

Chapter 7

MICROSOFT ACCESS FORMS AND REPORTS

Q1. What is a form? Also discuss its uses and advantages.

Ans.

Form:

- A form is a type of a database object that is primarily used to enter or display data in a database.
- A form is constructed from a collection of individual design elements.
- These elements are called controls.
- The common elements are text boxes, labels, check boxes etc. these elements are used for different purposes.

Uses of Form

- Form is used to add data in the database
- It is used to delete data from the database.
- Using form data can be modified in the database.
- Data can be viewed using forms.
- Data can also be searched with the help of forms.
- You can also use a form as a switchboard that opens other forms and reports in the database.
- Forms are also used as a custom dialog box that accepts user input and carries out an action based on the input.

Advantages of Forms

Easy to Use: Forms are easier to use. It contains simple graphical components that simplify the process of data manipulation.

User Friendly: Layout of forms is graphical and user friendly. Anyone can work on them easily.

No Technical Expertise Required: An ordinary user can use the forms for data entry. No technical knowledge or training is required for simple forms.

Time Saving: Forms require less time to enter data. Access provides master detail forms to enter data more conveniently.

Flexibility: Forms are very flexible in its layouts. Many layouts are available in MS-Access for the ease of use.

Q2. Write down the procedure of creating form using wizard.

Ans.

Create Form by Using Wizard

1. In **database** window select **form** from the object pane.
2. Select the **create form by using wizard** option.
3. A dialog box will appear.

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries
Query: Alphabetical List of Prodi

Available Fields:

- ProductID
- SupplierID
- QuantityPerUnit
- UnitPrice
- UnitsInStock
- ReorderLevel**
- Discontinued
- CategoryName

Selected Fields:

