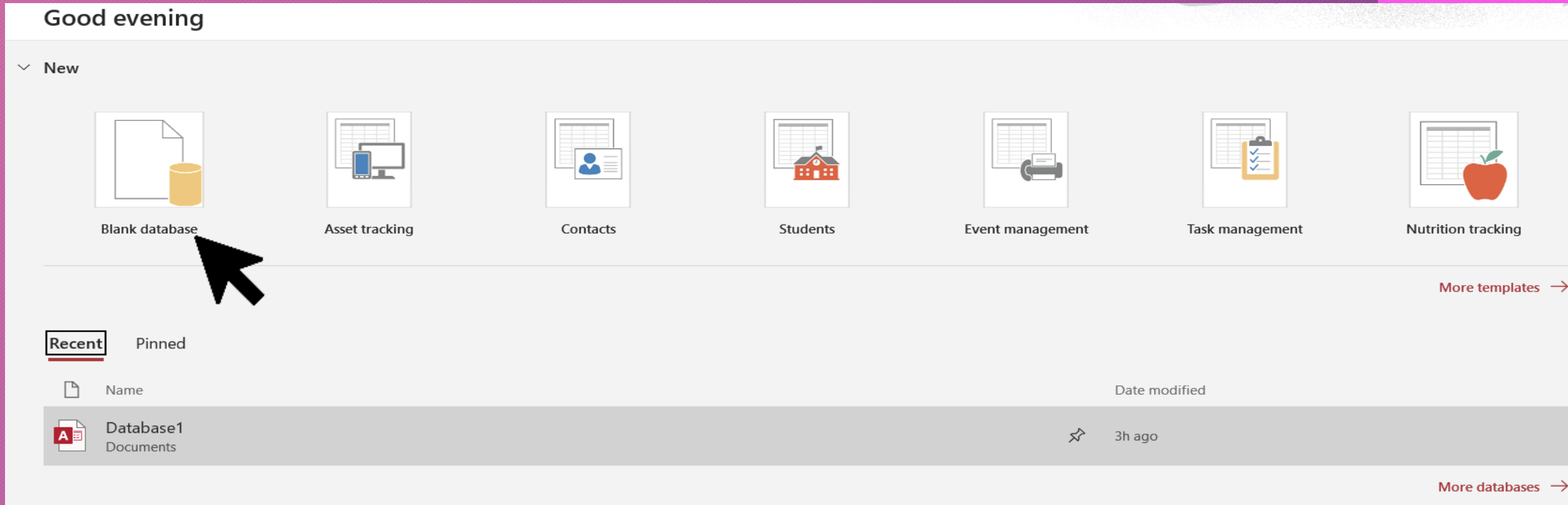


# MS ACCESS

Mr. Sorabh B Jain  
Lecturer in Commerce  
Ispat Autonomous College

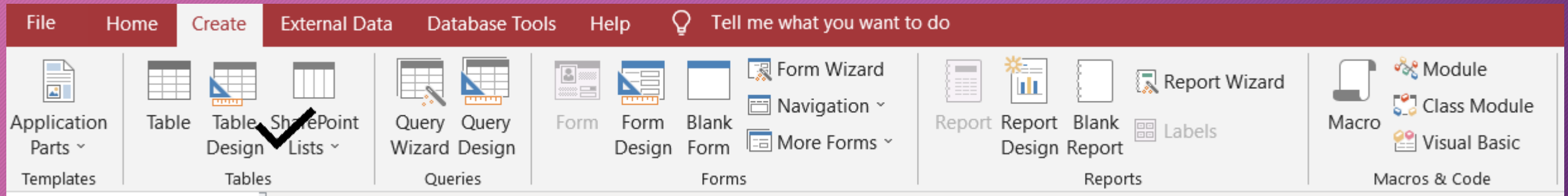
## Creating A Blank Database



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

## Create A Table

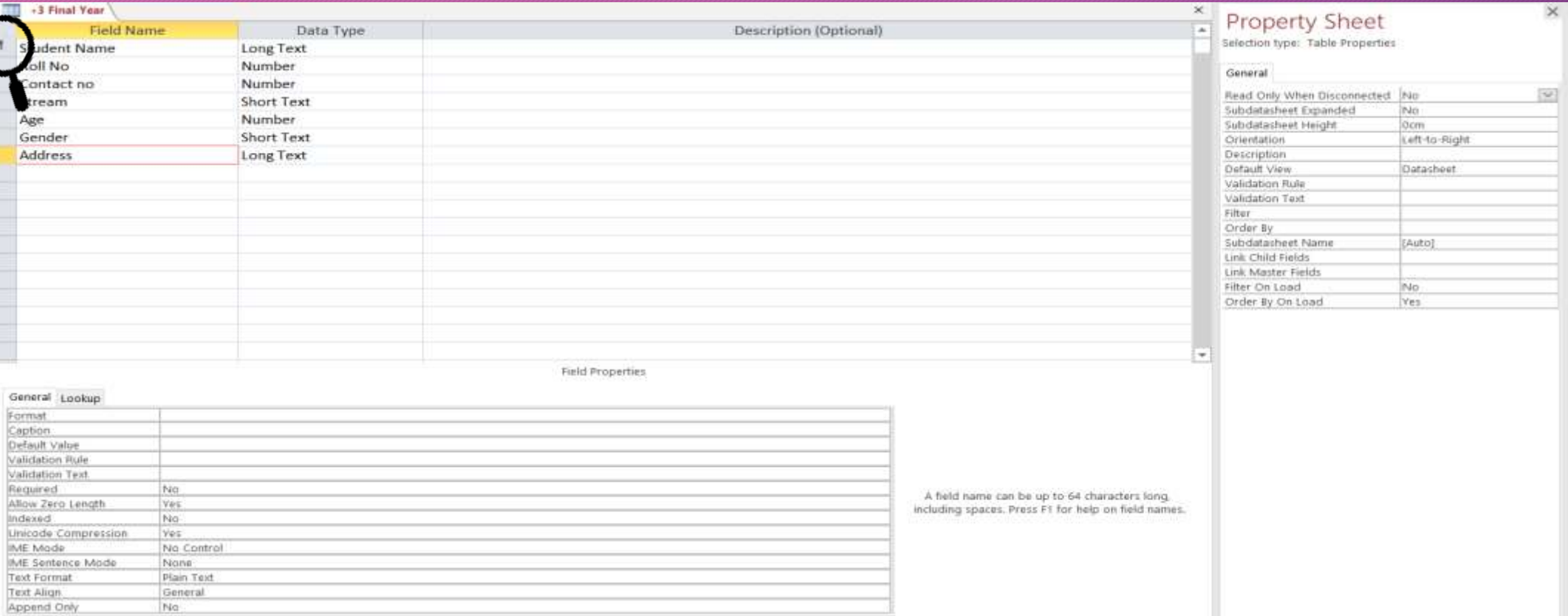
Step 1: To create table select create tab in the toolbar at the top. Then click on the table design Button in the tables group.



