INDIAN SCHOOL AL WADI AL KABIR

Class: VIII	Department : Computer Science	Year :2022-2023
HANDOUT	Topic: MS ACCESS TABLES AND FORMS	

DEFINE THE FOLLOWING:

Editing fields in a table:

- Renaming a field: To rename a field Right-click the field, click on Rename field and press enter

- Adding field in Table: To add a field into table Right-click the name of field , Click on Insert Field, a new field appears in the table as Field1

- Deleting a Field in the table: Right- click , click on Delete field , click on Yes

Creating relationship between tables

Relational database are powerful because they can be used to create relationship among multiple related tables. For setting relationship, you need at least two tables.

Creating Forms:

A form is a view of one or more tables that are designed to be used for data entry and editing.

Types of Basic Forms

- Multiple Items: In the multiple- Items form, you will see multiple records appear at the same time in it.

- Split form: This form shows two parts. Upper Part shows the form, and lower part shows the datasheet for the table.

- Datasheet: This form just looks like regular datasheet, but it is actually a form . It is useful when you want to show a datasheet on a sub form.

- Modal Dialog: This form is useful for creating navigational menu systems. This form looks just like a dialog box, but it is actually a form

DIFFERENTIATE BEWTEEEN:

SORTING RECORDS:

- Sorting means arranging the records in a particular order, ascending or descending .

FILTERING DATA:

- Filter data in a table to display only those records that contain data of interest . Filtering data can help you review and analyze information in your database.

PRIMARY KEY:

- Primary key is a key which is used to identify the records uniquely. In a table, there can be only one primary key. Primary key does not allow to enter duplicate values, and primary field can't be left blank.

FOREIGN KEY:

- The primary key field in one table is related to a field in the other table that is not its primary, In one table, the field contains values, whereas in the other table it does not. The relation ship field in the other table is called foreign key.

ANSWER IN 1-2 SENTENCES:

1.WHAT IS THE USE OF TOGGLE FILTER OPTION?

Once filtered records are viewed to display all records Toggle filter option is used.

2. WHAT DO YOU MEAN BY RELATIONSHIP WINDOW?

Relationships are created and managed in a special database view called relationships window. You can create relationships between tables from there, dragging a field from one table on to a field from another.

3. WHY DO YOU CREATE RELATIONSHIP BETWEEN TABLES?

- A relationship between tables is an important aspect of a good relational database.

1) It establishes a connection between a pair of tables that are logically related to each other.

2) It helps to refine table structures and minimize redundant data.

4. WHAT DO YOU MEAN BY FORM

Form is a view of one or more tables that are designed to be used for data entry & editing

ANSWER BRIEFLY:

1. What is the use of find and replace feature in MS-ACCESS?

Find option is used to search a piece of record in tables & Forms.

Replace

Replace feature is used to replace the record with some other text in a large database.

2. what do you mean by filtering data by selection and by form?
- Filtering data by selection

- It is used to display only those records that contain exactly the same data.
- <u>Filtering data by Form</u>
- Filtering by form enables you to filter by multiple fields and specify criteria for as many fields you like