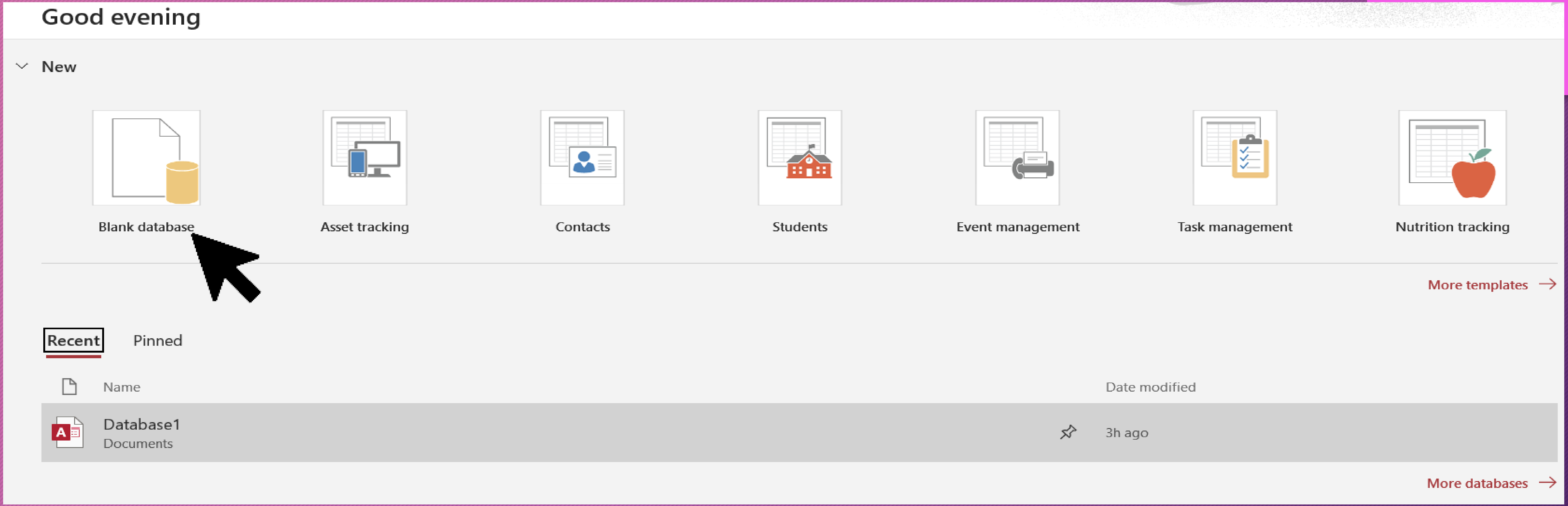
MS ACCESS

Mr. Sorabh B Jain
Lecturer in Commerce
Ispat Autonomous College

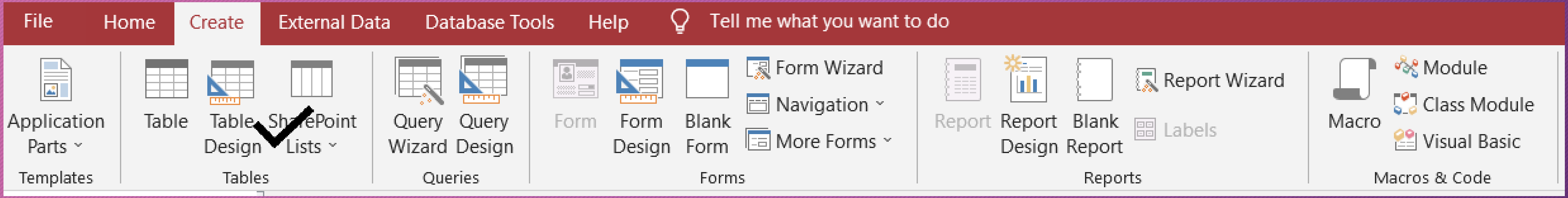
Creating A Blank Database



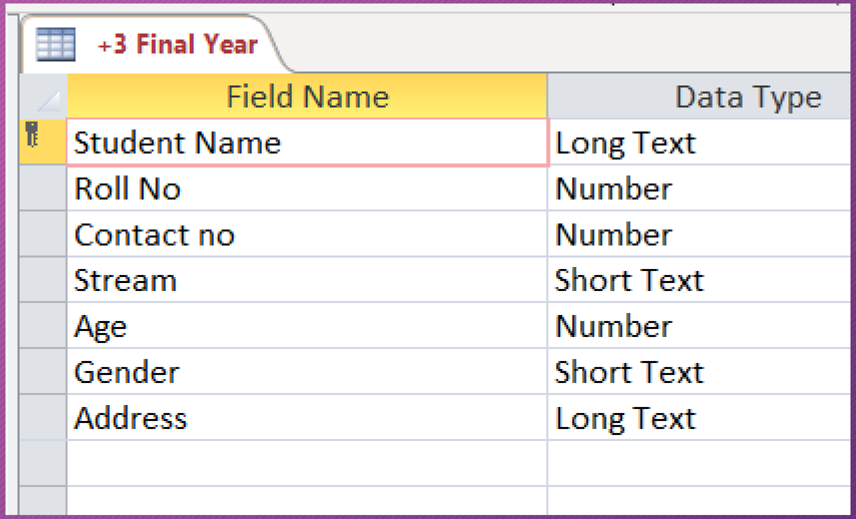
Click on blank database and rename it . You can use the saved template for creating a database.

Create A Table

Step 1: To create table select create tab in the toolbar at the top. Then click on the table design Button in the tables group.



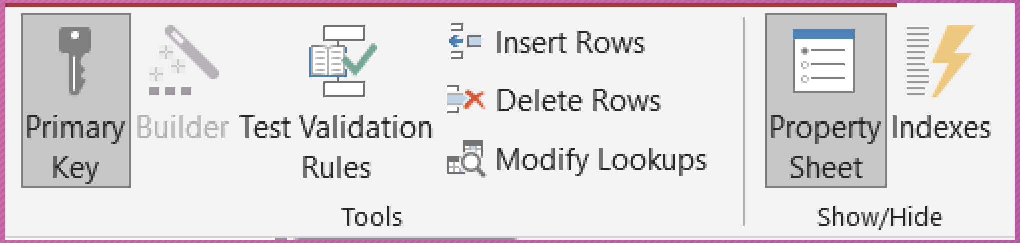
Step 2 : Add the fields to the table.

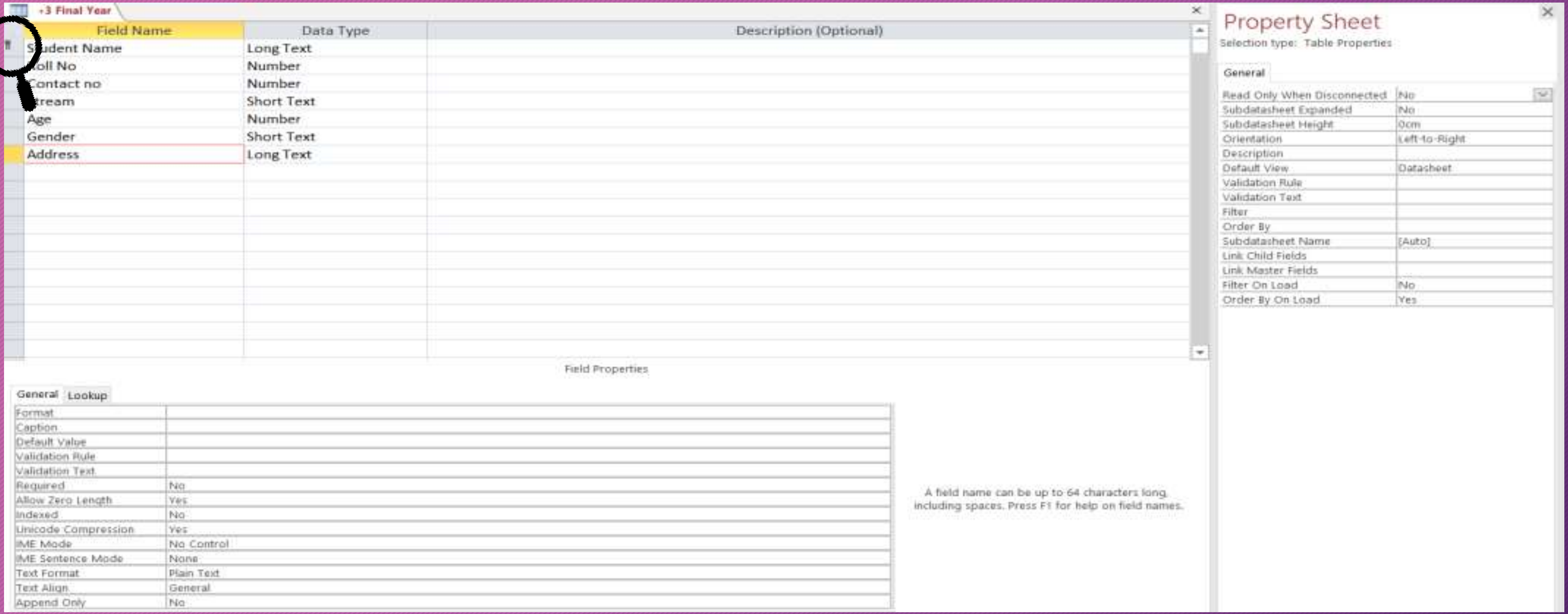


+3 Final Year

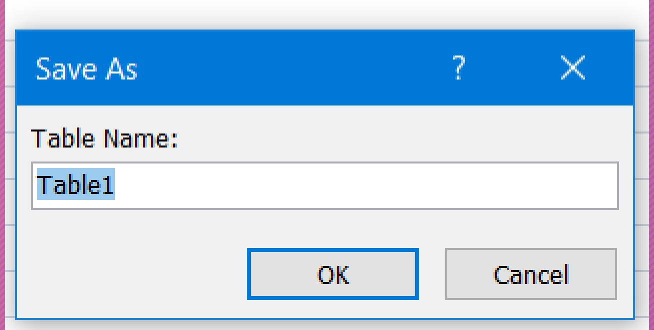
Field Name	Data Type
Student Name	Long Text
Roll No	Number
Contact no	Number
Stream	Short Text
Age	Number
Gender	Short Text
Address	Long Text

Step 3 : Set up a primary key for your table. To do this, highlight the field(s) that you want as the primary key. Then select the Design tab in the toolbar at the top of the s click on the Primary Key button under the Tools section.