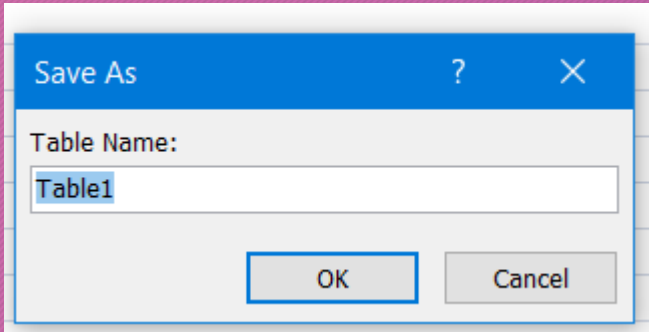
Step 2 : Add the fields to the table.

| +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  |
|               |            |
|               |            |

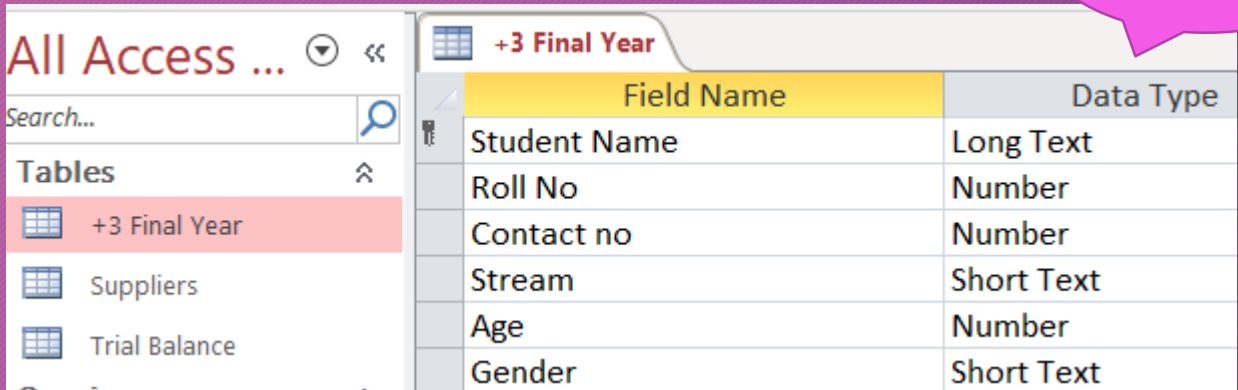




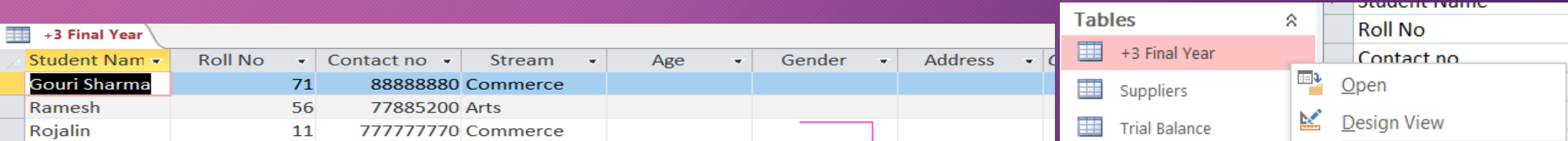
Step- 4 : Enter the name of your table and click on the OK button



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



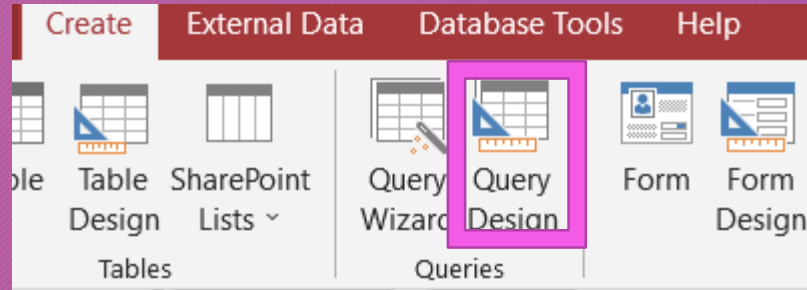
One can view the table in Design View and Datasheet Mode