- ProductName
- CategoryID
- UnitsOnOrder**

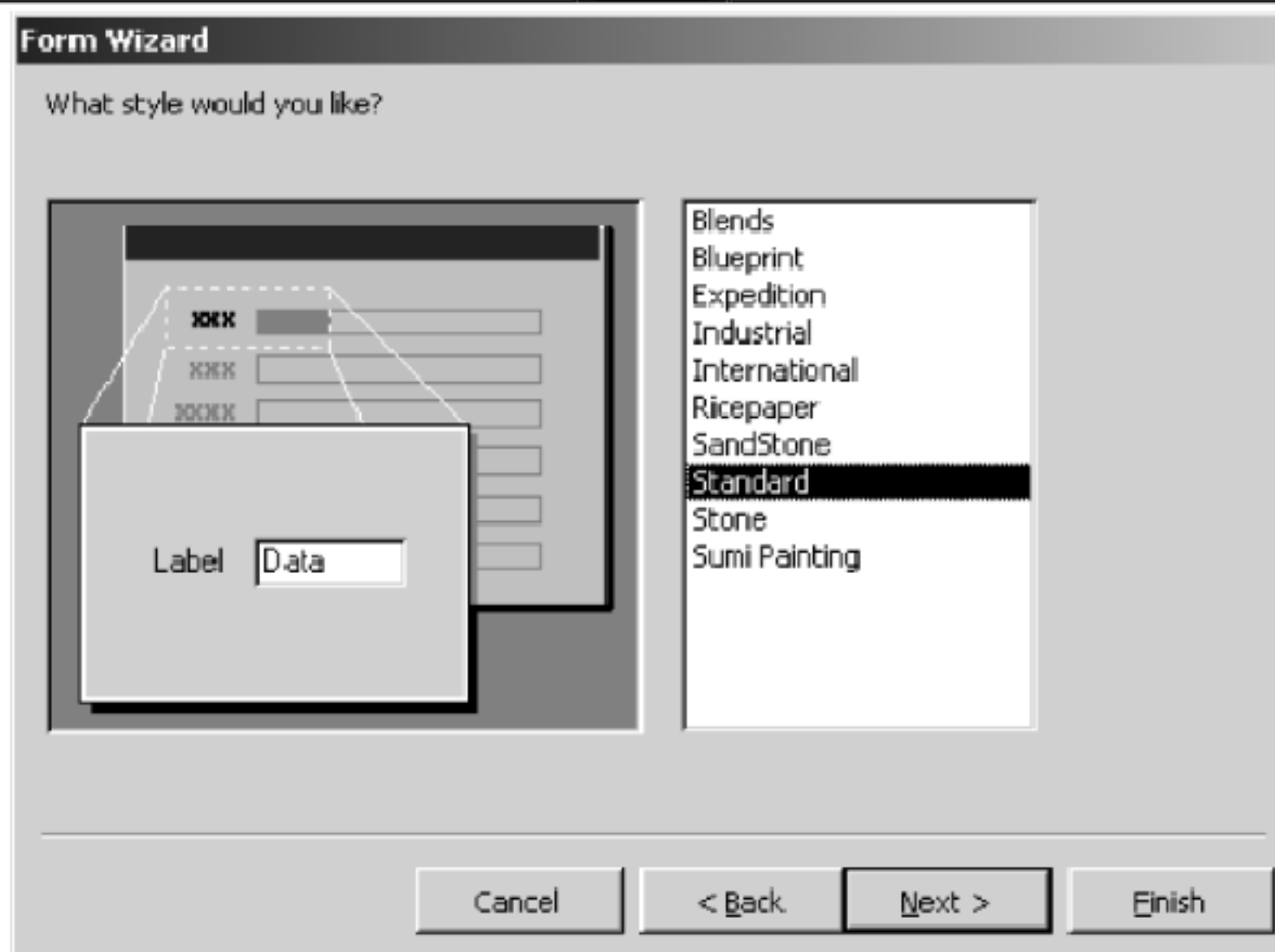
Buttons: > >> < <<

Buttons: Cancel < Back Next > Finish

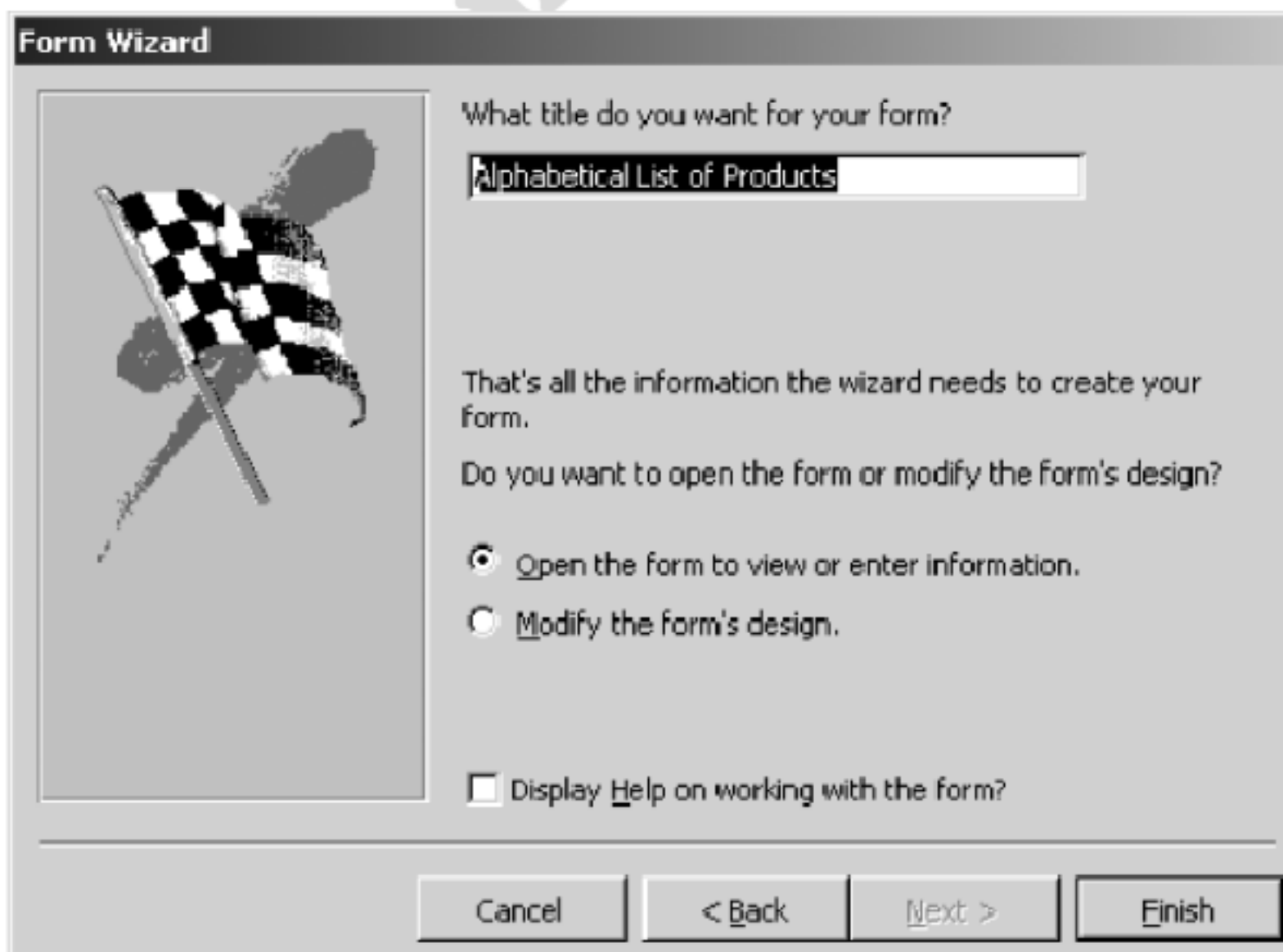
4. From here select the **table/queries** and then also select a field or set of fields from **available fields**. This selection can be done by using arrow button. After this press next button.



5. At this screen we can select the **layout** of the form. Press next button



6. Now select the visual **style** for the form and press next button.



7. This is the final screen for form creation. Here enter the name for form and press finish button.

Q3. Discuss different layouts of a form in MS-Access.

Ans.

Form Layouts

There are four layouts for forms in MS-Access.

- **Columnar Form**

- Columnar form is used to display one record at a time.
- It displays text boxes and labels for each field.
- Columnar form provides a record navigation bar to traverse through records.

The screenshot shows a Microsoft Access form titled "Customers". The form is in Columnar layout, displaying one record at a time. The fields and their values are as follows:

Field	Value
Customer ID	ALFKI
Company Name	Alfreds Futterkiste
Contact Name	Maria Anders
Title	Sales Representative
Address	Obere Str. 57
City	Berlin
Region	
Postal Code	12209
Country	Germany
Phone	030-0074321
Fax	030-0076545

At the bottom of the form, there is a record navigation bar that says "Record: 1 of 91".

- **Justified Form**

- This form is used to display one record at a time.
- The fields are justified according to the window.
- The labels are displayed on the top of each field.