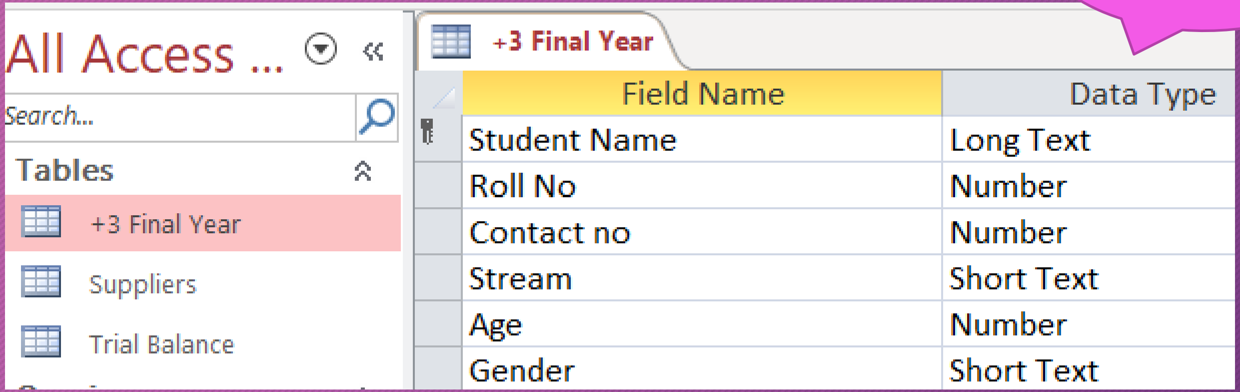


Step- 4 : Enter the name of your table and click on the OK button

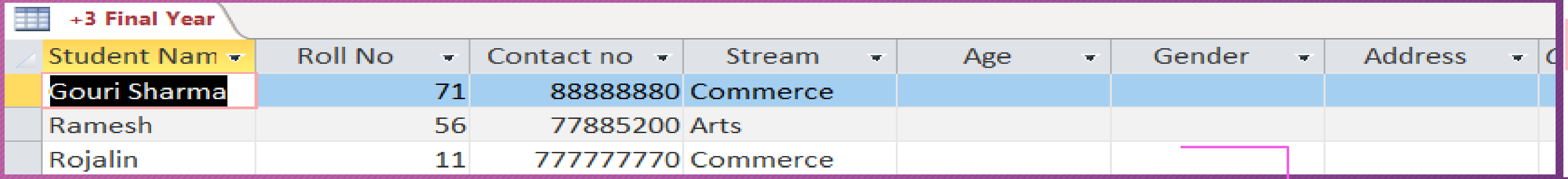


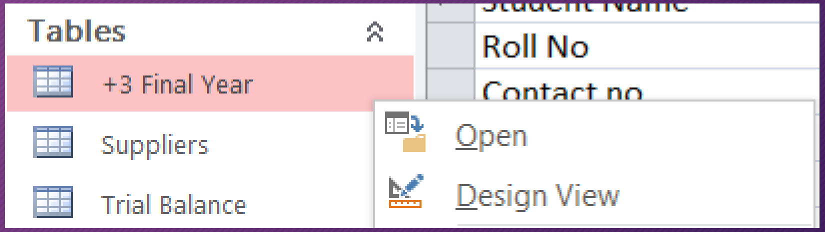
Step- 5 : The table should be listed in the left window.

Design View



One can view the table in Design View and Datasheet Mode

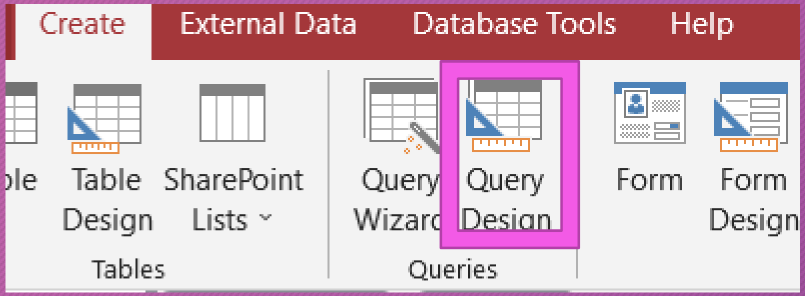




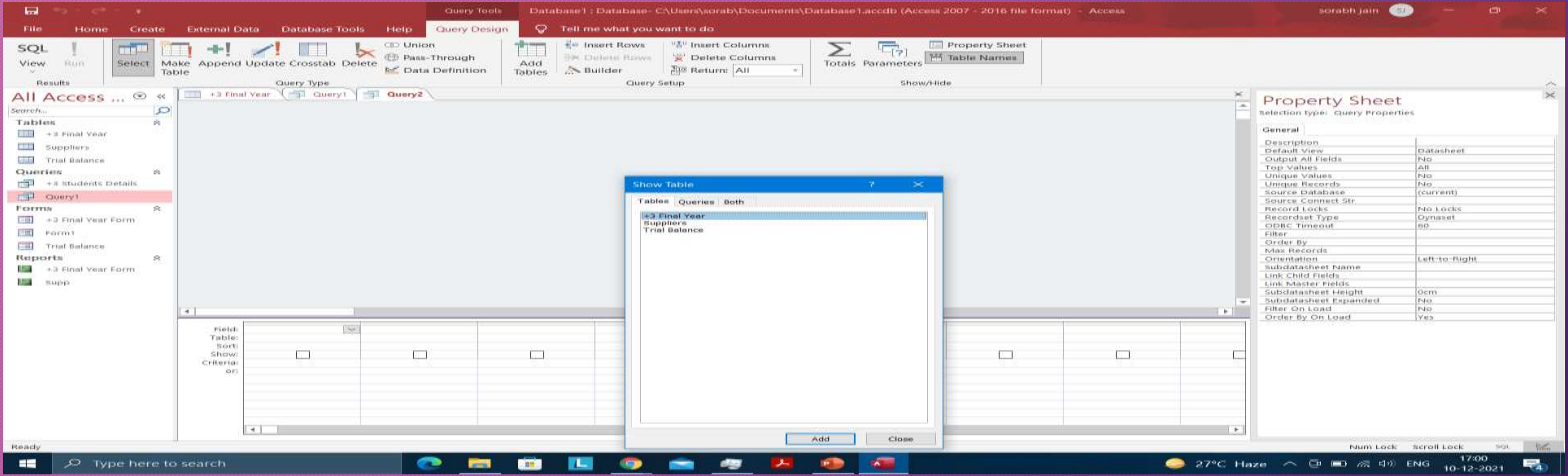
Data sheet Mode

Create A Query:

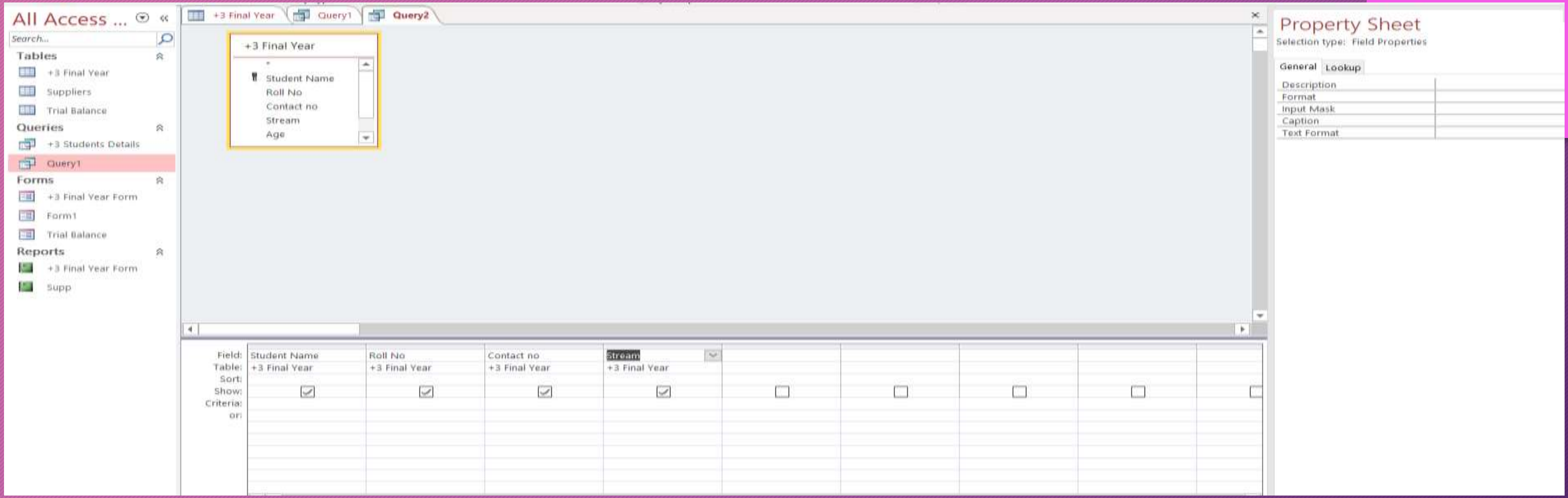
Step 1: To create Query select create tab in the toolbar at the top. Then click on the Query design Button in the query group.



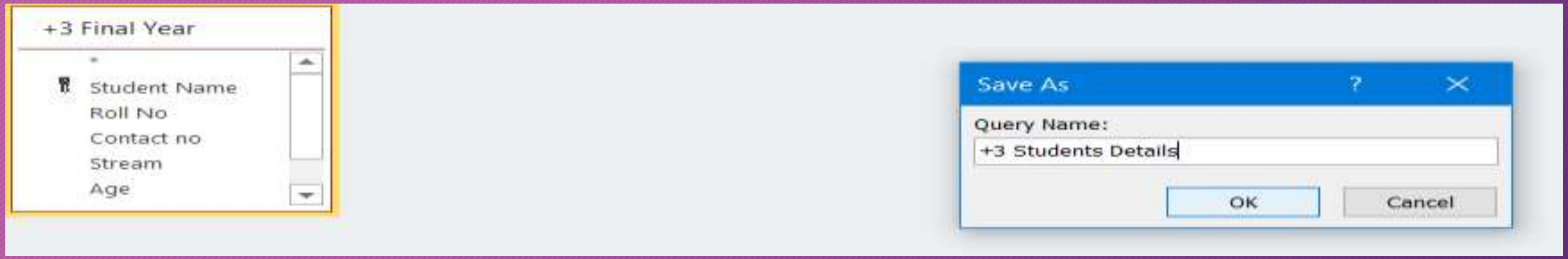
Step 2: Highlight the table that you wish to use in the query.