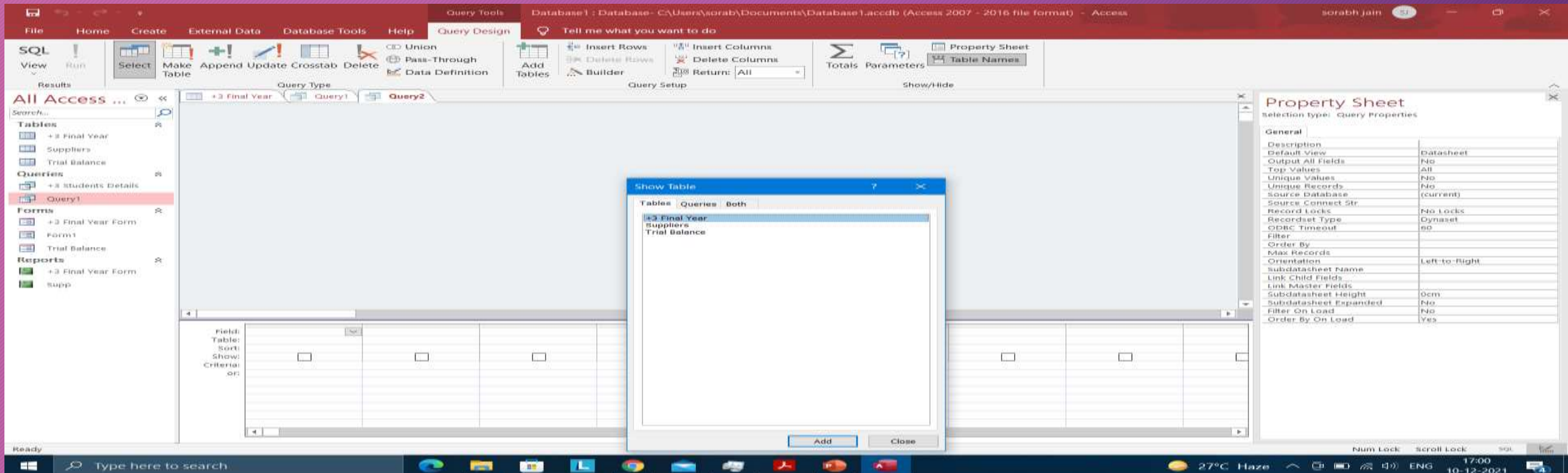
Data sheet Mode

## 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.

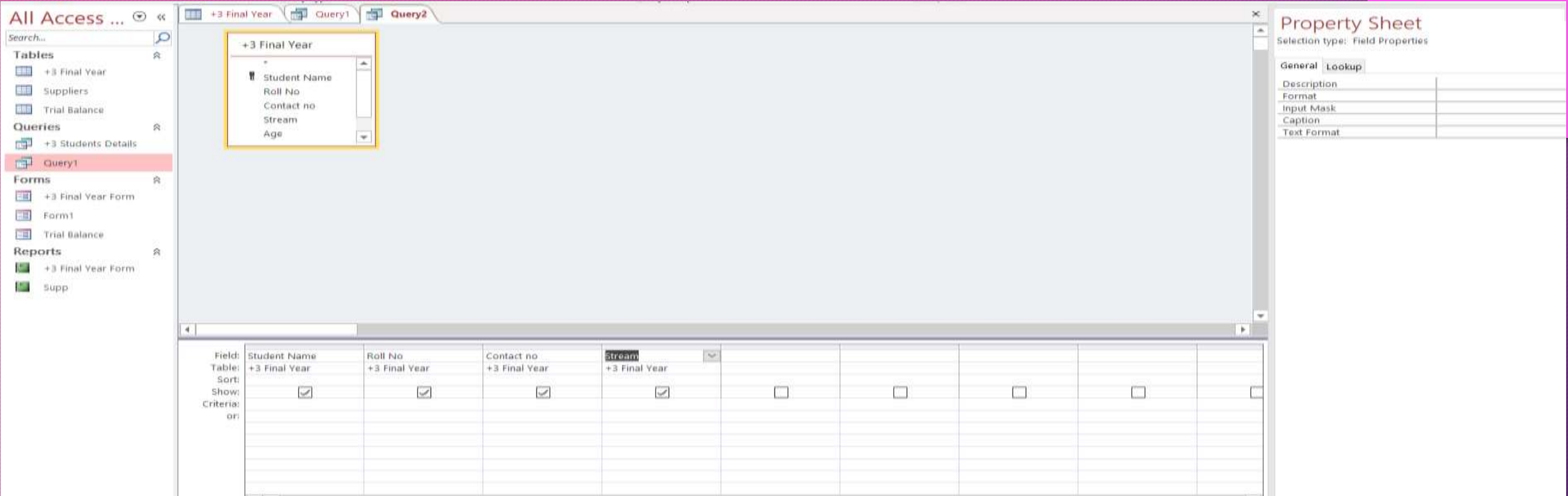


Step 2: Highlight the table that you wish to use in the query.

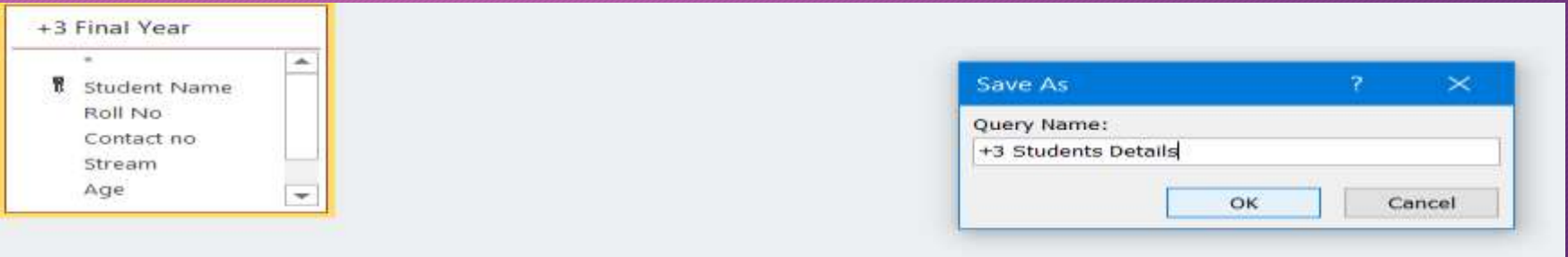




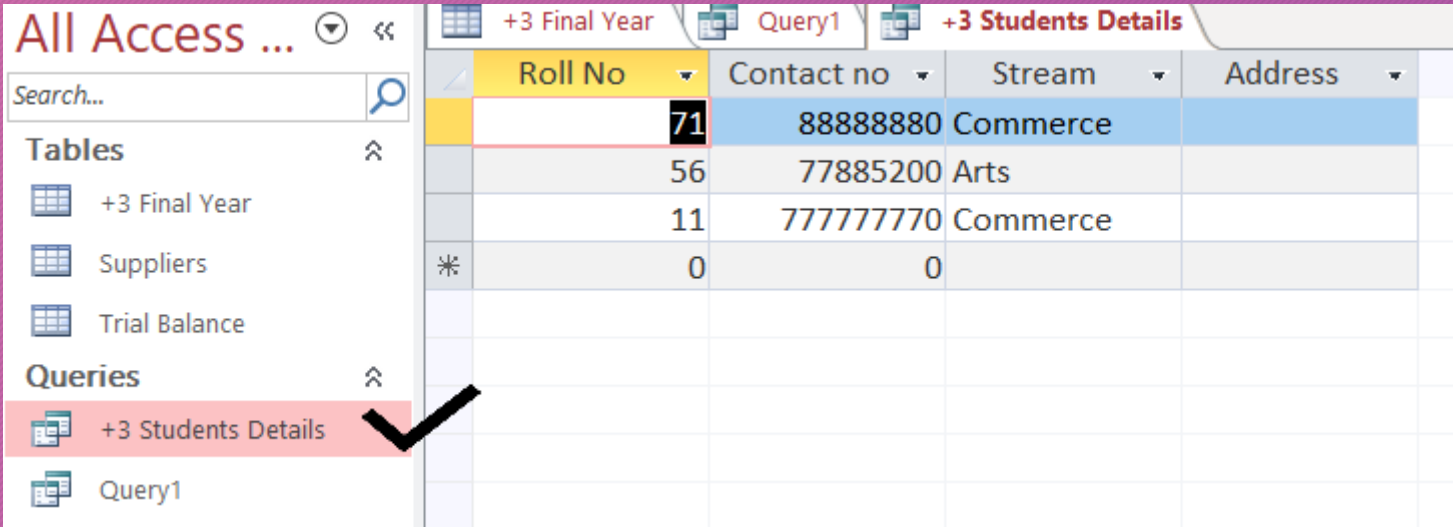
Step 3: Add the fields to the query. You can do this by double clicking on the field name.



