Create Form in MS Access

1. Select your database table by clicking on it in Access.
2. Click the **Create** tab at the top, find the **Forms** section, and select **Form**.
3. Microsoft Access will create a new form with all the columns of your table as fields.
4. You can now edit and also add new data to your table with this form. Use the pagination at the bottom to go through your table records.
5. Click the **Save** icon at the top-left corner to save your newly created form.

Create a Report in MS Access

1. Open the table or query you want to use in your report. We want to print a list of cookies we've sold, so we'll open the **Cookies Sold** query.
2. Select the **Create** tab on the Ribbon. Locate the **Reports** group, then click the **Report** command.
3. Access will create a new report based on your object.
4. It's likely that some of your data will be located on the other side of the **page break**. To fix this, **resize** your fields. Simply select a field, then **click** and **drag** its edge until the field is the desired size. **Repeat** with additional fields until all of your fields fit.
5. To **save** your report, click the **Save** command on the **Quick Access Toolbar**. When prompted, type a **name** for your report, then click **OK**.

Create a database in MS Access

1. Open Microsoft Access on your laptop or desktop.
2. You should see the home screen view of Access.
3. Click on **New** on the left-side panel.
4. You should see many Access database templates.
5. Use the search box to look for online templates if you don't find what you're looking for.
6. The template overview window will open once you choose a template.
7. Here, you may change the **File Name** and file path.
8. Click **Create** to build the database. It'll open automatically.

9. You'll see the welcome screen. Click on **Get Started** to use the database.

Create Query using Wizard

1. Select Create > Query Wizard .
2. Select Simple Query, and then OK.
3. Select the table that contains the field, add the Available Fields you want to Selected Fields, and select Next.
4. Choose whether you want to open the query in Datasheet view or modify the query in Design view, and then select Finish.

Export data from spread sheet to access database

1. Open the Access database.
2. If you receive a security warning, click the Enable Content button.
3. On the Office ribbon, select the External Data tab and click Excel.
4. The "Get External Data - Excel Spreadsheet" wizard appears. In the File name field, browse to the Excel file. Select the "Import the source data into a new table in the current database" option and click OK.
5. Select the worksheet to import. Click Next.
6. If the first row contains headers, mark the "First Row Contains Column Headings" checkbox. Click Next.
7. Select the options for each column or just leave it at the default and click Next.
8. Accept the default of "Let Access add primary key." Click Next.
9. The Import to Table field defaults to the worksheet name. Update it if needed. Click Finish. The worksheet imports into a table

What are the queries in Access?

A query can either be a request for data results from your database or for action on the data, or for both. A query can give you an answer to a simple question, perform calculations, combine data from different tables, add, change, or delete data from a database.

Create a parameter query

Creating a parameter is similar to adding a normal criterion to a query:

1. Create a select query, and then open the query in Design view.
2. In the Criteria row of the field you want to apply a parameter to, enter the text that you want to display in the parameter box, enclosed in square brackets

Create Data Access Page using Page Wizard

1. From the list of objects in the student census database window, click Pages
2. Double click create data access page by using wizard
3. Select query or table from the drop down list and then select the fields that you want to include your Data Access Page Click Next
4. You can add grouping levels if you wish but if you do the page will not interactive, Click Next
5. Select a sort order for the fields and then click Next
6. Type in the title for the page and then Click Finish