Chapter 12
Forms and Reports

1. A **Form** is a front end for data entry and editing.

2. There are two ways to create a Form. **Using Wizard and using Design View**.

3. The simplest way to create a Form is by using a **wizard**.

4. A control consists of two parts: **a label and a field**.

5. Height, width, text alignment and visibility of a control are some of the properties available under properties: **Label Field**.

6. When user clicks "Modify the form" radio button, the Form opens in an **edit** mode.

7. A Label on the form can be separately selected by pressing **CTRL + Click.**

8. The size of the control can be seen at the bottom of the Form on the **status** bar.

9. **Tool tip text** is a yellow box showing the text that mentions the purpose of the button.

10. The default setting of the Date format property is **standard (short)**

11. When the Form is opened, the **first** record is displayed on the screen.

12. To see other records, use the **Navigation** buttons visible at the bottom of the form.

13. To find the record, select **find record** option form the Form Navigation bar.

14. **Report** provides a way to present the information retrieved in an attractive, arranged and decisive manner.

15. We can create a report based on **a query, a table or combination of both.**

16. There are two kinds of reports, **static and dynamic.**

17. **Dynamic** report will allow us to see the effect of any changes made in the table.

18. A **parameterized** query can make a report dynamic.

19. To make a soft copy, click on the **PDF** button.

20. We are generated the **<u>report</u>** to make a hard copy of the output.