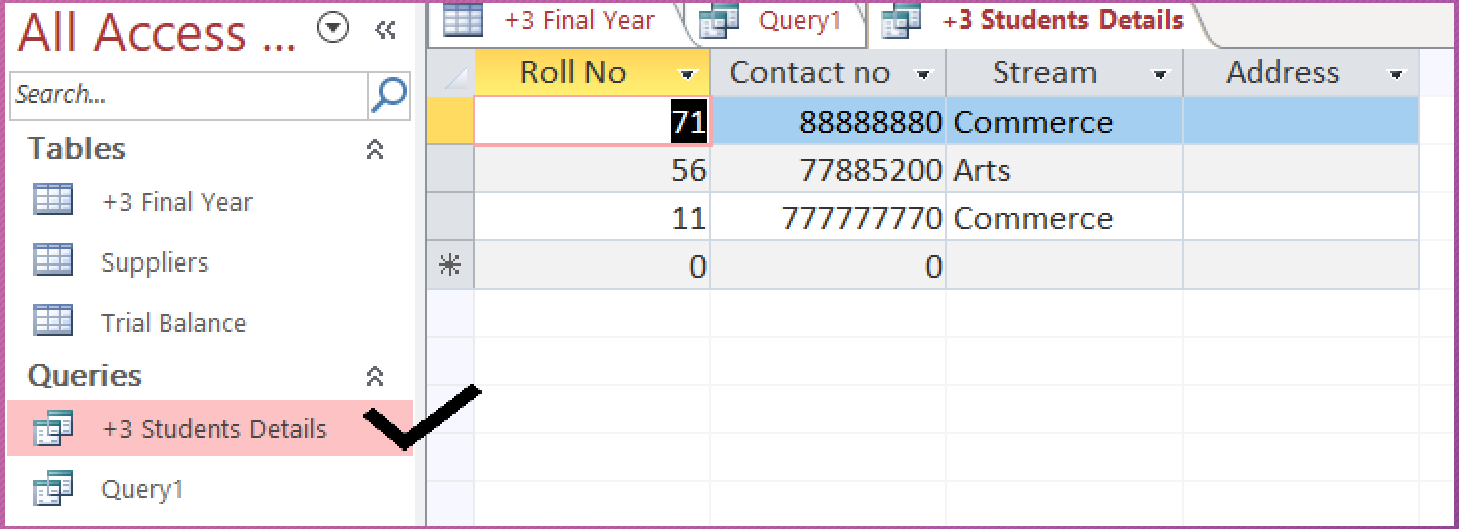
Step 3: Add the fields to the query. You can do this by double clicking on the field name.



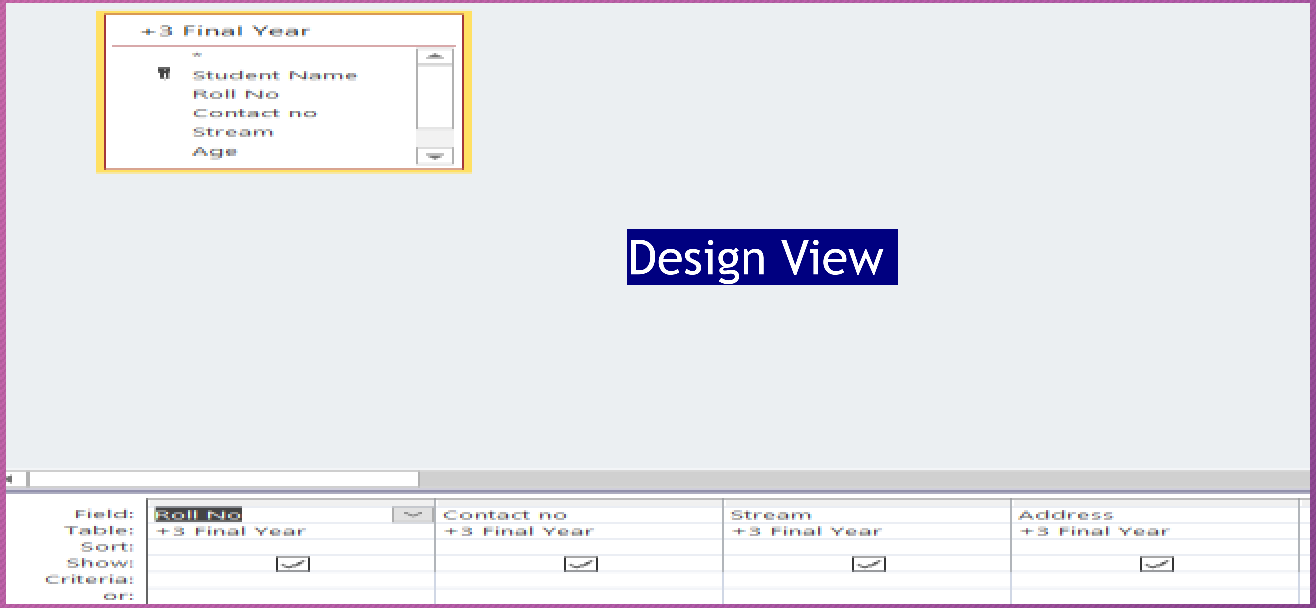
Step 4: The SAVE AS window should appear. Enter the name and save it

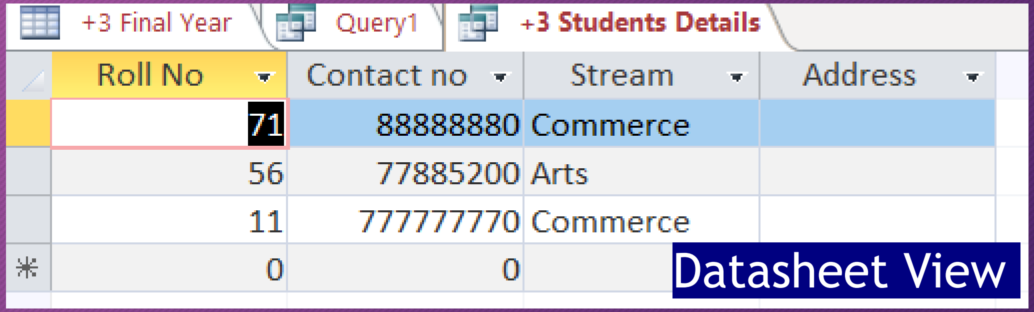


Step 5: Now see the query appears in the left window.



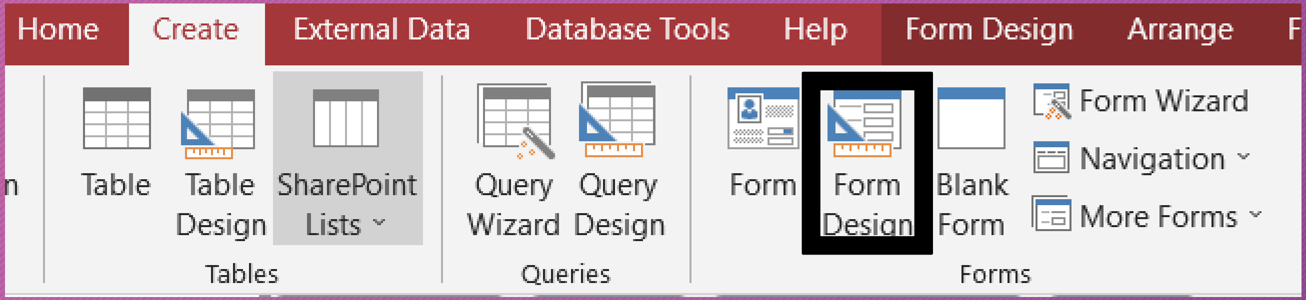
One can view the table in Design View and Datasheet Mode



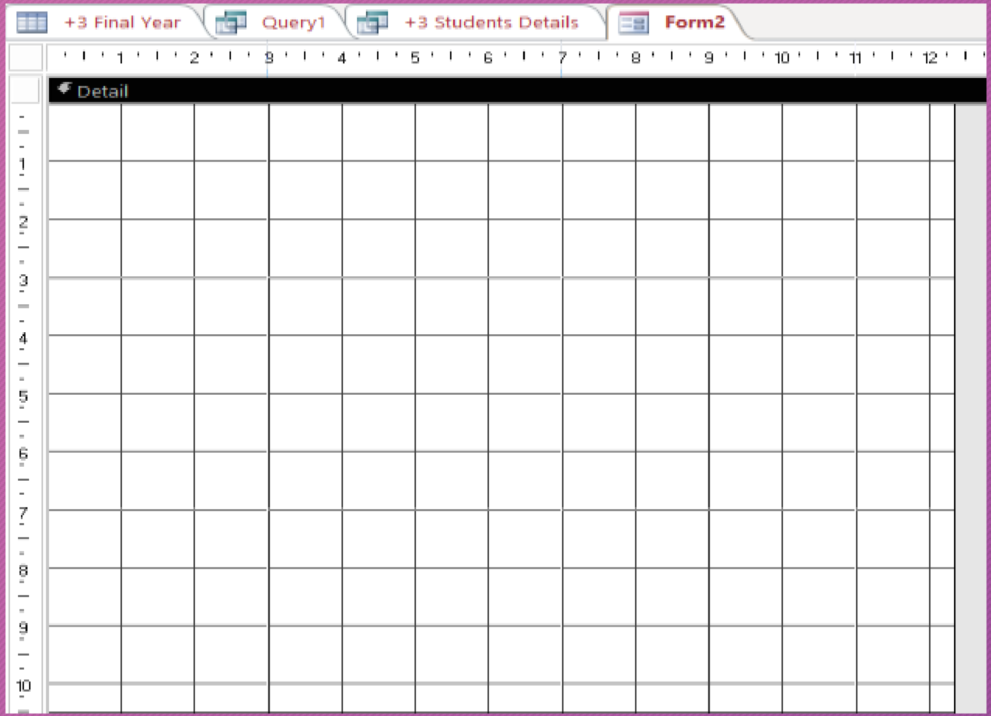


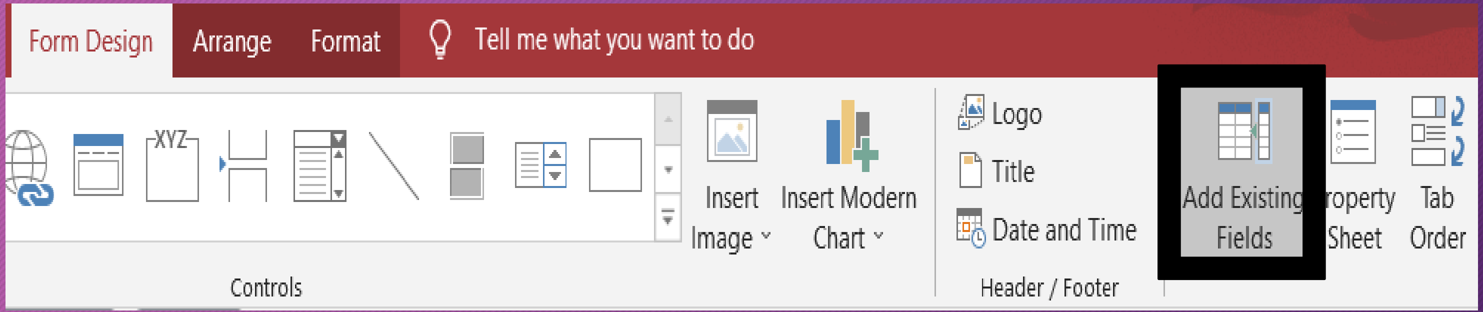
Create a Form:

