Vidya Bhawan Balika Vidyapith

Shakti Utthan Ashram, Lakhisarai – 811311 (Bihar)

Chapter:- 2. INTRODUCTION TO MICROSOFT ACCESS 2013

CLASS- VIIIth   SUB TEACHER :- VIKASH KR. RAJAK

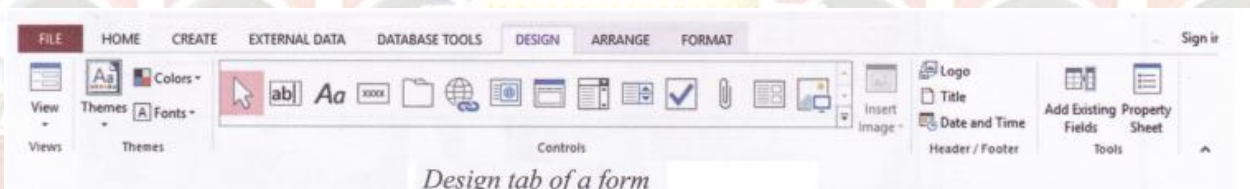SUBJECT:- IT   DATE :-   31/05/2020
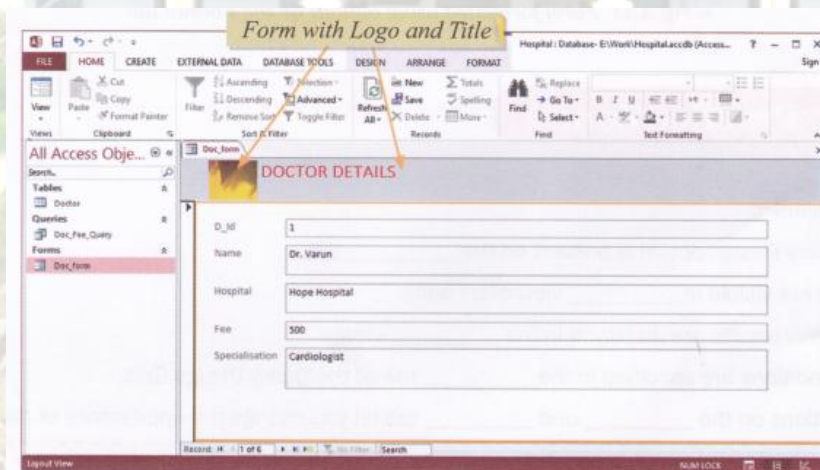
📖 Topic :- Formatting a Form.

➢ **Formatting a Form:-**

We can change the appearance of the form using the various options on the Design and Format tabs. Let us use some of these options.

Using the Design tab, we can add a logo and title to your report by making use of Logo and Title option in the Header/Footer group on the Design tab.
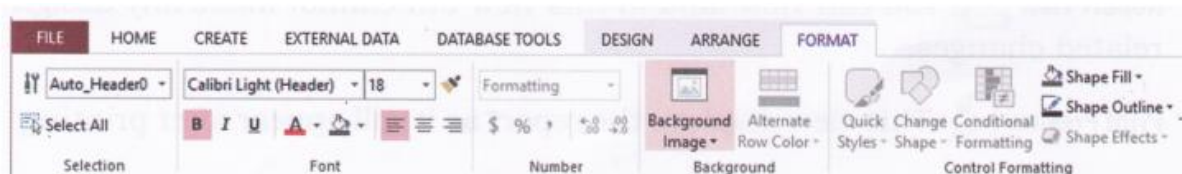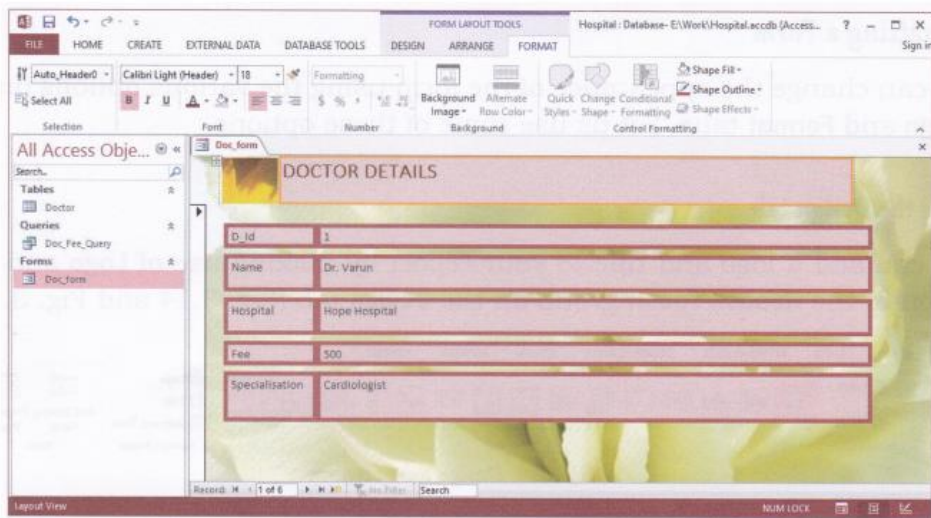

Design tab of a form

Form with logo and title

☞ **Using the Format tab:-**

We can format the font (size, colour, alignment), add a background image, change the colour of shapes and so on. Using the options on the Format tab.

Format tab of a form

Form formatted using options on the Format tab

➢ **REPORT**:- **Reports are used to present data from tables or queries in a format that can be printed. Printouts of report cards, invoices are examples of reports. We cannot make changes to the data in a report. We can work on a report in four views.**

● **Report View:-** **We can view data in this view but cannot make any design related changes.**

● **Print Preview:-** **This view displays the report as it will appear after printing.**

● **Design View:-** **Design view displays only the structure of our report. In this view we cannot see the underlying data, but we can perform some tasks in Design view that we cannot perform in Layout view such as view the Header and Footer sections.**

● **Layout View:-** **We can view the data and make changes in the report such as change the size of various controls.**

✎ **Homework (Based on study material of 30-05-20)**

Answer the following questions:-

1. **What is a Form?**

2. **In how many ways we can work on form?**

3. **Write the steps for creating a form?**

4. **What is Design View?**