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

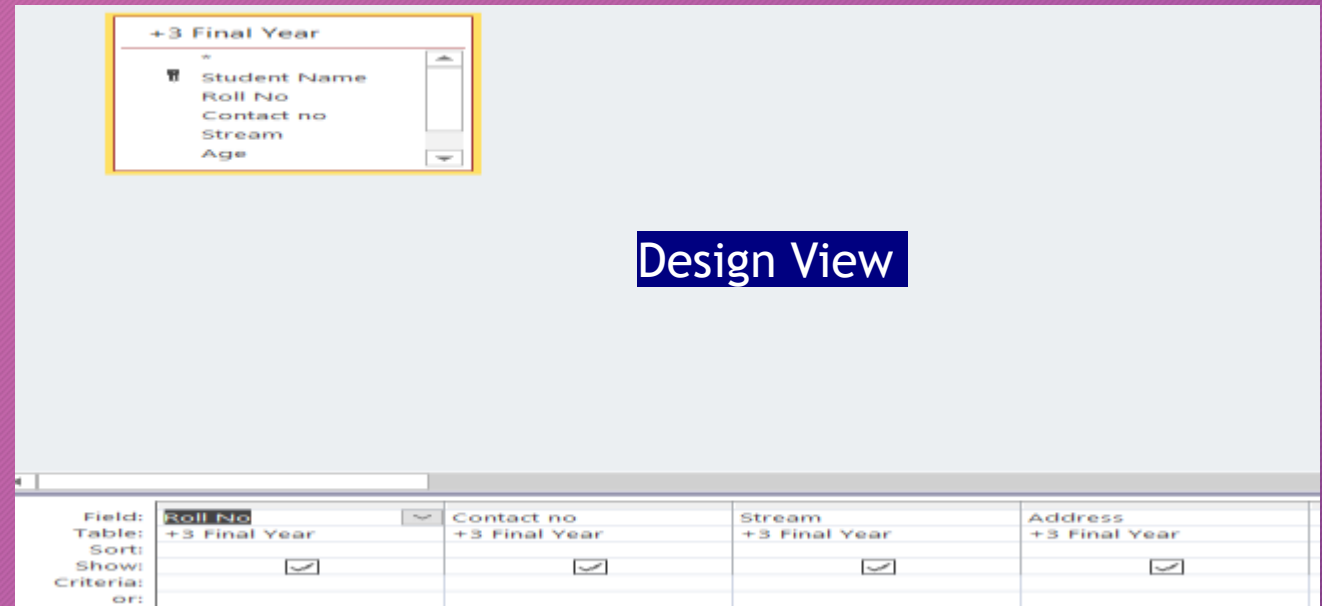


Step 5: Now see the query appears in the left window.



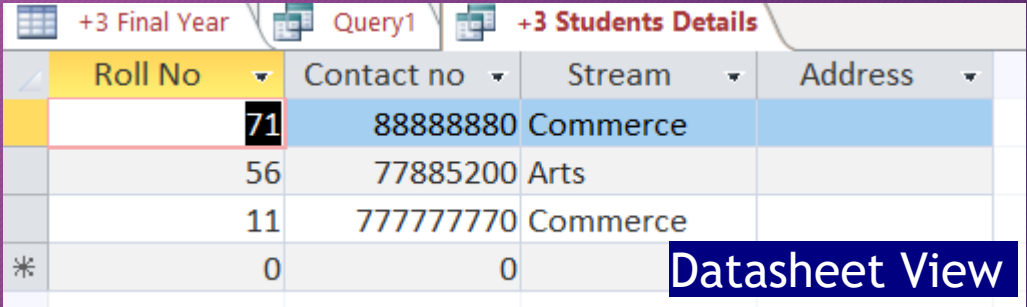
| Roll No | Contact no | Stream   | Address |
|---------|------------|----------|---------|
| 71      | 88888880   | Commerce |         |
| 56      | 77885200   | Arts     |         |
| 11      | 77777770   | Commerce |         |
| *       | 0          | 0        |         |

One can view the table in Design View and Datasheet Mode



| +3 Final Year |              |  |  |  |
|---------------|--------------|--|--|--|
| *             | Student Name |  |  |  |
|               | Roll No      |  |  |  |
|               | Contact no   |  |  |  |
|               | Stream       |  |  |  |
|               | Age          |  |  |  |

| Field:    | Roll No                             | Contact no                          | Stream                              | Address                             |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Table:    | +3 Final Year                       | +3 Final Year                       | +3 Final Year                       | +3 Final Year                       |
| Sort:     |                                     |                                     |                                     |                                     |
| Show:     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Criteria: |                                     |                                     |                                     |                                     |
| or:       |                                     |                                     |                                     |                                     |



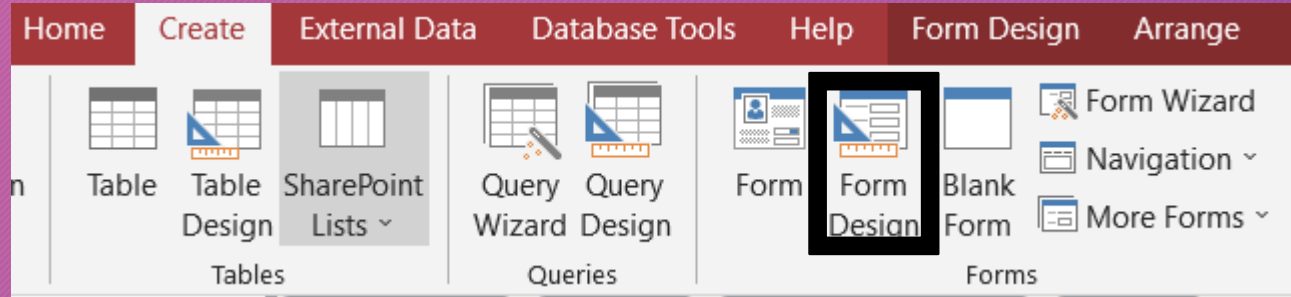
| Roll No | Contact no | Stream   | Address |
|---------|------------|----------|---------|
| 71      | 88888880   | Commerce |         |
| 56      | 77885200   | Arts     |         |
| 11      | 77777770   | Commerce |         |
| *       | 0          | 0        |         |