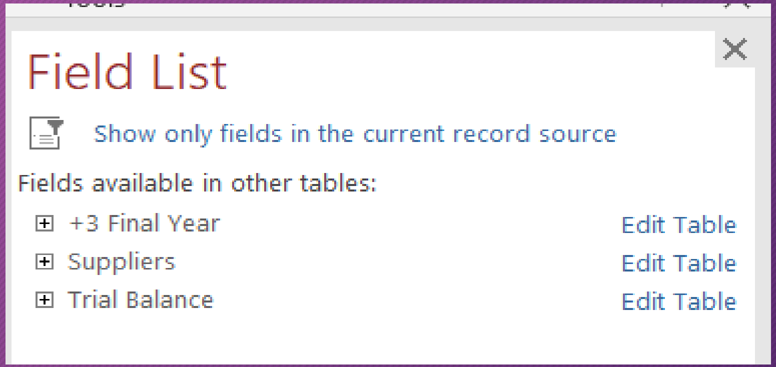
Step 1: To create Form select create tab in the toolbar at the top. Then click on the Form design Button in the Forms group.



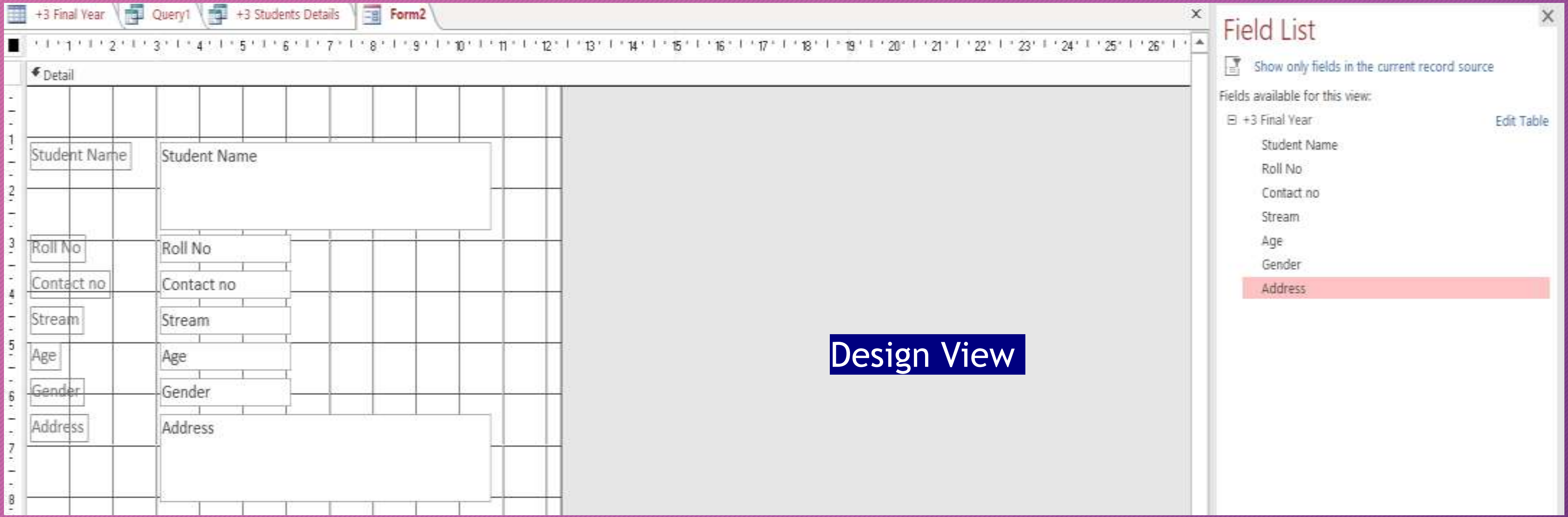
Step 2: Now view the form in Design view. Then Click existing fields to add data to the form by selecting the table.



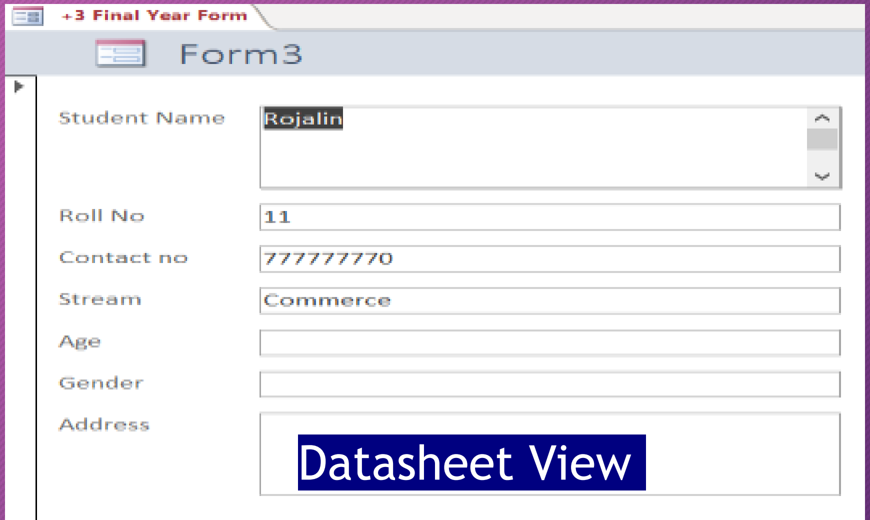




Step 3: Add the required field by double clicking it. The form will be generated

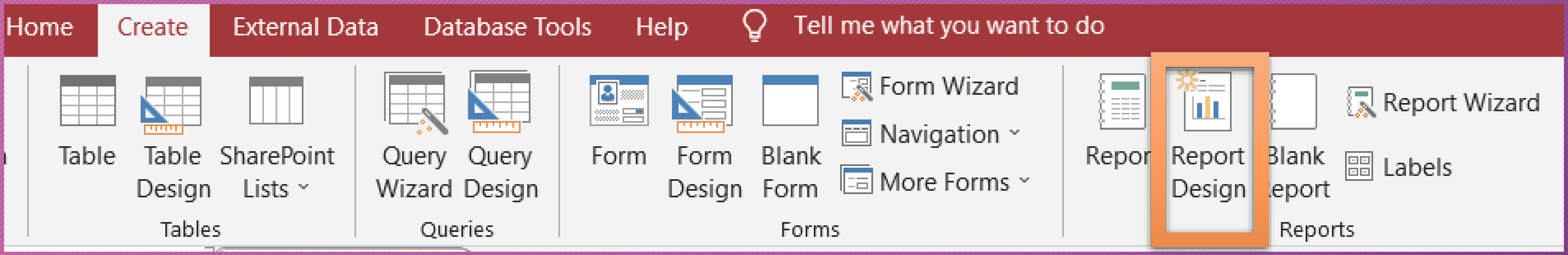


Step 4: view the form in data sheet mode.
And save the form.