Alphabetical List of Products

Product ID	Product Name	Supplier		
	Chef Anton's Cajun Seasoning	New Orleans Cajun Delights		
Category	Quantity Per Unit	Unit Price	Units In Stock	
Condiments	48 - 6 oz jars	\$22.00	53	
Units On Order	Reorder Level	Discontinued	Category Name	
0	0		Condiments	

Record: 4 of 69

- **Tabular Form**

- In tabular forms multiple records are displayed with fields in columns and records in rows.
- Each row represents a record.
- It is best for the situation when you want to display a few records and of narrow fields and you want to see several records at the same time.

Employees1

Last Name	First Name	Title	Address	Postal	Country	Home Phone
Davolio	Nancy	Sales Represent.	507 - 20th Ave. E.	98122	USA	(206) 555-985
Fuller	Andrew	Vice President, S	908 W. Capital Way	98401	USA	(206) 555-948
Leverling	Janet	Sales Represent.	722 Moss Bay Blvd.	98033	USA	(206) 555-341
Peacock	Margaret	Sales Represent.	4110 Old Redmond Rd.	98052	USA	(206) 555-812
Buchanan	Steven	Sales Manager	14 Garrett Hill	SW1E	UK	(71) 555-4848
Suyama	Michael	Sales Represent.	Coventry House	EC2 7L	UK	(71) 555-7773
King	Robert	Sales Represent.	Edgeham Hollow	RG1 9	UK	(71) 555-5598
Callahan	Laura	Inside Sales Coor	4726 - 11th Ave. N.E.	98105	USA	(206) 555-118
Dodsworth	Anne	Sales Represent.	7 Houndstooth Rd.	W/G2 7	UK	(71) 555-4444
*						

Record: 6 of 9

- It saves time of scrolling records to analyze them.
- **Datasheet Form**
 - A datasheet form displays data in datasheet view.
 - Each row displays one record at a time.

- Datasheet form provides record navigation bar to navigate through different records.
- This type of form is often used for the basis of sub form.

Alphabetical List of Products1

	Product ID	Product Name	Supplier	Category
▶	1	Chai	Exotic Liquids	Beverages
	2	Chang	Exotic Liquids	Beverages
	3	Aniseed Syrup	Exotic Liquids	Condiments
	4	Chef Anton's Cajun Seasoning	New Orleans Cajun Del	Condiments
	6	Grandma's Boysenberry Spread	Grandma Kelly's Home	Condiments
	7	Uncle Bob's Organic Dried Pears	Grandma Kelly's Home	Produce
	8	Northwoods Cranberry Sauce	Grandma Kelly's Home	Condiments
	10	Ikura	Tokyo Traders	Seafood
	11	Queso Cabrales	Cooperativa de Quesos	Dairy Products
	12	Queso Manchego La Pastora	Cooperativa de Quesos	Dairy Products
	13	Kenku	Maumilla	Seafood

Record: 1 of 69

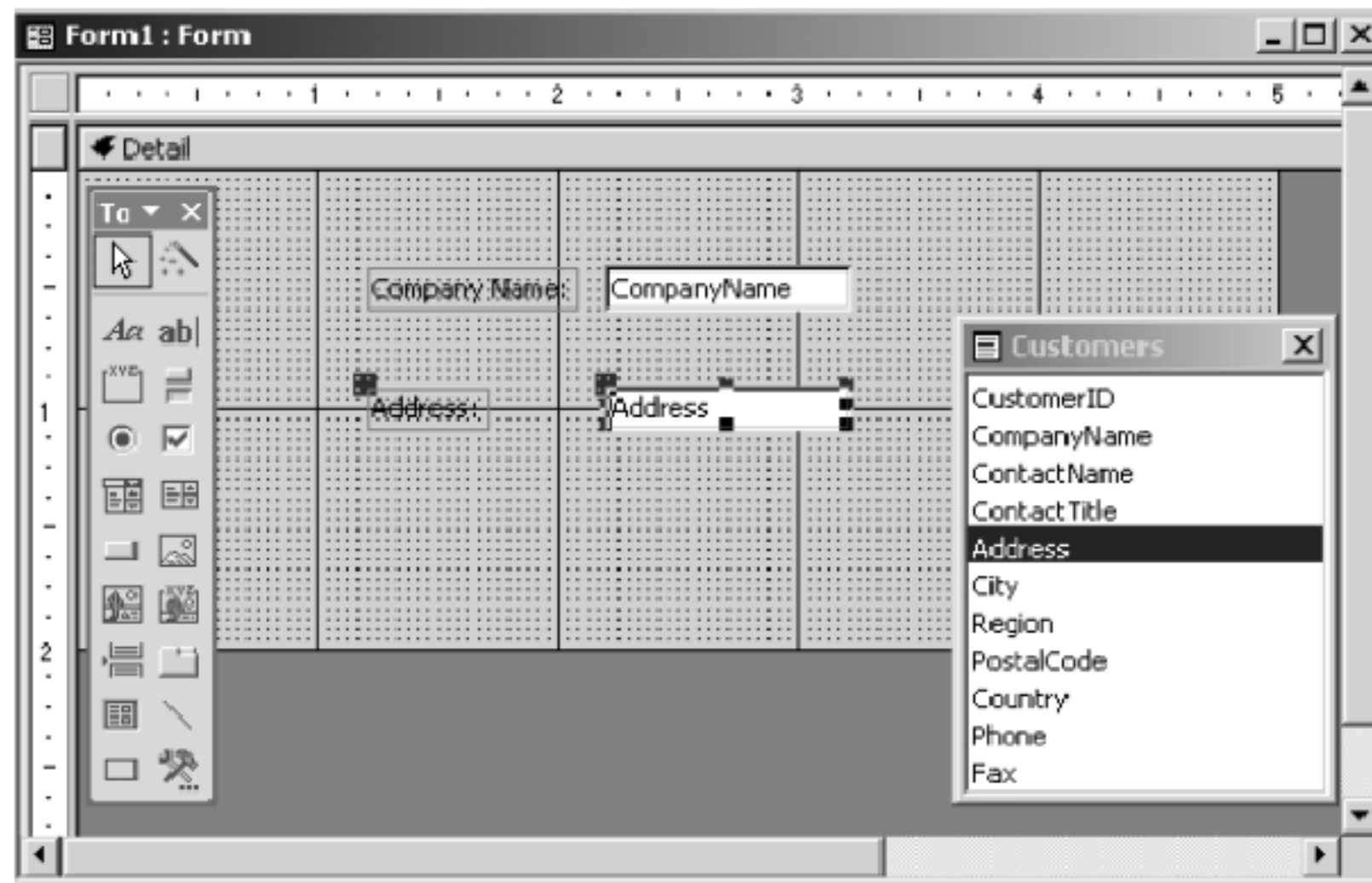
Q4. Write down the procedure of creating form using design view.