Datasheet View

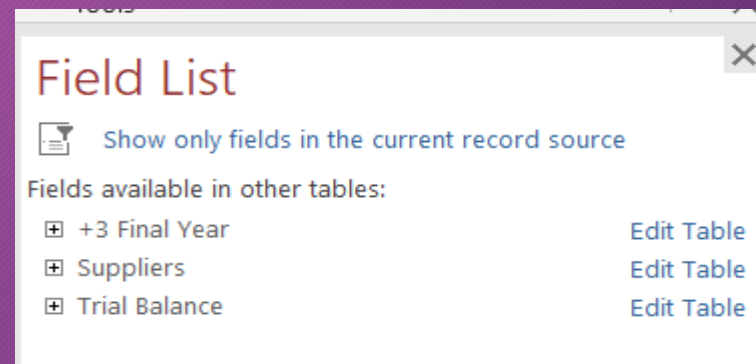
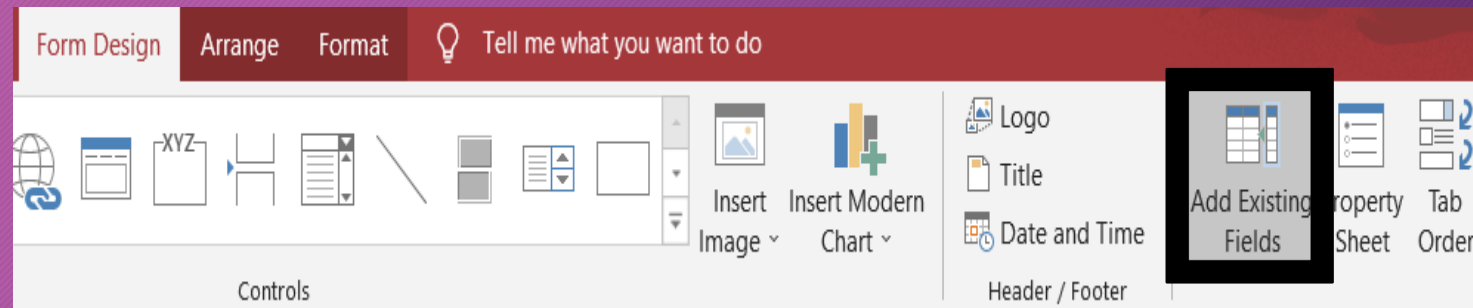
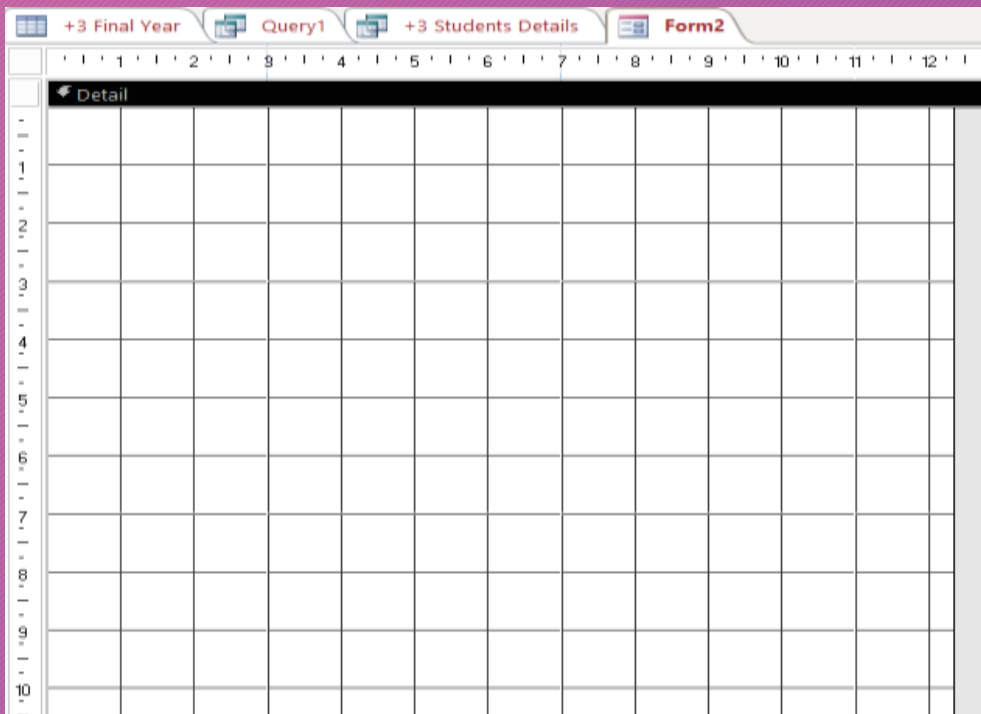


## Create a Form:

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

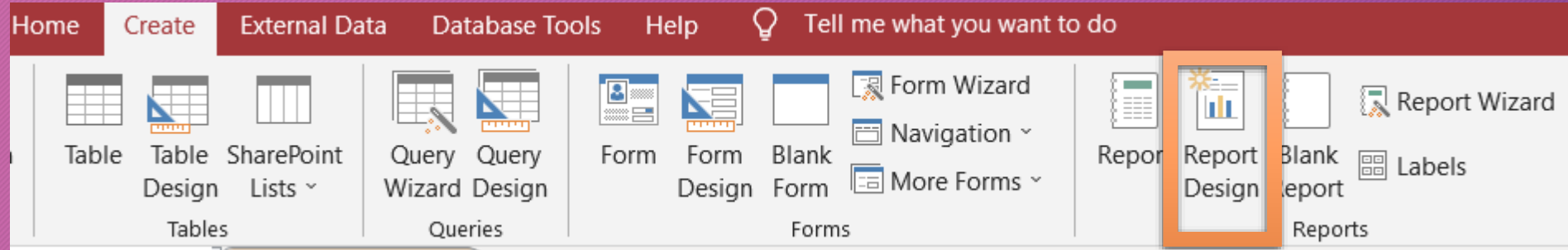
The screenshot shows the Microsoft Access Design View for a form named 'Form2'. The form is in 'Detail' view. The design grid on the left shows the layout of the form with fields: Student Name, Roll No, Contact no, Stream, Age, Gender, and Address. The 'Address' field is highlighted in red. The 'Field List' pane on the right shows the fields available for this view: Student Name, Roll No, Contact no, Stream, Age, Gender, and Address. The 'Address' field is highlighted in red. A blue box with the text 'Design View' is overlaid on the right side of the form.

