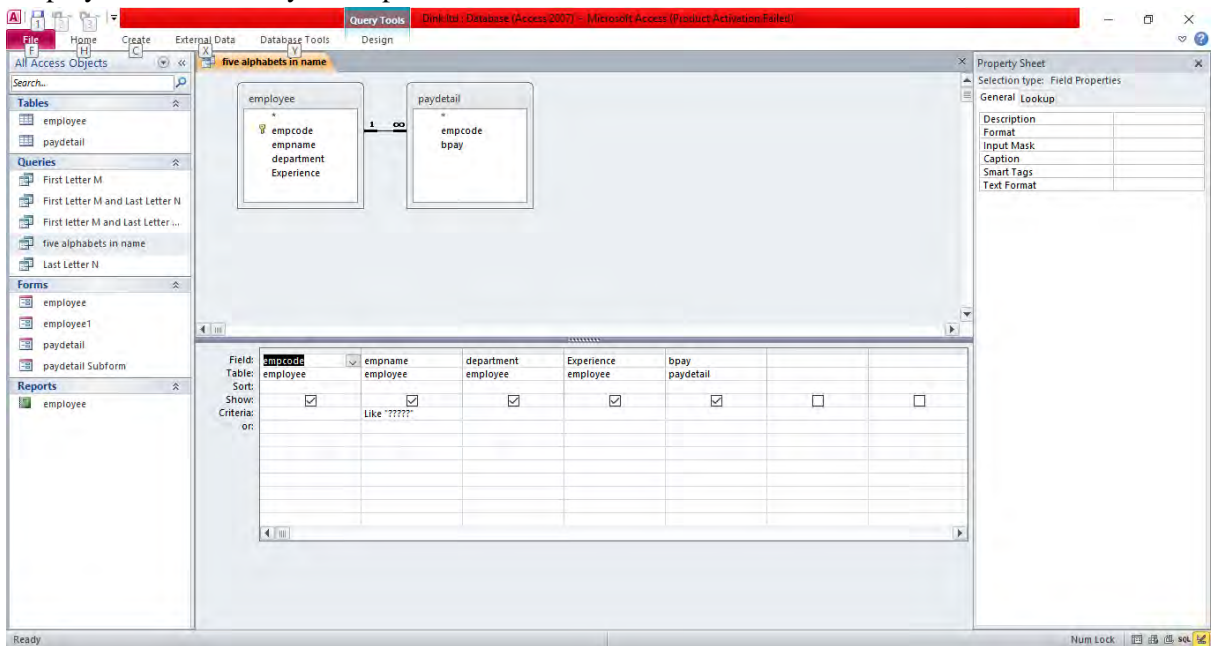
2. Last Letter of employee name ends with N



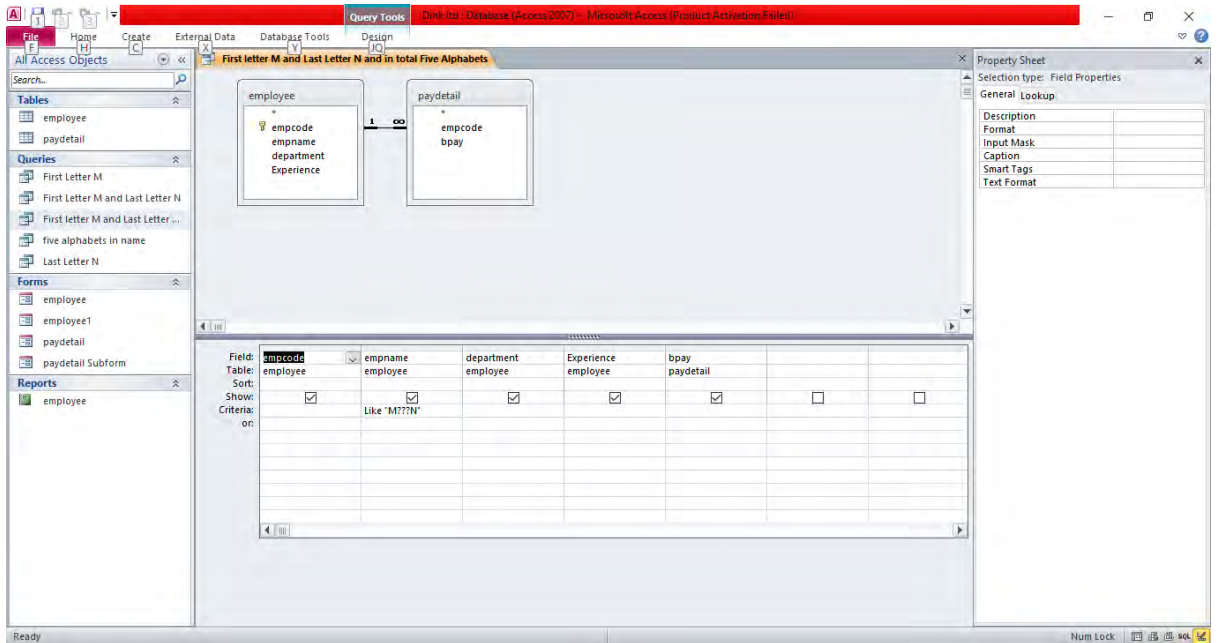
3. First Letter starts with M and ends with N



4. Employee name has only five alphabets



5. Employee name starts with M, ends with N and name only has 5 Alphabets



Click on Save every time, when you execute query by pressing RUN.