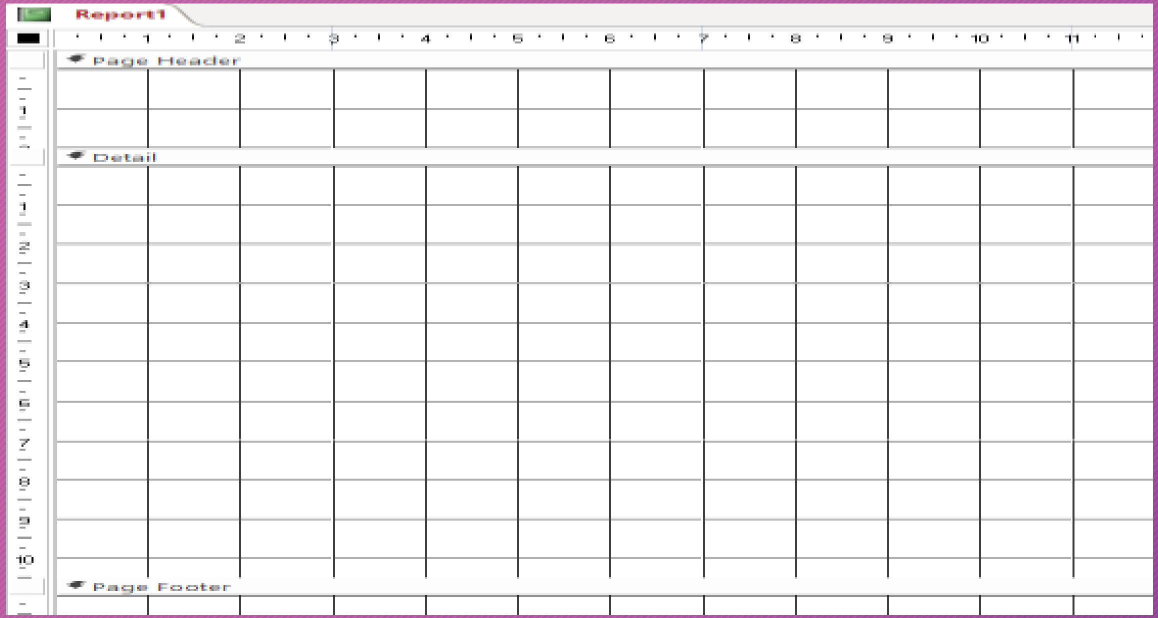


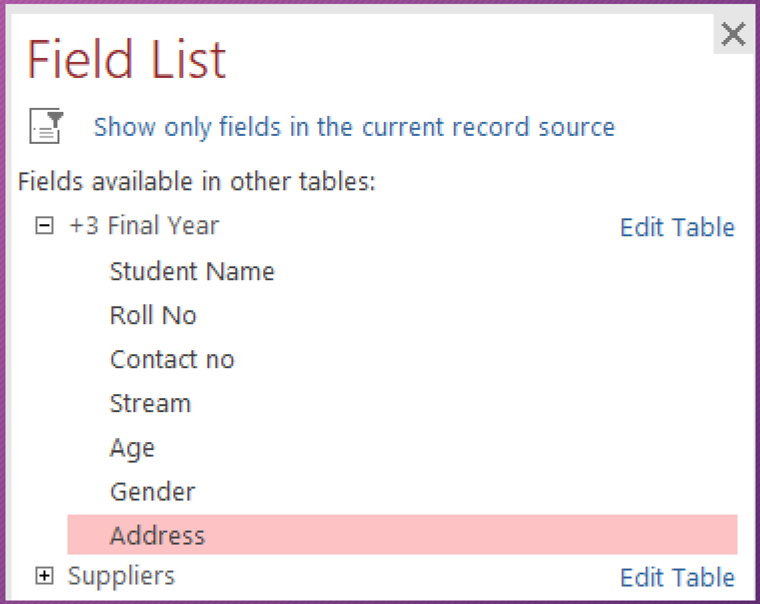
Create A Report :

Step 1: To create Report select create tab in the toolbar at the top. Then click on the Report design Button in the Report group.

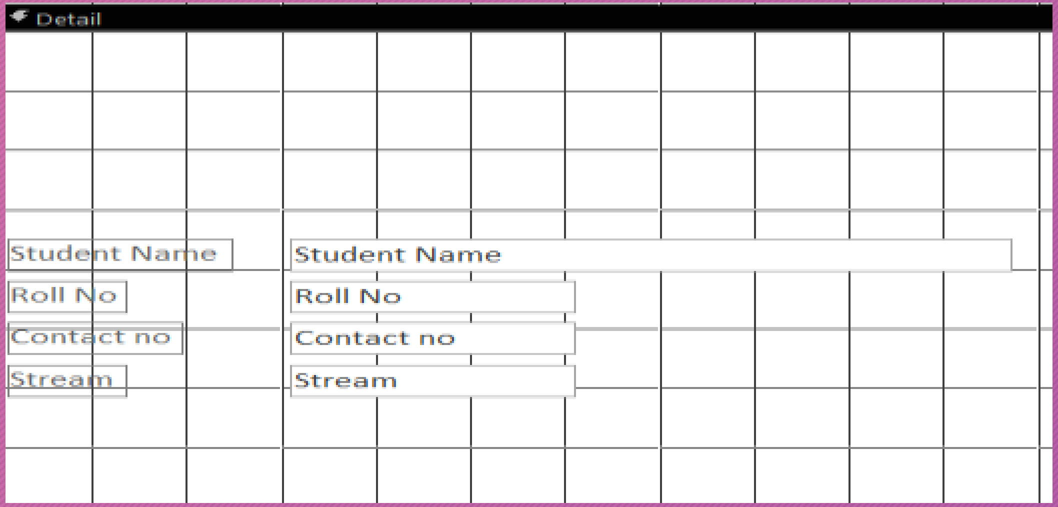


Step 2: Now view the report in Design view. Then Click existing fields to add data to the report by selecting the table.



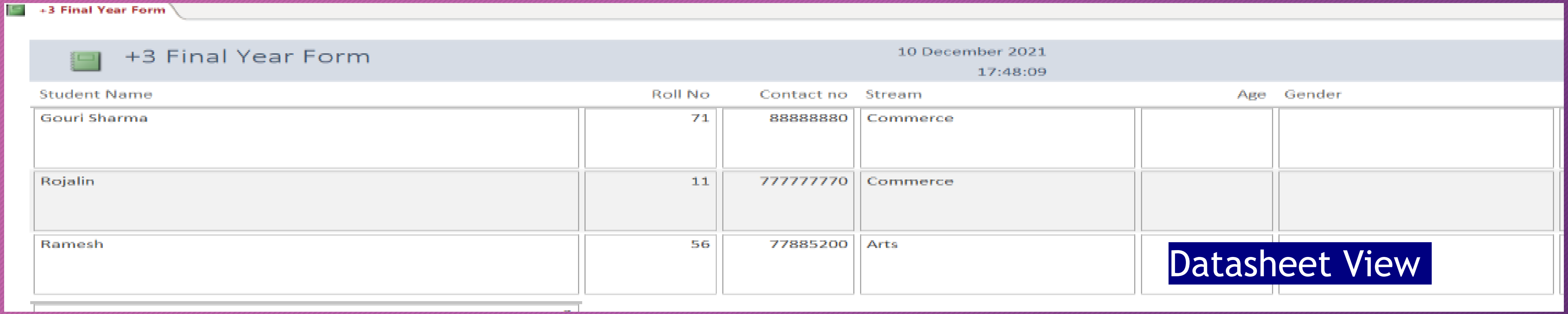


Step 3: Add the required field by double clicking it. The report will be generated



Design View

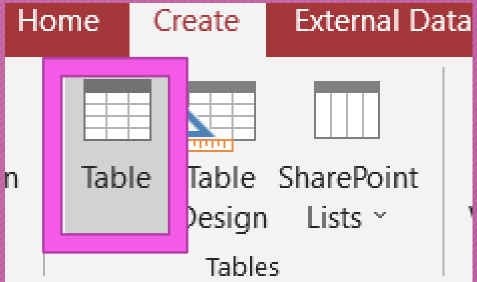
Step 4: view the Report in data sheet mode. And save the report.

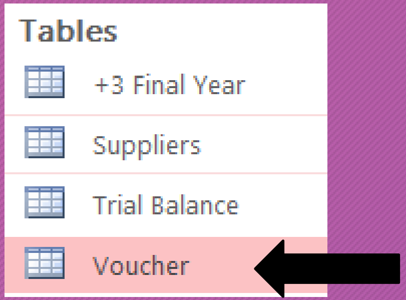


Datasheet View

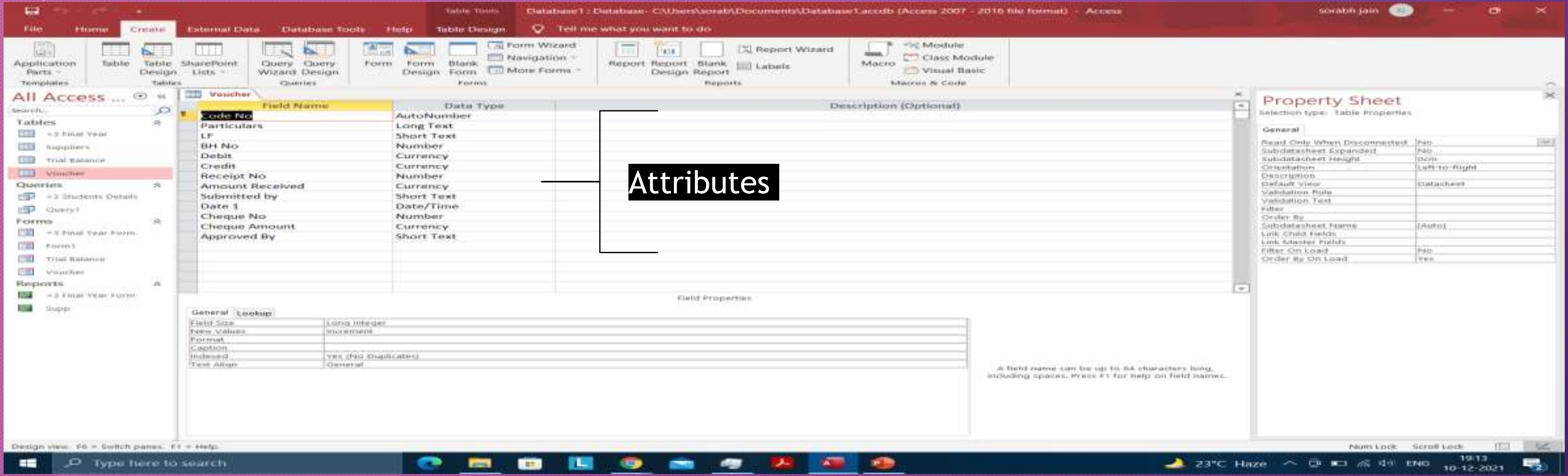
Create a Voucher

Step 1: To create table select create tab in the toolbar at the top. Then click on the table design Button in the tables group and save it as voucher.