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

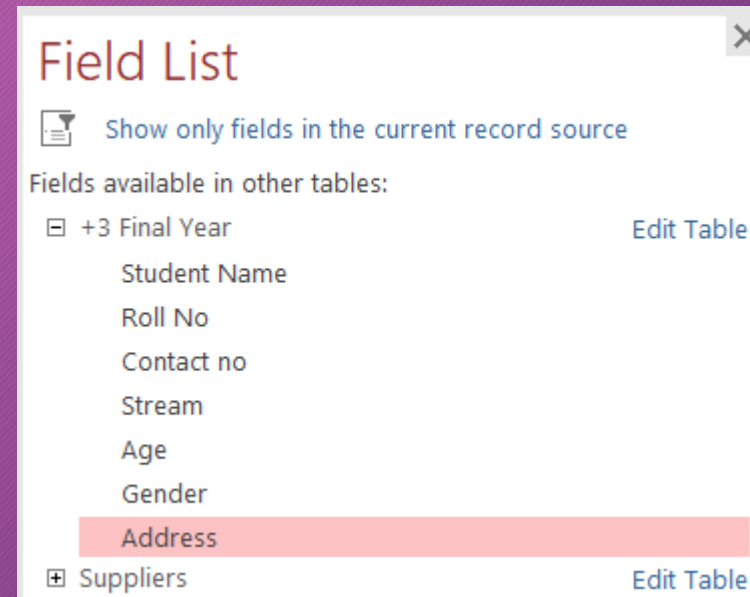
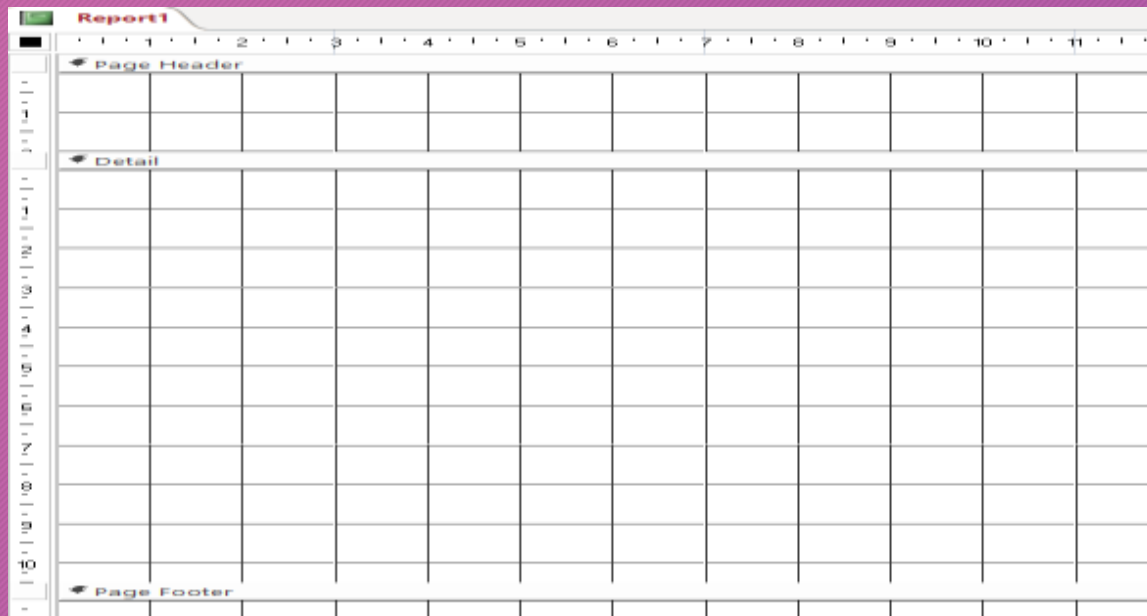
The screenshot shows the Microsoft Access Datasheet View for a form named 'Form3'. The form is in 'Datasheet View' mode. The fields are: Student Name, Roll No, Contact no, Stream, Age, Gender, and Address. The 'Student Name' field contains the text 'Rojalin'. The 'Roll No' field contains the text '11'. The 'Contact no' field contains the text '777777770'. The 'Stream' field contains the text 'Commerce'. The 'Age' field is empty. The 'Gender' field is empty. The 'Address' field is empty. A blue box with the text 'Datasheet View' is overlaid on the bottom right of 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

| Detail       |  |  |              |  |  |  |  |  |  |
|--------------|--|--|--------------|--|--|--|--|--|--|
|              |  |  |              |  |  |  |  |  |  |
|              |  |  |              |  |  |  |  |  |  |
|              |  |  |              |  |  |  |  |  |  |
| Student Name |  |  | Student Name |  |  |  |  |  |  |
| Roll No      |  |  | Roll No      |  |  |  |  |  |  |
| Contact no   |  |  | Contact no   |  |  |  |  |  |  |
| Stream       |  |  | Stream       |  |  |  |  |  |  |
|              |  |  |              |  |  |  |  |  |  |
|              |  |  |              |  |  |  |  |  |  |

Design View



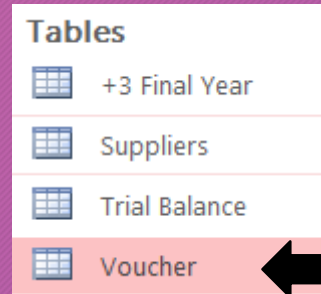
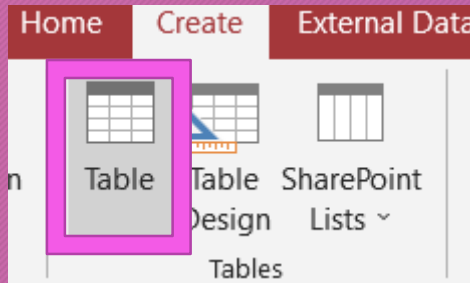
Step 4: view the Report in data sheet mode. And save the report.

| +3 Final Year Form |         |            |                              |     |        |
|--------------------|---------|------------|------------------------------|-----|--------|
| +3 Final Year Form |         |            | 10 December 2021<br>17:48:09 |     |        |
| Student Name       | Roll No | Contact no | Stream                       | Age | Gender |
| Gouri Sharma       | 71      | 88888880   | Commerce                     |     |        |
| Rojalin            | 11      | 77777770   | Commerce                     |     |        |
| Ramesh             | 56      | 77885200   | Arts                         |     |        |