Ans.

Create Form in Design View

To create form in **design view** follow the following steps

1. Select **form** from the object pane.
2. Select the **create form by using wizard** option.



3. A form in design view will appear.
4. Add controls from the toolbar to the form and set their control source property.
5. After placing all the required fields and their labels on the form right click the button at left upper corner.
6. Select the form view and see the form you have just designed in data entry mode.

Points to consider while Editing Forms

- **Grid lines**

- By default horizontal and vertical dotted lines appears on the form in design view.
- These are called gridlines.
- These lines are very helpful while placing controls on the form and make them aligned to each other and to the form.

- **Snap to Grid**

On the Format menu, click **Snap To Grid**.

If **Snap To Grid** is turned on, when you create a control by clicking the form, report, or data access page, Microsoft Access aligns the upper-left corner of the control to the

grid. If you create a control by dragging, Access aligns all corners of the control to the grid. If you move or resize an existing control, Access lets you move the control or its boundary from grid point to grid point only.

When **Snap To Grid** is turned off, Access ignores the grid and lets you place, move, or resize controls anywhere on the form, report, or data access page.

- **Resizing Object**

- Select the control or controls that you want to resize.
- To select more than one control, hold down the SHIFT key and click each control, or drag a rectangle over the controls.
- Drag the sizing handles until the control is in the size you want.

- **Change Form Object Type**

The object of the form can be changed easily without creating a new form. The form object type can be changed as follows.