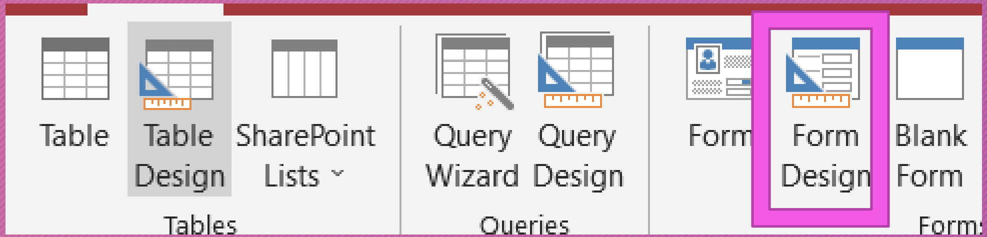




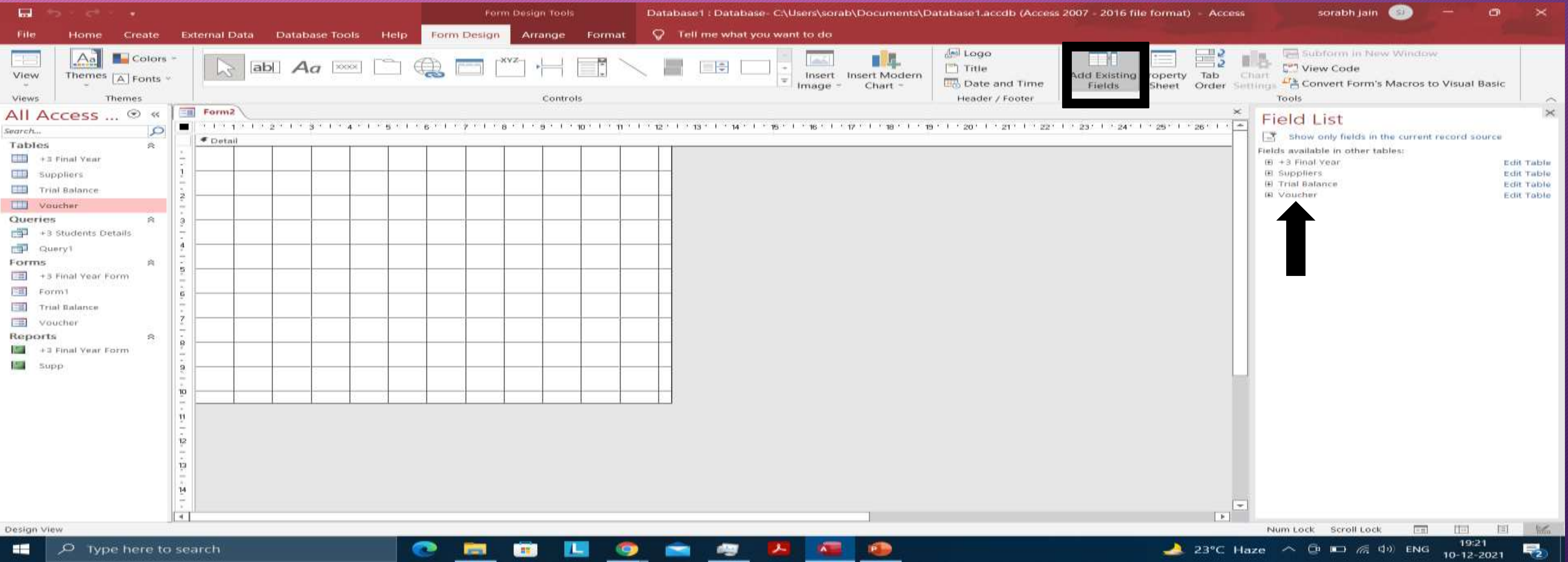
Step 2: Create all the attributes and validate them



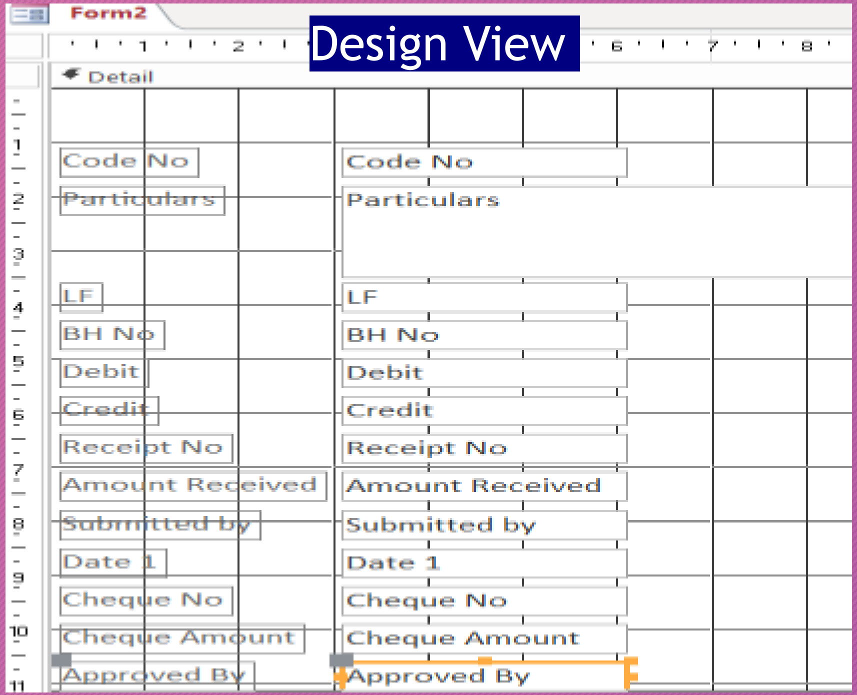
Step 3: Create a form on clicking form in design view.

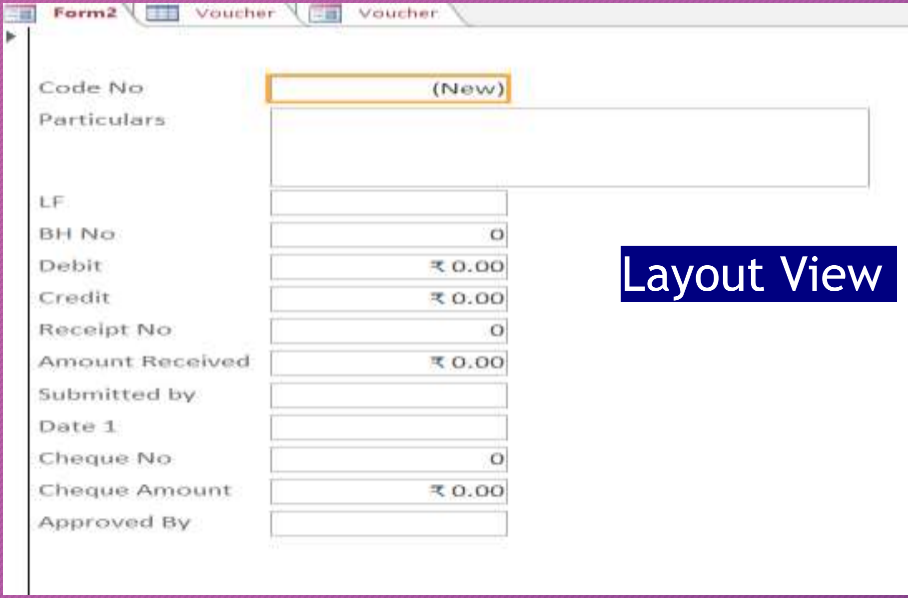


Step 4: Add the Voucher table by clicking Add existing fields.

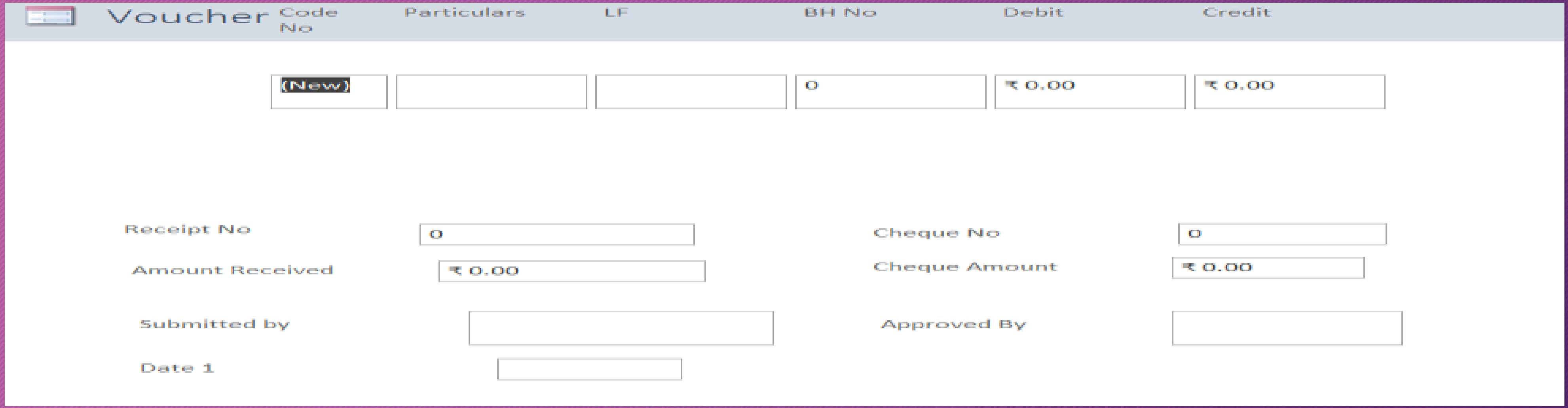


Step 5: View after adding the respective fields.



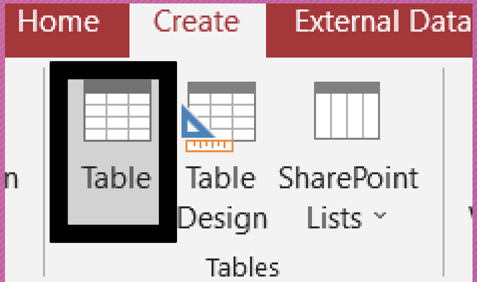


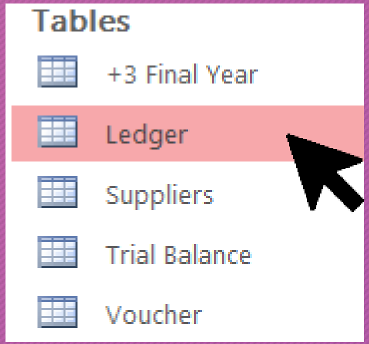
Step 5: Rearrange the attributes and open the form in Form view