## Step 4: Forms

### Points to Remember:

- Two forms are available: Form with sub Form and Linked Form
- If nothing is mentioned in the question, you can make any form
- In Dink Ltd question, we are making form with sub form

Steps: Go to *Create*

  
 Select *Form Wizard*

**Form Wizard**

Which fields do you want on your form?  
You can choose from more than one table or query.

Tables/Queries  
Table: employee

Available Fields:  
empcode  
emprname  
department  
Experience

Selected Fields:

Shift all the Fields in Selected Fields

Cancel < Back **Next >** Finish

**Form Wizard**

Which fields do you want on your form?  
You can choose from more than one table or query.

Tables/Queries  
Table: paydetail

Available Fields:  
empcode  
bpay

Selected Fields:  
empcode  
emprname  
department  
Experience

Cancel < Back **Next >** Finish

**Form Wizard**

Which fields do you want on your form?  
You can choose from more than one table or query.

Tables/Queries  
Table: paydetail

Available Fields:  
empcode  
bpay

Selected Fields:  
empcode  
empname  
department  
Experience

Shift Here

Cancel < Back Next > Finish

Click On *Next*

**Form Wizard**

How do you want to view your data?

by employee  
by paydetail

empcode, empname, department, Experience  
bpay

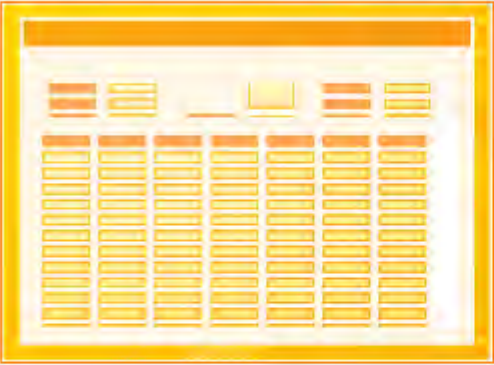
Form with subform(s)  Linked forms

Cancel < Back Next > Finish

Click On *Next*

Form Wizard

What layout would you like for your subform?



Tabular  
 Datasheet

Cancel < Back **Next >** Finish

Click on *Next*

Form Wizard

What titles do you want for your forms?

Form:   
Subform:

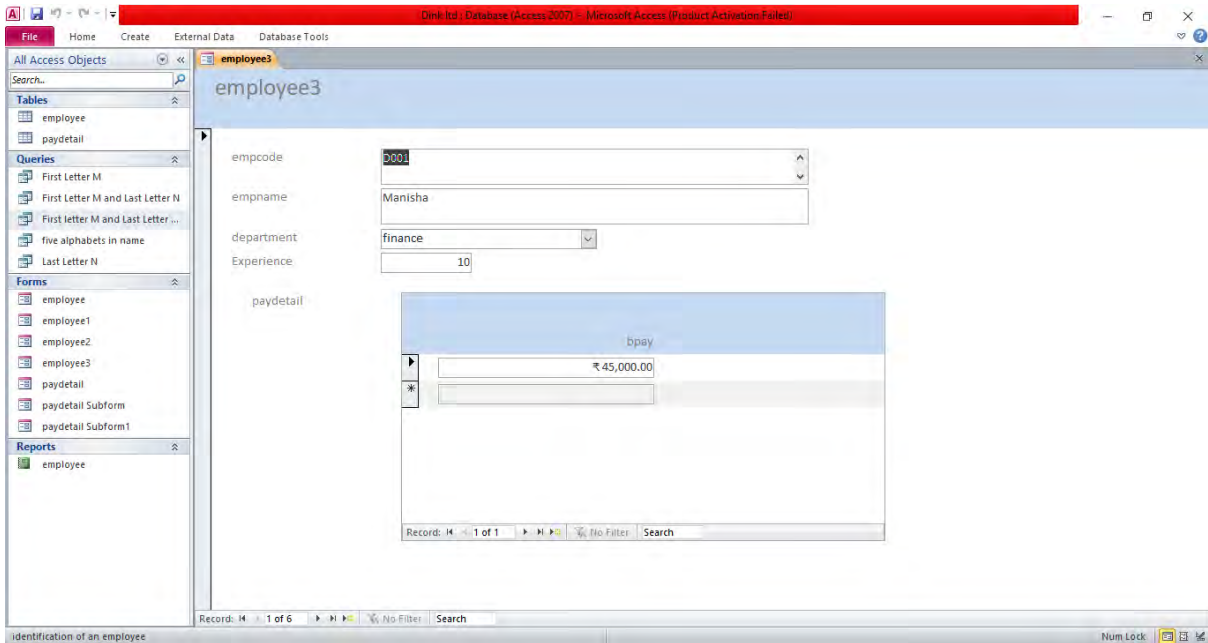
That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

Open the form to view or enter information.  
 Modify the form's design.

