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5 More with Microsoft Access 2010



Quick Glance



After completing the chapter you will be able to

create a Report.

create Report using Report Wizard.

create simple report using Report Tool.

save a Report.

The database of any organization may contain a huge amount of data, moreover, it may consist of multiple tables. When the number of record in a table increases, it becomes difficult for any user to extract a specific information. For this Microsoft Access 2010 provides some tools.

CREATING A REPORT

We can use Report to display data from a table in an appealing way. It helps us to present the data in an organized manner. The report automatically includes all the fields of the table. The fields are displayed in the same manner as they are in the table.

The portion at the top of the report contains a custom title. It is known as page header. The contents of this page header are displayed at the top of each page. The lines that are printed for each record contain only those fields that are specified by the user. These are called Detail Lines.

CREATING A SIMPLE REPORT USING REPORT TOOL

A simple report can be created using the Report tool as it generates a report immediately. It does not prompt for information. The report can be saved for future reference. It can also be modified in Layout View or Design View.

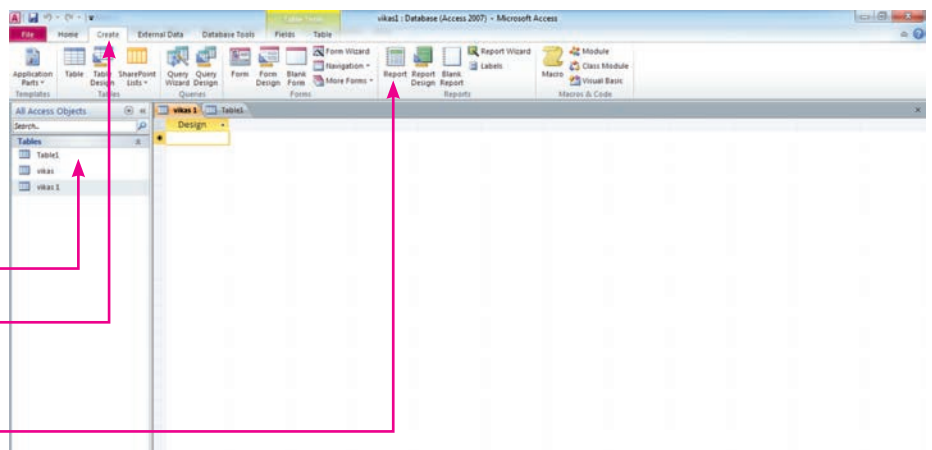
Follow the steps given below to create a simple report using Report tool:

Step 1: Open Microsoft Access database.

Step 2: Click on the table or query based on which we want to create the report.

Step 3: Click on the Create Tab.

Step 4: Click on the Report Option.





Overview of Microsoft Access 2013

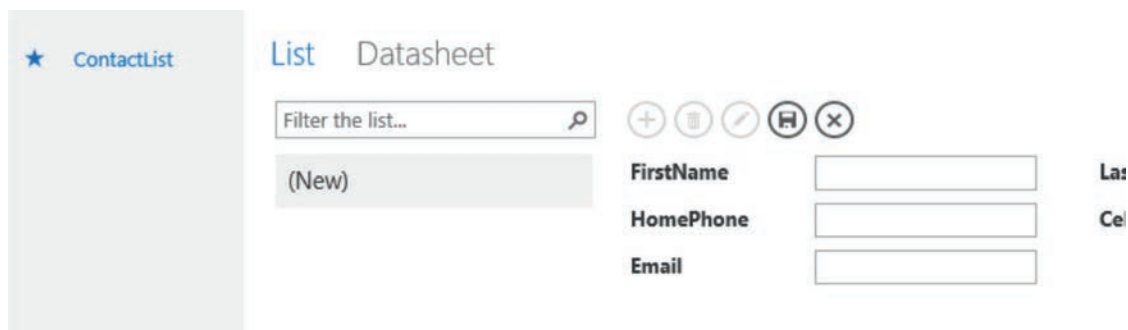


MS Access 2013 is a new application model that is designed for one purpose to simplify web development much like earlier versions of MS Access with Windows development. MS Access 2013 enables subject matter experts to create quickly an application that can be used to run their business.

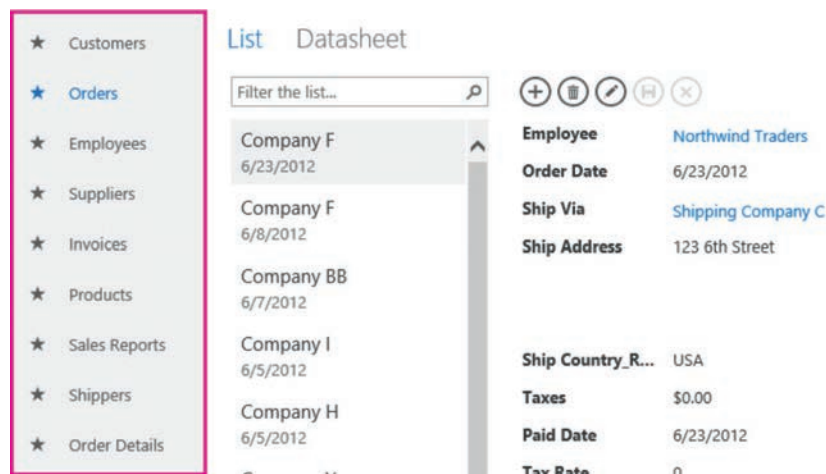
Views in MS Access

Views (known as “forms” in Access desktop databases) provide the means by which users will interact with your MS Access app. Views in MS Access 2013 apps contain a common set of user interface element that enable rapid creation of new apps.

MS Access 2013 is designed to enable us to create functional views with little intervention. When we create a new table, MS Access automatically creates two views. The figure given below is a new table with the automatically created views.



Views are organized by the tables. They are bound to a tile in the Tile Pane. By default, each table is represented by a tile in the Tile Pane.



The above Tile Pane is showing the Orders table selected in the Tile Pane.