1. Right click on the object with the mouse
2. Select change to option
3. Select and available object type from the list

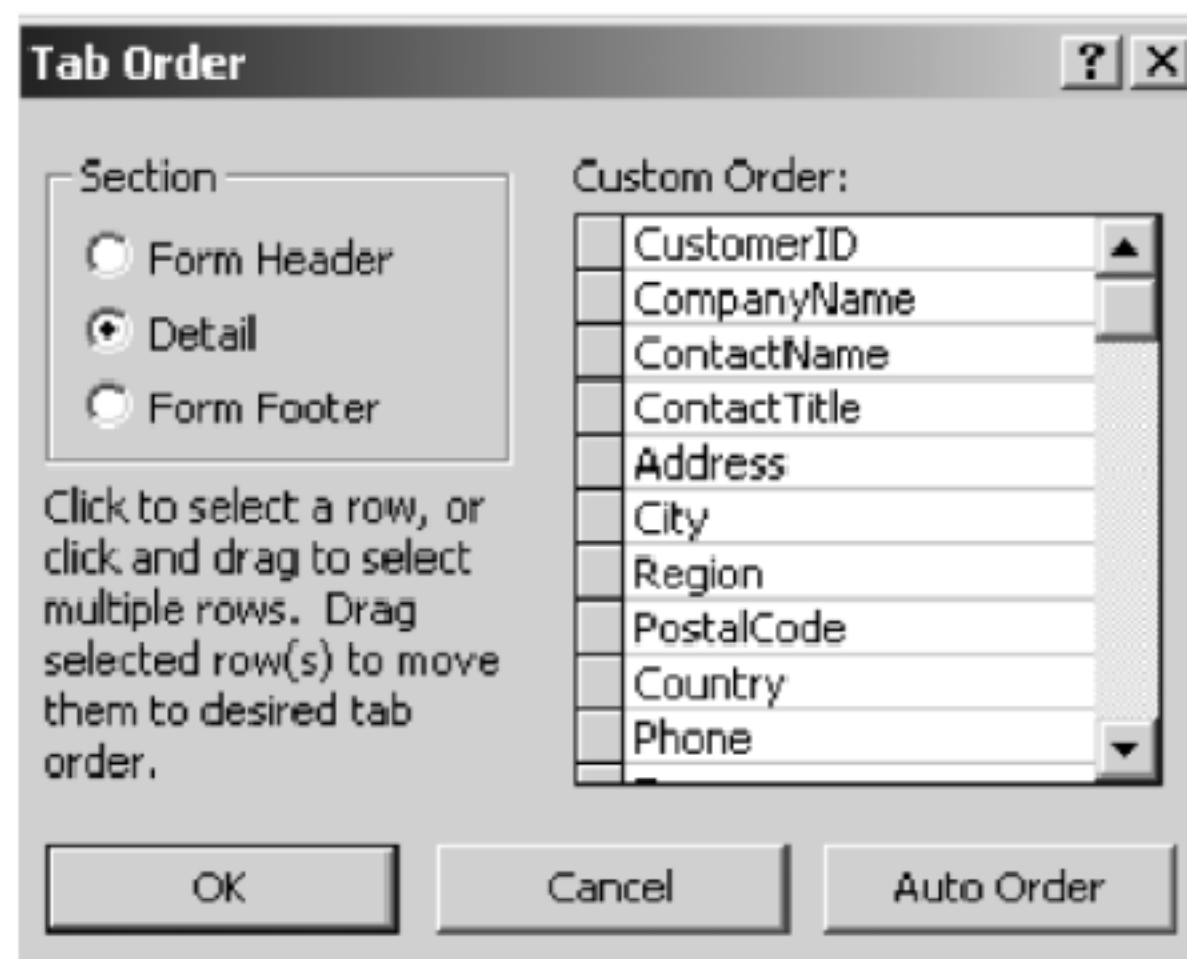
- **Label/Object Alignment**

Each form object and its label are bounded. Both move together when any of them is moved. The user can change the position of the object and label in relation to each other.

- **Tab Order**

This option is used to alter the tab of objects on form. The user can change the order as follows.

1. Select tab order from view menu
2. Click the gray box before the row whose tab order is to be changed.
3. Drag it to a new location and release the mouse button.



- **Form Appearance**

The form appearance can also be changed as follows

1. Right click on the form and select color from Fill back color option.



2. Change the color of individual form object by highlighting the object and selecting a color from font fore color from formatting toolbar.
3. the font, font size, font effect, font alignment, and border can also be modified using formatting toolbar.

- **Page Header and Footer**

Header and footer added to the form will only appear when printed.

1. Select page header /footer from view menu
2. Select page numbers from insert menu
3. Select date and time from insert menu

Q.5 What is a toolbox briefly describe the controls available on the toolbox?

Ans. Toolbox:

The toolbox contains a set of tools or controls that are used to design a form in Design View.

The toolbox is displayed or hidden using the Toolbox Icon on the toolbar. The Toolbox Icon is a toggle button. Clicking on this icon displays the Toolbox if it is hidden. Similarly, clicking the icon hides the toolbox if it is being displayed.

Toolbox Controls:

Toolbox contains controls that are used to create a form. These controls include buttons, check boxes, text boxes, etc. Toolbox contains most of the tools that are usually needed for creating a form. However, new tools can also be added to the toolbox.

Following is a brief description of the controls available on the Toolbox:

Control	Description
Select Objects	It is not a control. It is used to manipulate the controls on the forms. For example, it is used to select, move, resize, align, etc. controls on the form.
Text Box	It is used to display data from or input data into tables.
Label	It is used to display data. The data displayed is this control cannot be edited directly by the user.
Option Button	It is also called the radio button. Radio buttons are used as a group in which only one radio button can be checked at a time.
Check Box	It is used to get an input from the user. It can have two states: checked and unchecked.
Combo Box	It is used to provide a short list of items.
Command Button	It represents a click-able button on the form. It is used to start an action when it is clicked.
List Box	It is used to provide a list of items.
Image	It is used for displaying images. This control has fewer capabilities than the Picture Box Control.
Line	It is used to draw lines.
Control Wizard	It is used to create the List Box, Combo Box, option Group and command button controls with the help of a wizard.
Option Group	It is used to provide the user a group of options from which only one can be selected. All elements in a group of options are mutually exclusive.
Toggle Button	It is used to either select or not select an option. Both text and pictures can be placed on this button.

Unbound Object Frame	It is used to display an OLE object or picture on the form (or report). The object will remain constant and not change as you move from record to record.
Bound Object Frame	It is used to display (or to edit/add) the OLE object or picture attach to the record. It is used as bound control.
Page Break	It is used as Page Break in Form or report.
Tab Control	It is used to create tabbed with many pages.
SubForm/SubReport	It is used to add a subform (or subreport) into the form. The form that contains the sub forms is called the main form (or Report).
Rectangle	It is used to draw rectangles on the form.
More Controls	It is used to display more controls that are available in MS Access toolbox.

Q.6 What is a control? Explain its different types.

Ans. Control:

A control is a graphical object. It is used to:

- o Obtain and display data from database tables.
- o Input data into database.
- o Perform an action.

Types of Controls:

There are three types of controls. These are:

- o Bound controls.
- o Unbound controls.
- o Calculated controls.

Bound Controls:

The control that is connected to a field of a table is called the bound control. It gets data from a field of the table and displays it on the form. The control source property is used to assign a field of a table to the control. The text box is the most commonly used bound control.

Unbound Controls:

The control that is not directly connected to a table is called the unbound control. These controls are used to display information such as labels and draw lines, rectangles, etc.

Calculated Controls:

The control that contains an expression and displays the calculated data is called the calculated control. The expression usually returns the data from database tables.

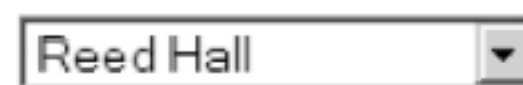
Q7. How to add list and combo boxes on a form?