Cancel < Back **Next >** **Finish**

Click on *Finish*.



Press **Employee Box**

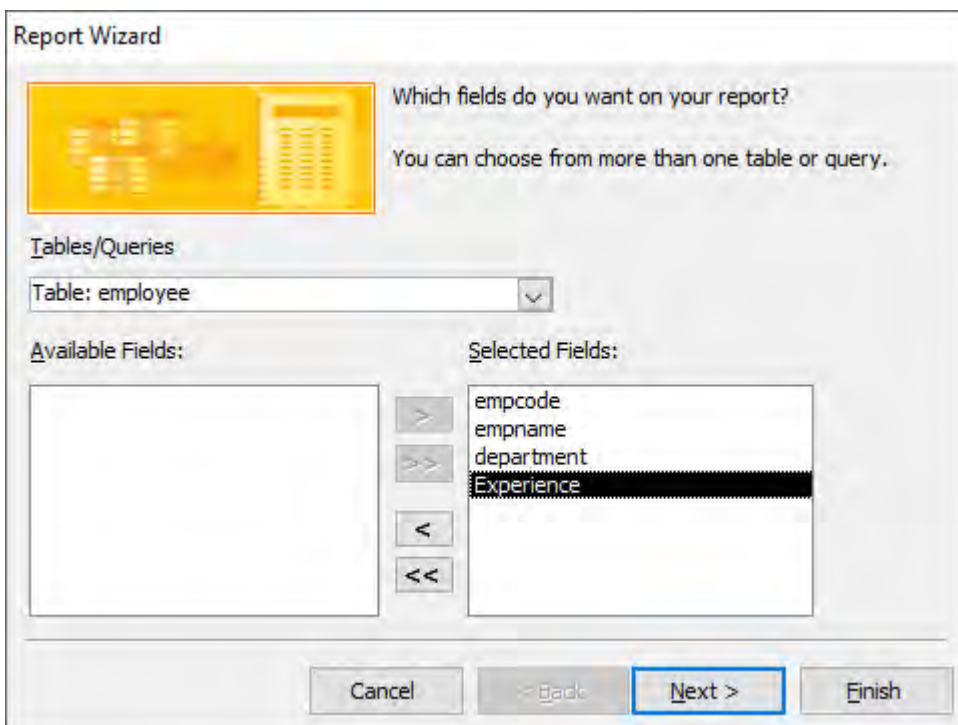


Right Click on this, click on *save* and *Close*.

## Step5: Generate Report

Steps: Go to *Create*

Select *Report Wizard*



**Report Wizard**

Which fields do you want on your report?  
You can choose from more than one table or query.

Tables/Queries  
Table: paydetail

Available Fields:  
empcode

Selected Fields:  
empcode  
empname  
department  
Experience  
bpay

Cancel < Back **Next >** Finish

Click on *Next*

**Report Wizard**

How do you want to view your data?

by employee  
by paydetail

Show me more information

empcode, empname, department, Experience  
bpay

Cancel < Back **Next >** Finish

Click on *Next*

## Report Wizard

What sort order and summary information do you want for detail records?



You can sort records by up to four fields, in either ascending or descending order.

1	<input type="text"/>	Ascending
2	<input type="text"/>	Ascending
3	<input type="text"/>	Ascending
4	<input type="text"/>	Ascending

Summary Options ...

Cancel

< Back

Next >

Finish

Click on *Next*

## Report Wizard

How would you like to lay out your report?



Layout

- Stepped
- Block
- Outline

Orientation

- Portrait
- Landscape



Adjust the field width so all fields fit on a page.

Cancel

< Back

Next >

Finish

Click on *Next*

### Report Wizard

What title do you want for your report?

employee 1

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Cancel < Back Next > Finish

Click on **Finish**.

Print Preview

employee1

empcode	empname	department	experience	bpay
D001	Manisha	finance	10	₹45,000.00
D002	Mohan	marketing	5	₹30,000.00
D003	Chetan	human resource	7	₹25,000.00
D004	laxmi	finance	15	₹20,000.00
D005	kaira	human resource	6	₹10,000.00
D006	Shalav	marketing	8	₹23,000.00

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