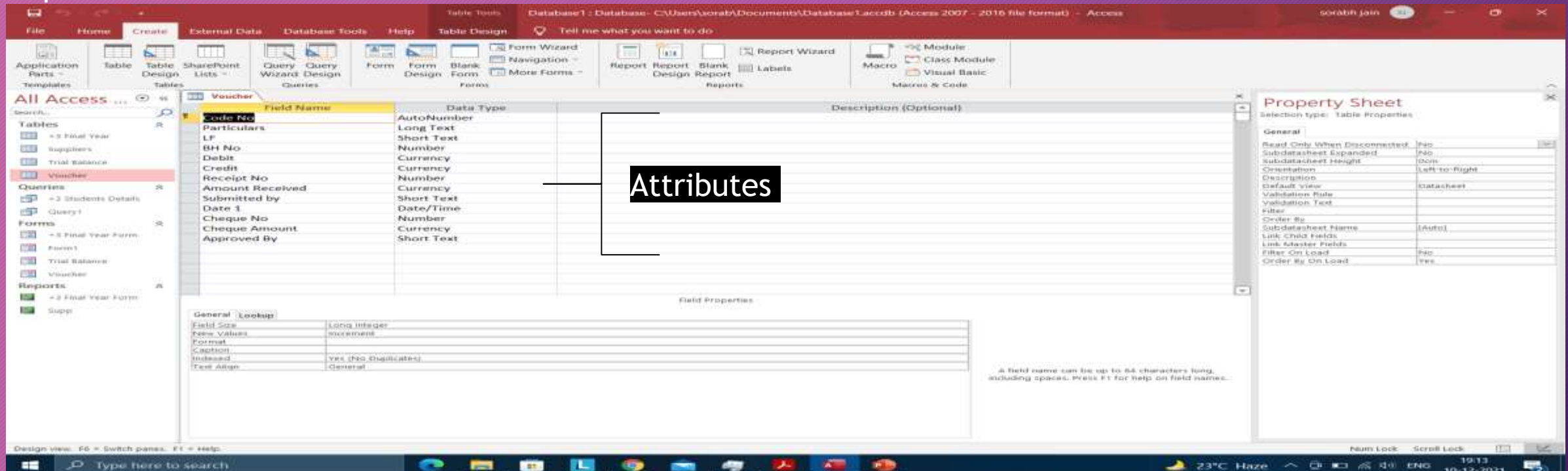
Datasheet View

## Create a Voucher

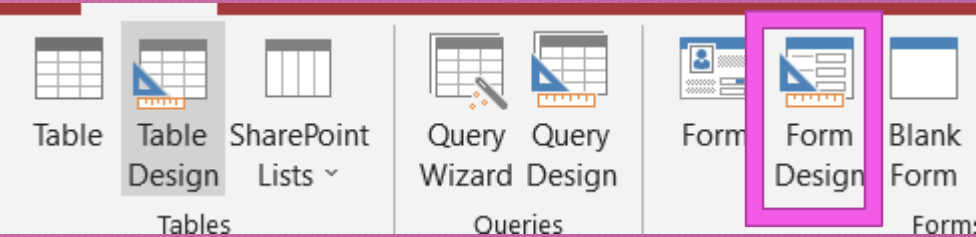
Step 1: To create table select create tab in the toolbar at the top. Then click on the table design Button in the tables group and save it as voucher.



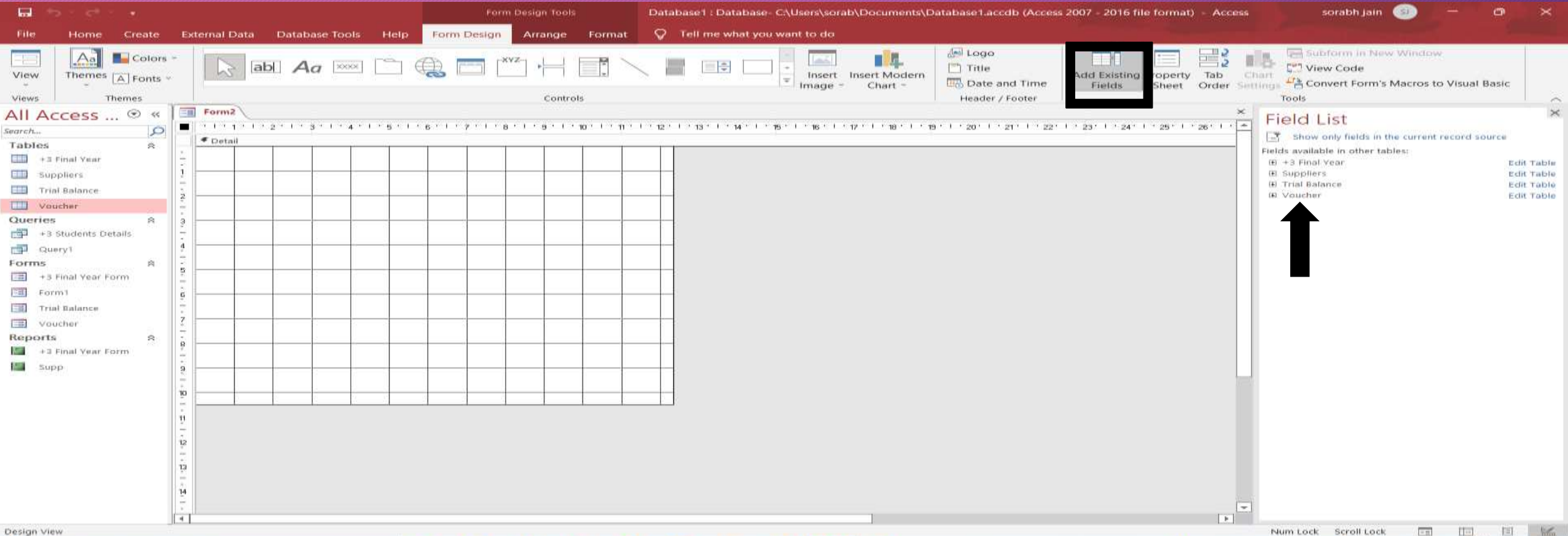
Step 2: Create all the attributes and validate them



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.

**Form2**

**Design View**

| Field Name      | Field Name      |
|-----------------|-----------------|
| Code No         | Code No         |
| Particulars     | Particulars     |
| LF              | LF              |
| BH No           | BH No           |
| Debit           | Debit           |
| Credit          | Credit          |
| Receipt No      | Receipt No      |
| Amount Received | Amount Received |
| Submitted by    | Submitted by    |
| Date 1          | Date 1          |
| Cheque No       | Cheque No       |
| Cheque Amount   | Cheque Amount   |
| Approved By     | Approved By     |

**Form2** | Voucher | Voucher

Code No: (New)

Particulars:

LF:

BH No: 0

Debit: ₹ 0.00

Credit: ₹ 0.00

Receipt No: 0

Amount Received: ₹ 0.00

Submitted by:

Date 1:

Cheque No: 0

Cheque Amount: ₹ 0.00

Approved By:

**Layout View**

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

**Voucher**

| Code No | Particulars | LF | BH No | Debit  | Credit |
|---------|-------------|----|-------|--------|--------|
| (New)   |             |    | 0     | ₹ 0.00 | ₹ 0.00 |