Ans.

List and Combo Boxes

- List box and combo box are used to display a list, which appears on the screen, from which the user can choose items.
- These objects are used if the possible values are small and limited.
- The user can enter value quickly and easily by using these objects.
- List box and combo box differ in the number of values they display.
- In list box more than one values can be visible at a time but in combo box only one value is visible at a time.
- In combo box all values can be viewed by using its drop down button.

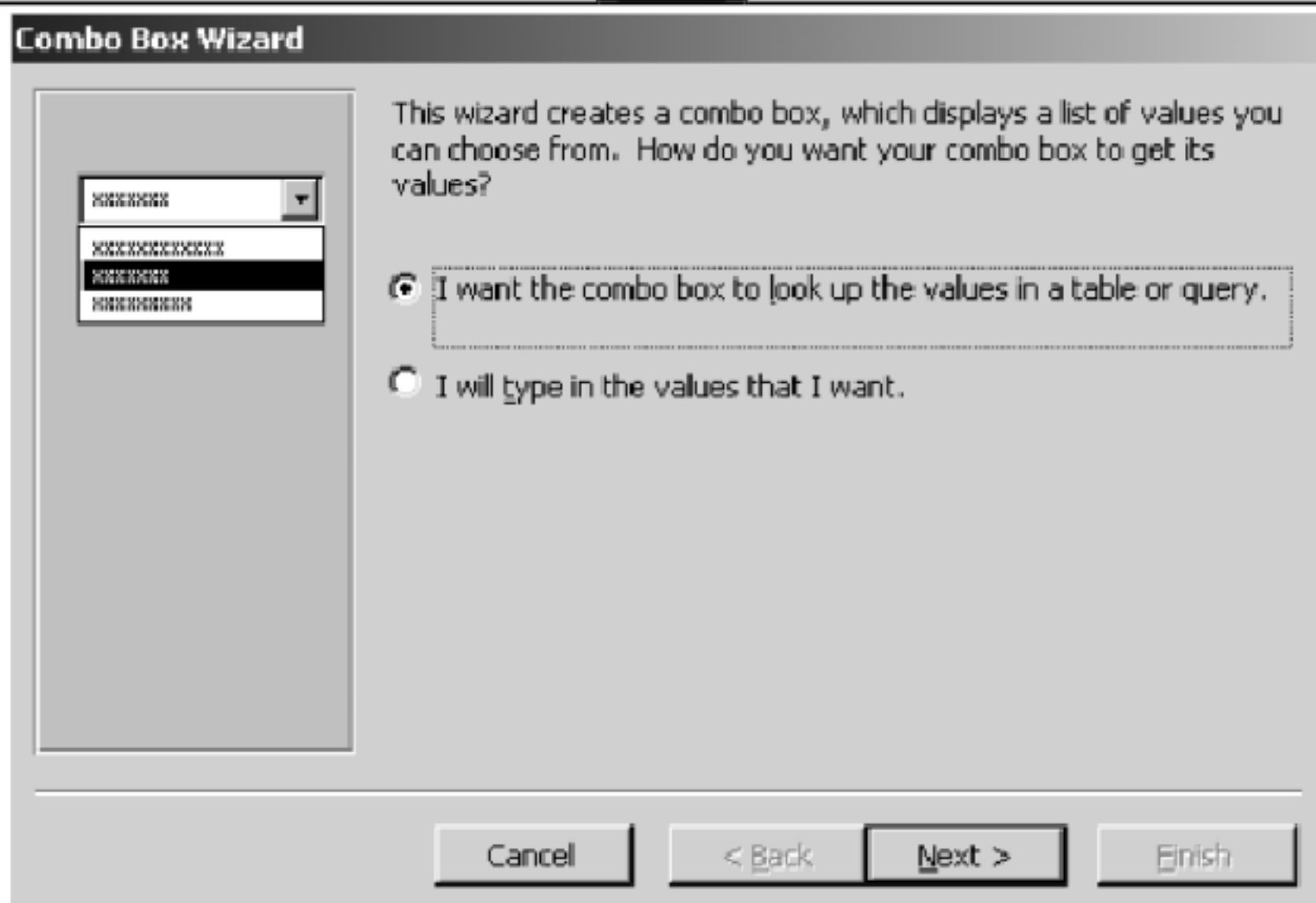
Combo Box



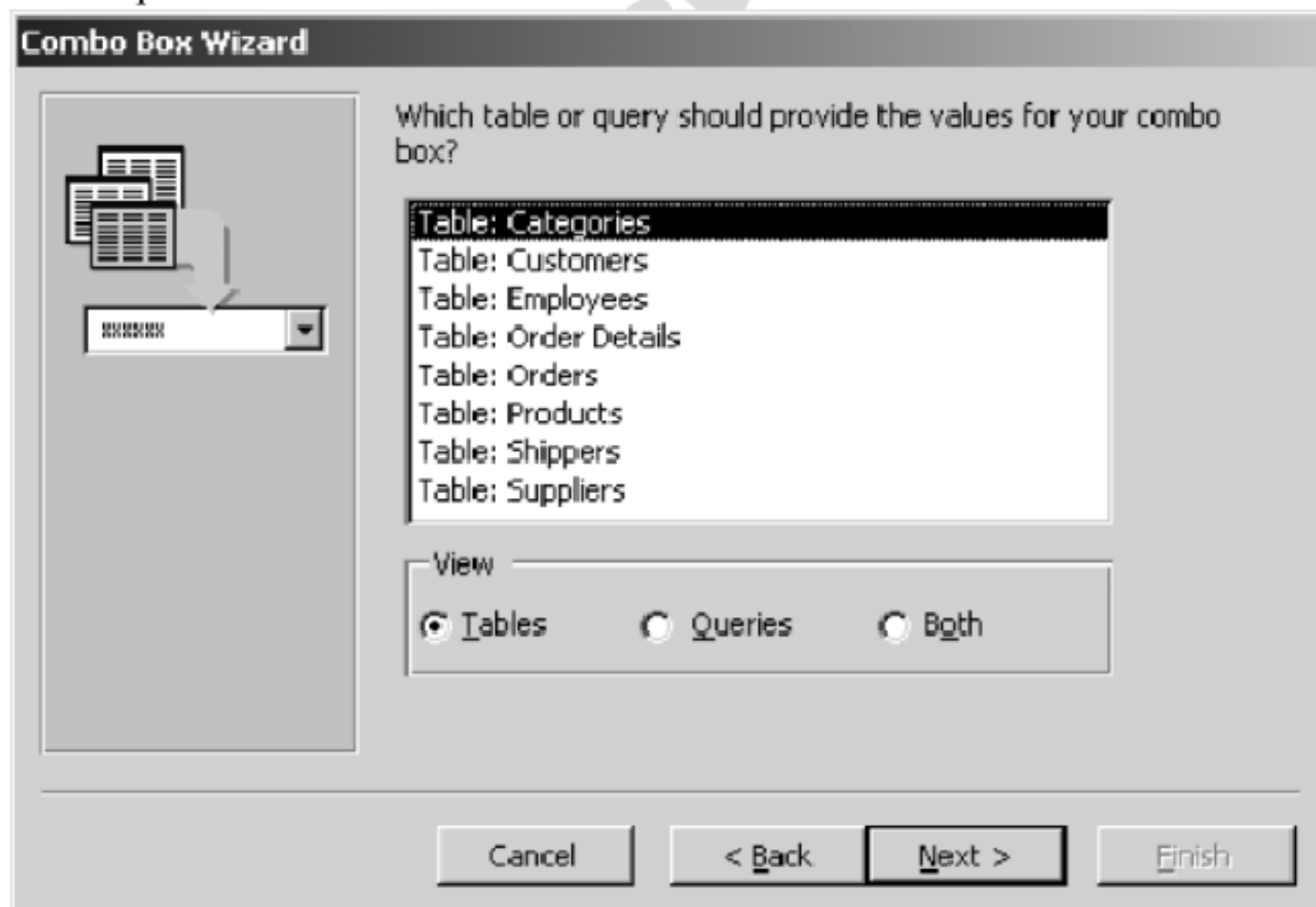
List Box

**Adding list Box and Combo Box to Form**

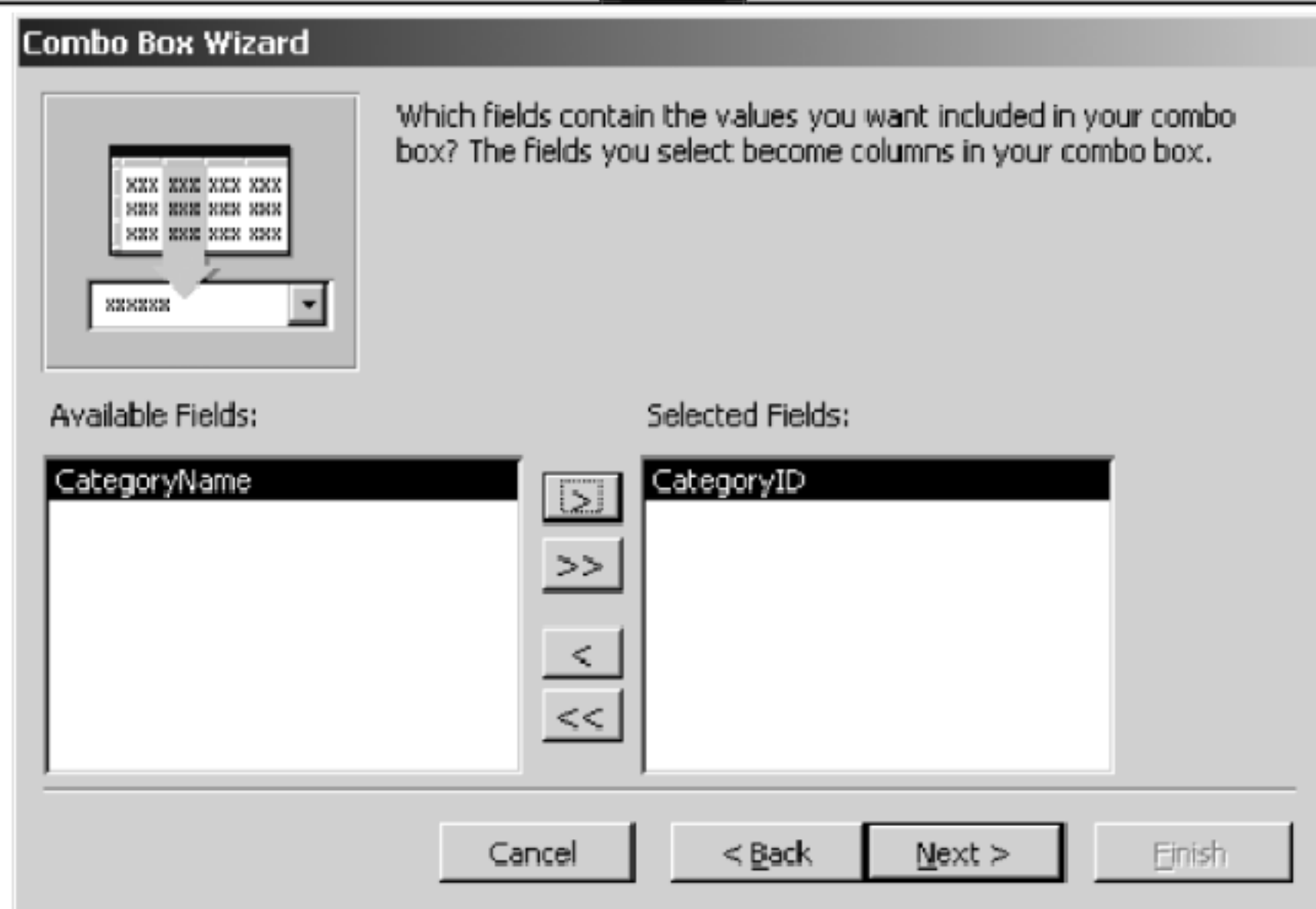
1. Open the form in design view.
2. Select toolbox from view menu.
3. Make sure that control wizards button  is pressed.
4. Click the list or combo box tool button and draw the outline on form.
5. The combo box wizard dialog box will appear.