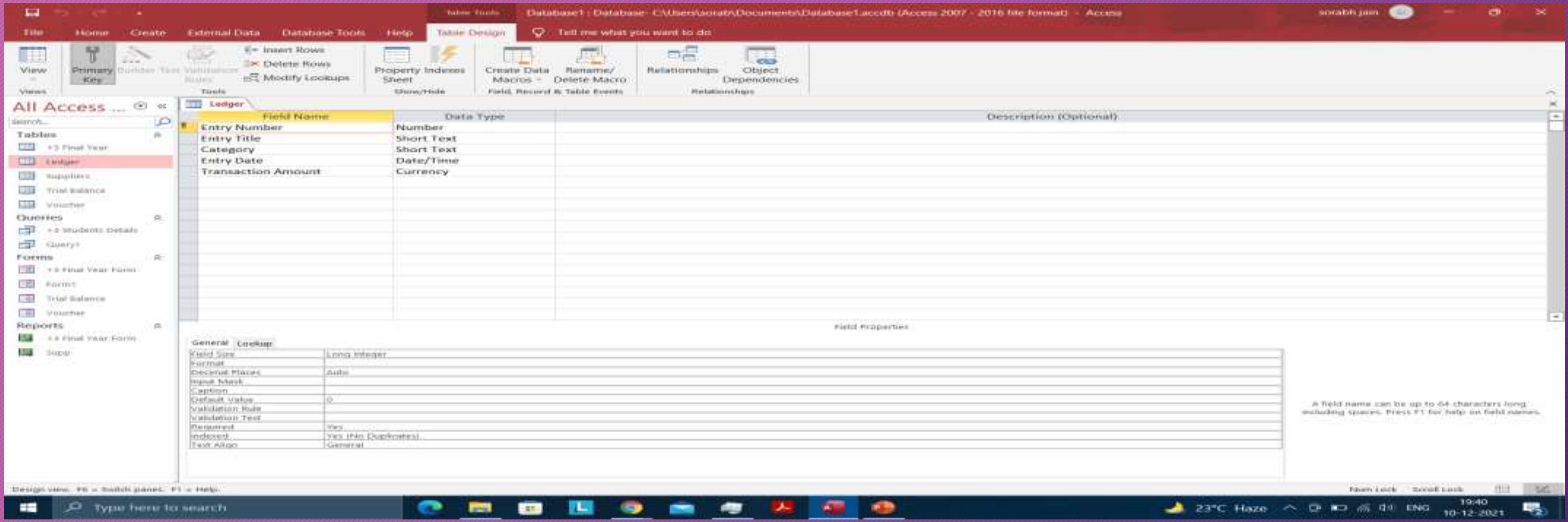
Create a Ledger:

Step 1: To create table select create tab in the toolbar at the top. Then click on the table design Button in the tables group and save it as Ledger.

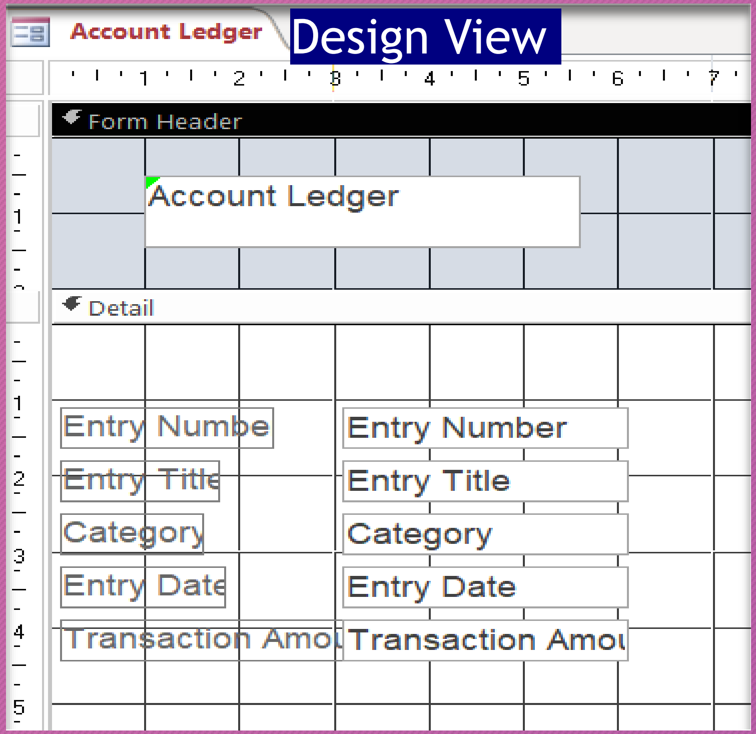


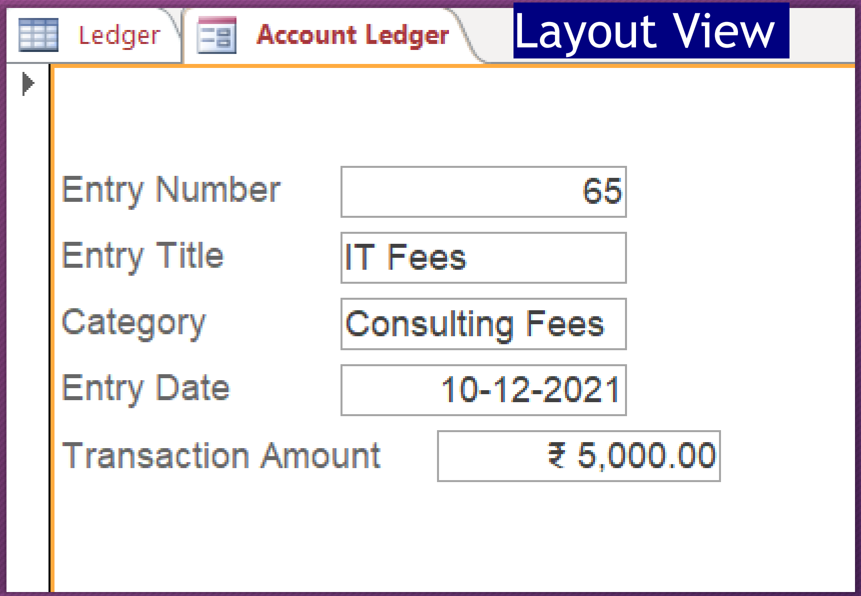


Step 2: Create all the attributes and validate them



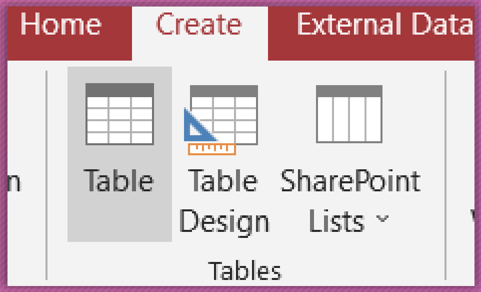
Step 3: Create a form on clicking form in design / Layout view.

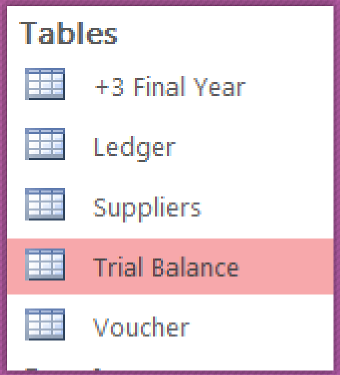




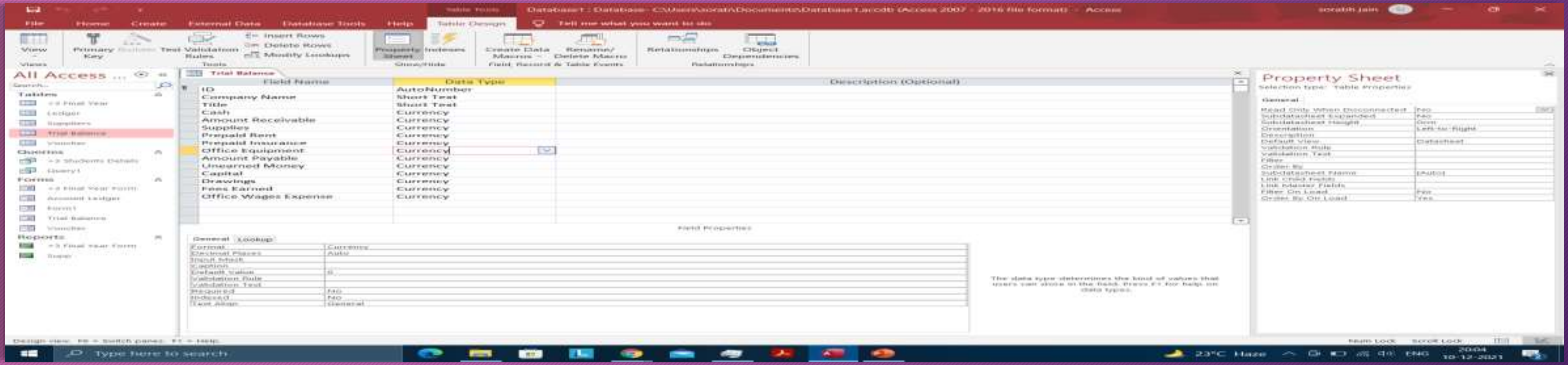
Create a Trial Balance

Step 1: To create table select create tab in the toolbar at the top. Then click on the table design Button in the tables group and save it as Trial Balance.