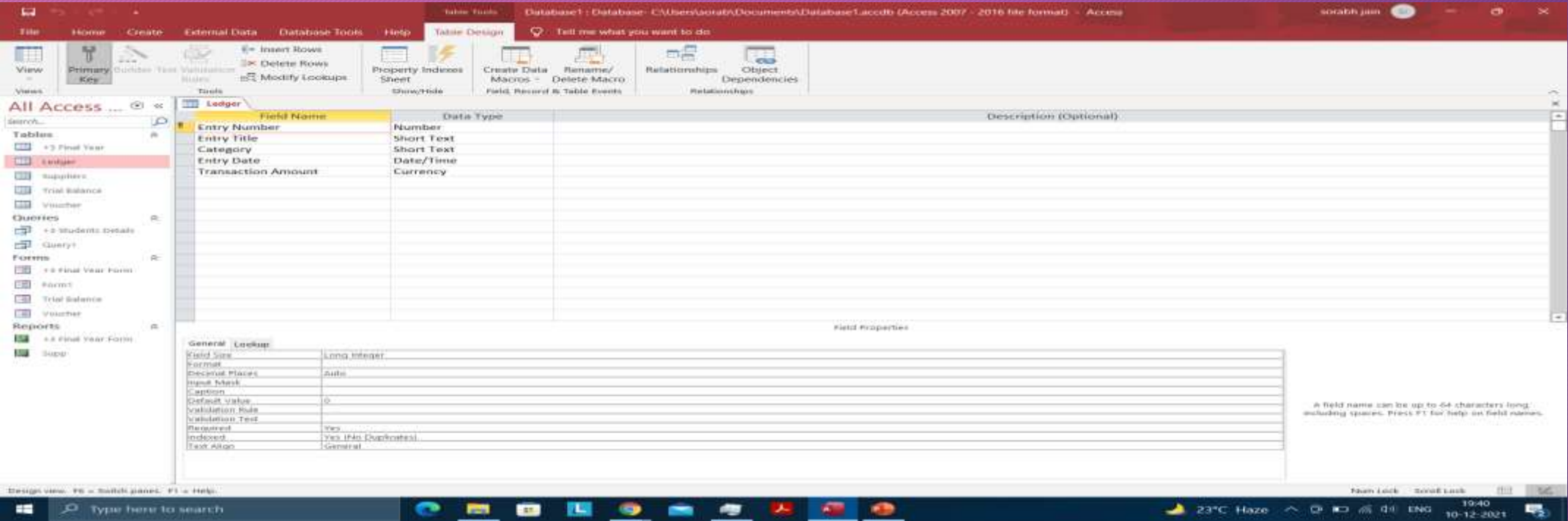
|                 |        |               |        |
|-----------------|--------|---------------|--------|
| Receipt No      | 0      | Cheque No     | 0      |
| Amount Received | ₹ 0.00 | Cheque Amount | ₹ 0.00 |
| Submitted by    |        | Approved By   |        |
| Date 1          |        |               |        |

# 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.

Account Ledger

Form Header

Detail

|                    |                    |
|--------------------|--------------------|
| Entry Number       | Entry Number       |
| Entry Title        | Entry Title        |
| Category           | Category           |
| Entry Date         | Entry Date         |
| Transaction Amount | Transaction Amount |

Ledger Account Ledger

Layout View

Entry Number 65

Entry Title IT Fees

Category Consulting Fees

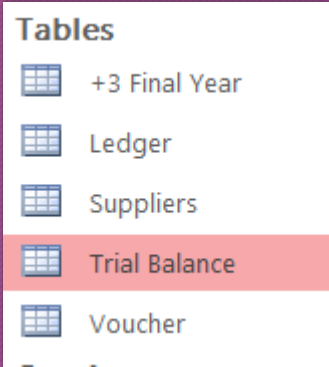
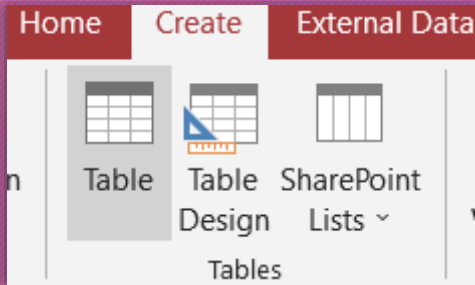
Entry Date 10-12-2021

Transaction Amount ₹ 5,000.00

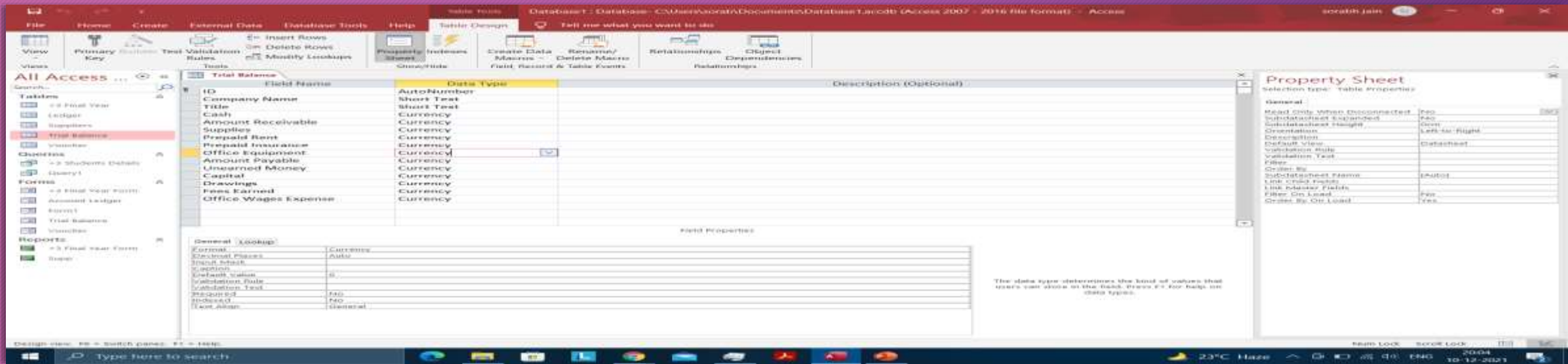


# Create a Trial Balance

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

The screenshot shows the design view of a form titled "Trial Balance". The form has a header section and a detail section. The header section contains a title box labeled "Company Name" and a title box labeled "Title". The detail section contains a table with columns for "Cash", "Amount Receivable", "Supplies", "Prepaid Rent", "Prepaid Insurance", "Office Equipment", "Drawings", "Office Wages Expense", "Amount Payable", "Unearned Money", "Capital", "Fees Earned", and "Total". The "Total" column contains the expression `=([Amount Receivable] + [Amount Payable] + [Capital] + [Fees Earned])`. The form is currently in design view, and the "Trial Balance" form is selected.

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

The screenshot shows the Microsoft Access interface with the "Trial Balance" form in design view. The "Expression Builder" dialog box is open, showing the expression `=([Amount Payable]+[Capital]+[Unearned Money]+[Fees Earned])` in the "Enter an Expression" field. The "Expression Elements" pane shows the "Field List" category, and the "Expression Values" pane shows the "Amount Payable" field. The "Property Sheet" is also open, showing the properties for the "Text154" text box. The "Control Source" property is set to `=([Amount Payable]+[Capital]+[Unearned Money]+[Fees Earned])`. The "Text Format" property is set to "Plain Text". The "Validation Rule" property is set to "Database Default". The "Enabled" property is set to "Yes". The "Locked" property is set to "No".



|     |
|-----|
| x   |
| ame |
| Off |

|        |
|--------|
| 150.00 |
| ₹ 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 Payable | ₹ 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.

