

Relationship

- To prevent the duplication of information in a database by repeating fields in more than one table, table relationships can be established to link fields of tables together.
- To link two or more tables:
 - Select *Tools* → *Relationship* from the menu bar.
(OR)
 - Click the *Relationship button* from the standard toolbar.
- Note: To link two or more tables, there must be at least one common field.

Queries

- Queries select records from one or more tables in a database so they can be viewed, analyzed, and sorted on a common datasheet.
- We have two ways of creating queries:
 - Creating query in Design view
 - Creating query by Using Wizard
- A) *Design View* : The Steps are: -
 - Double Click “*Create Query in Design View*” icon.
 - Select tables or existing queries from the *Tables/Queries* tabs and click *Add* button to add each one to the new query.
(Note: to add fields from two or more tables, they must first be related.)
 - Click *Close* button when you finish to add tables or queries.

...Creating Queries

● ...Design View

- Add fields from the tables to the new query. Specify *sort* orders if necessary.
- Enter the criteria for the query in the *Criteria* field. (Refer the text book to see the expressions that can be entered in the *criteria* field pp. 184).
- *Click RUN (!)* button on the toolbar when you finish.
- Finally, Save the query by clicking the *Save* button.

● B) Using Wizard:

- Double-Click the “*Create query by using wizard*” icon.
- Select the tables/queries to included from the drop-down *Tables/Queries* menu.
- Select the required fields then Click *Next*.
- Enter the name for the query and click *Finish*.

Forms

- Forms are used as an alternative way to enter data into a database table.
- There are two ways of creating Forms:
 - Create form in Design View
 - Create form by Using Wizard

(We will learn only the Second way)
- A) Using Wizard
- The Steps are:
 - Double click the “*Create form by using wizard*” option.
 - From the *Tables/Queries* drop-down menu, select the table or query whose datasheet the form will modify.
 - Then, select the *fields* that will be included on the form. Click *Next*.

...Creating Forms

- ...Using Wizard

- On the second screen, select the layout of the form:
 - Columnar/Justified/Tabular/DatasheetThen, click *Next*.
- Select the visual style for the form and click *Next*.
- Finally, type name for the form on the space provided.
- Select either “*Open the form to view or enter information*” or “*Modify the form’s design*”
- Click *Finish*.

Reports

- Reports organize and group the information in a table or query and provide a way to print the data in a database.
- There are two ways of creating Reports.
 - *Create report using Design View*
 - *Create report by Wizard. (We will learn only the Second way)*
 - Set the sequential steps like of Queries and Forms.
- **Printing Reports:**
 - Select *File* → *Page Setup* to modify the page margins, size, orientation, and column setup.
 - Then, Click *File* → *Print* from the menu bar to print the report.

The End