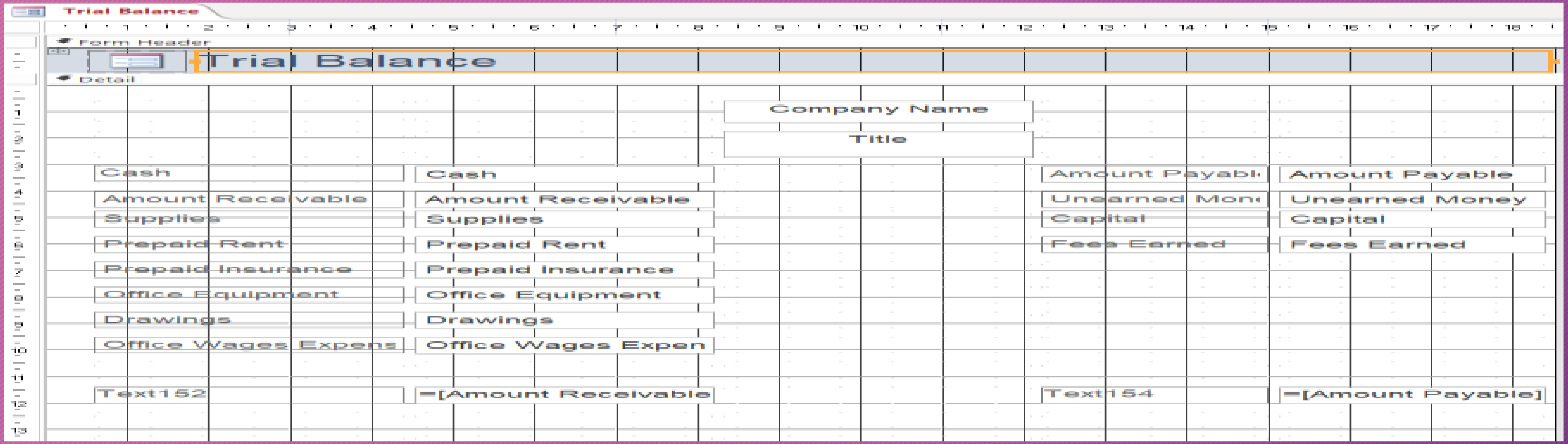




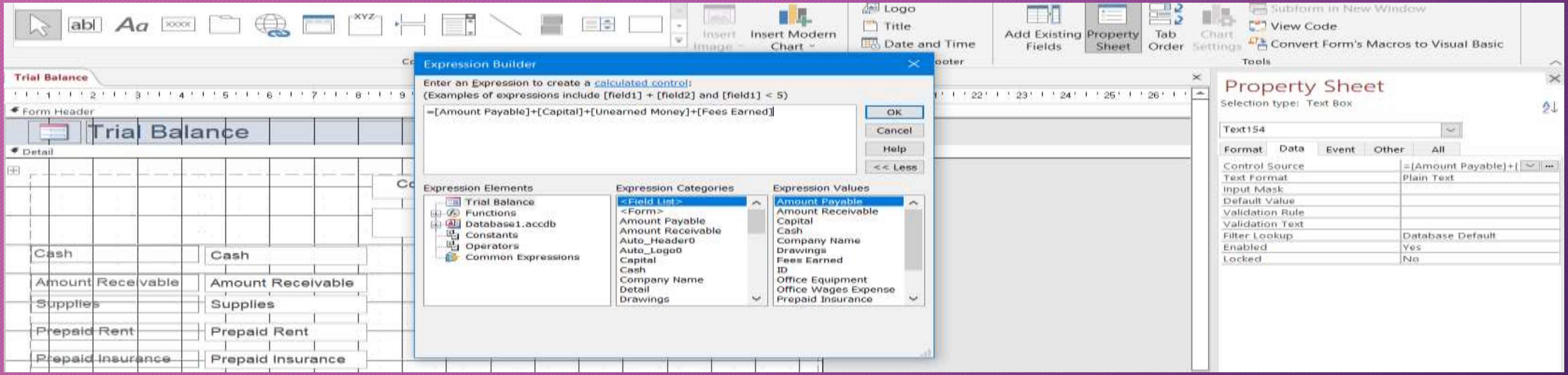
Step 2: Create all the attributes and validate them



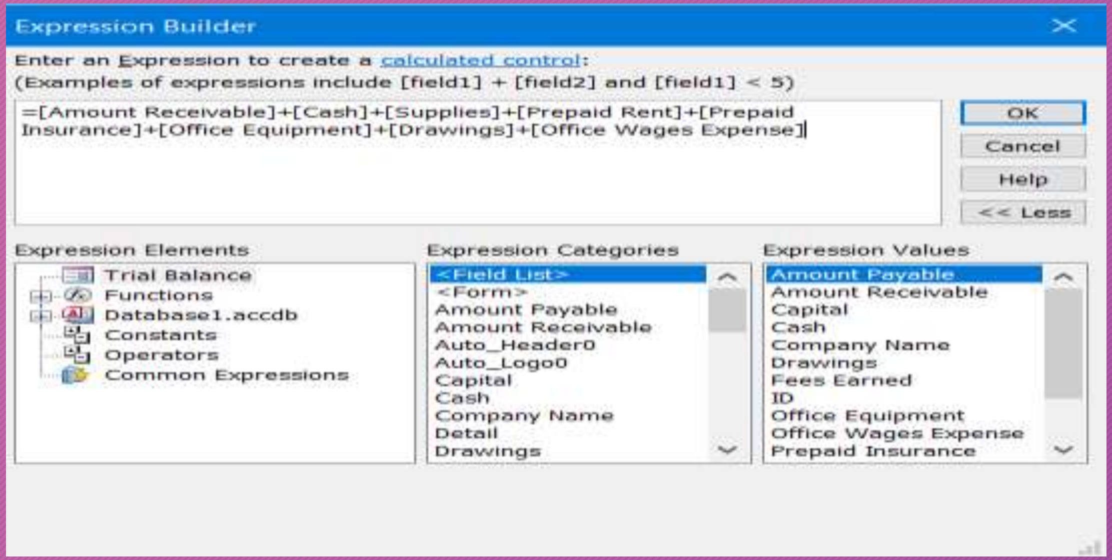
Step 3: Create a form on clicking form in design view. Arrange the attributes



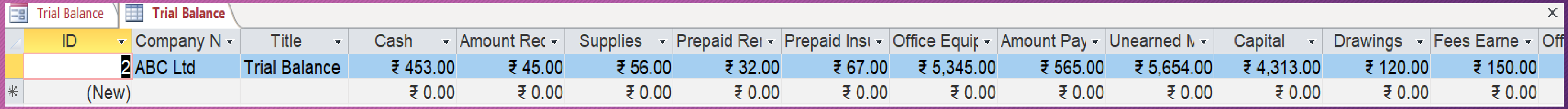
Step 4: Validate the field properties of the credit textbox in the property sheet



Step-5 : Validate the field properties of the Debit- textbox in the property sheet.



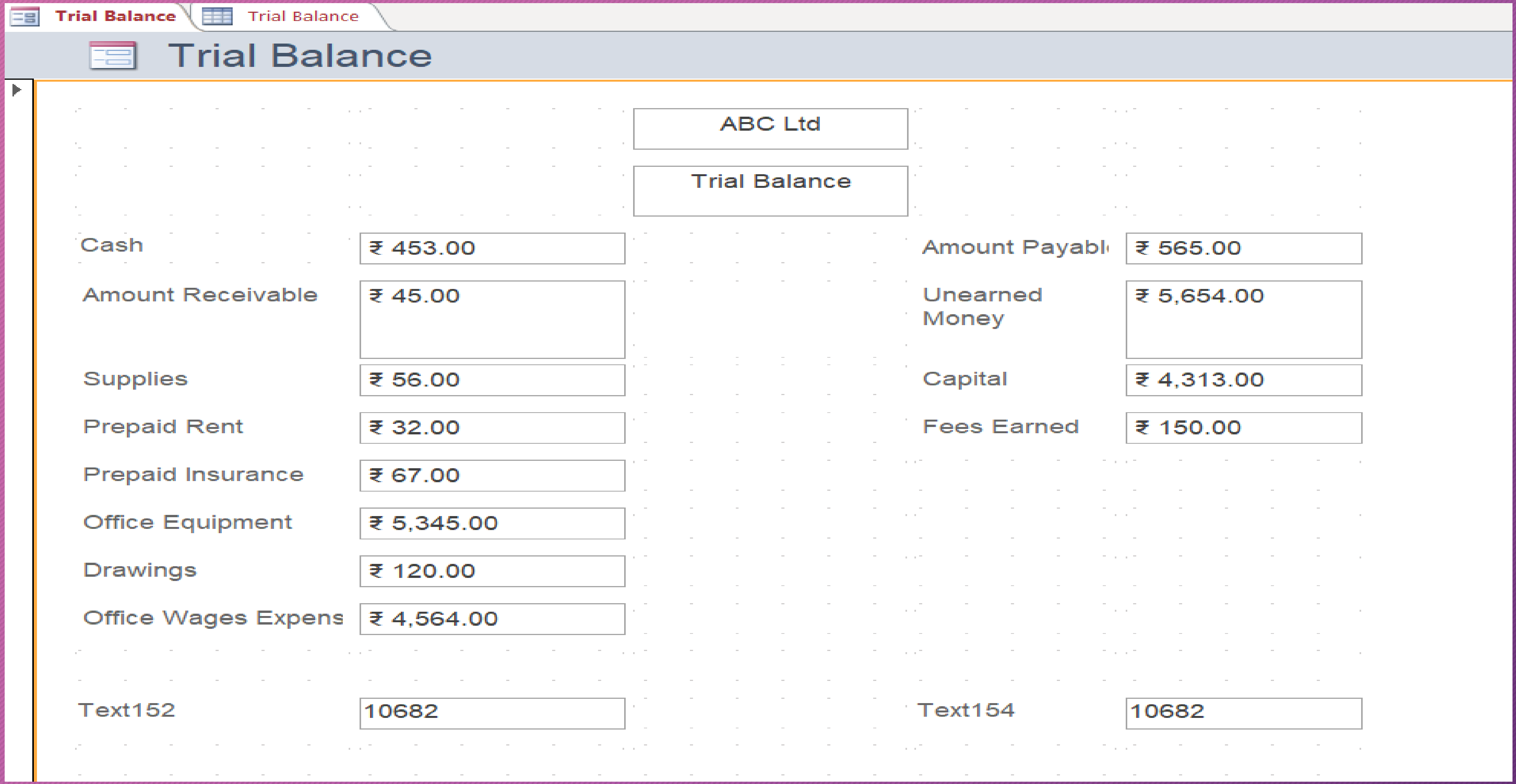
Step-6 : Fill the data in the table “Trial Balance”



Trial Balance | Trial Balance

ID	Company N	Title	Cash	Amount Rec	Supplies	Prepaid Rei	Prepaid Insı	Office Equip	Amount Pay	Unearned M	Capital	Drawings	Fees Earne	Off
2	ABC Ltd	Trial Balance	₹ 453.00	₹ 45.00	₹ 56.00	₹ 32.00	₹ 67.00	₹ 5,345.00	₹ 565.00	₹ 5,654.00	₹ 4,313.00	₹ 120.00	₹ 150.00	
(New)			₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	

Step-7: open the trial balance in form in layout view.



Trial Balance | Trial Balance

Trial Balance

ABC Ltd

Trial Balance

Cash	₹ 453.00	Amount Payabl	₹ 565.00
Amount Receivable	₹ 45.00	Unearned Money	₹ 5,654.00
Supplies	₹ 56.00	Capital	₹ 4,313.00
Prepaid Rent	₹ 32.00	Fees Earned	₹ 150.00
Prepaid Insurance	₹ 67.00		
Office Equipment	₹ 5,345.00		
Drawings	₹ 120.00		
Office Wages Expens	₹ 4,564.00		
Text152	10682	Text154	10682

One can create Profit/Loss Account , Balance Sheet and Payroll System in MS-Access.
Procedure for creating is same as we used in creating trial balance, firstly create table set all the attributes in the table , validate all the data , put the formula in expression Builder and validate the same in the property sheet. After that arrange all the attributes and fill all the data in the fields . At the end you can view it in form or report in Layout View Or Display view.