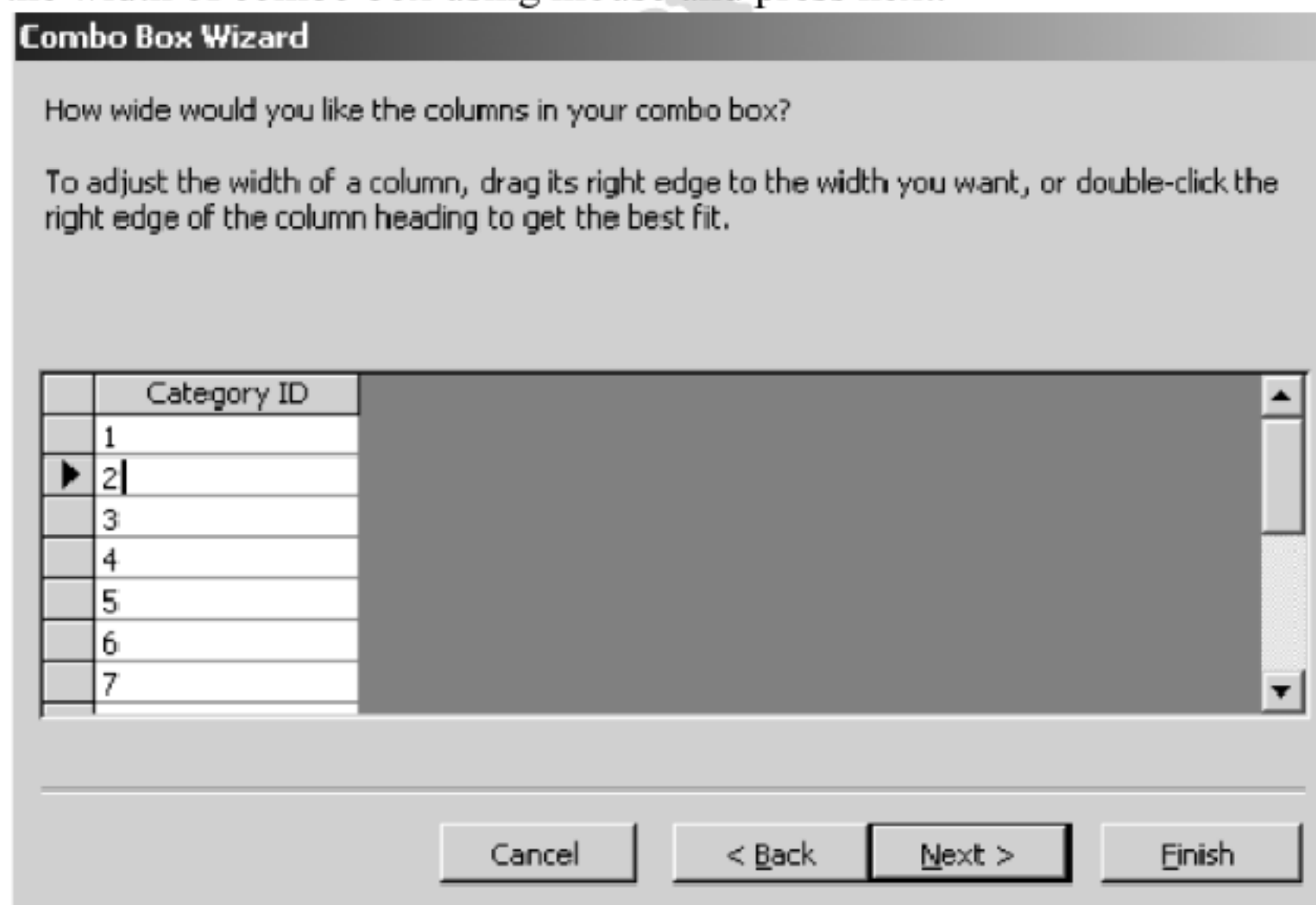
1. Select source type for the list or combo box values and click next.
2. The next option is about selection of values for list box or combo box.



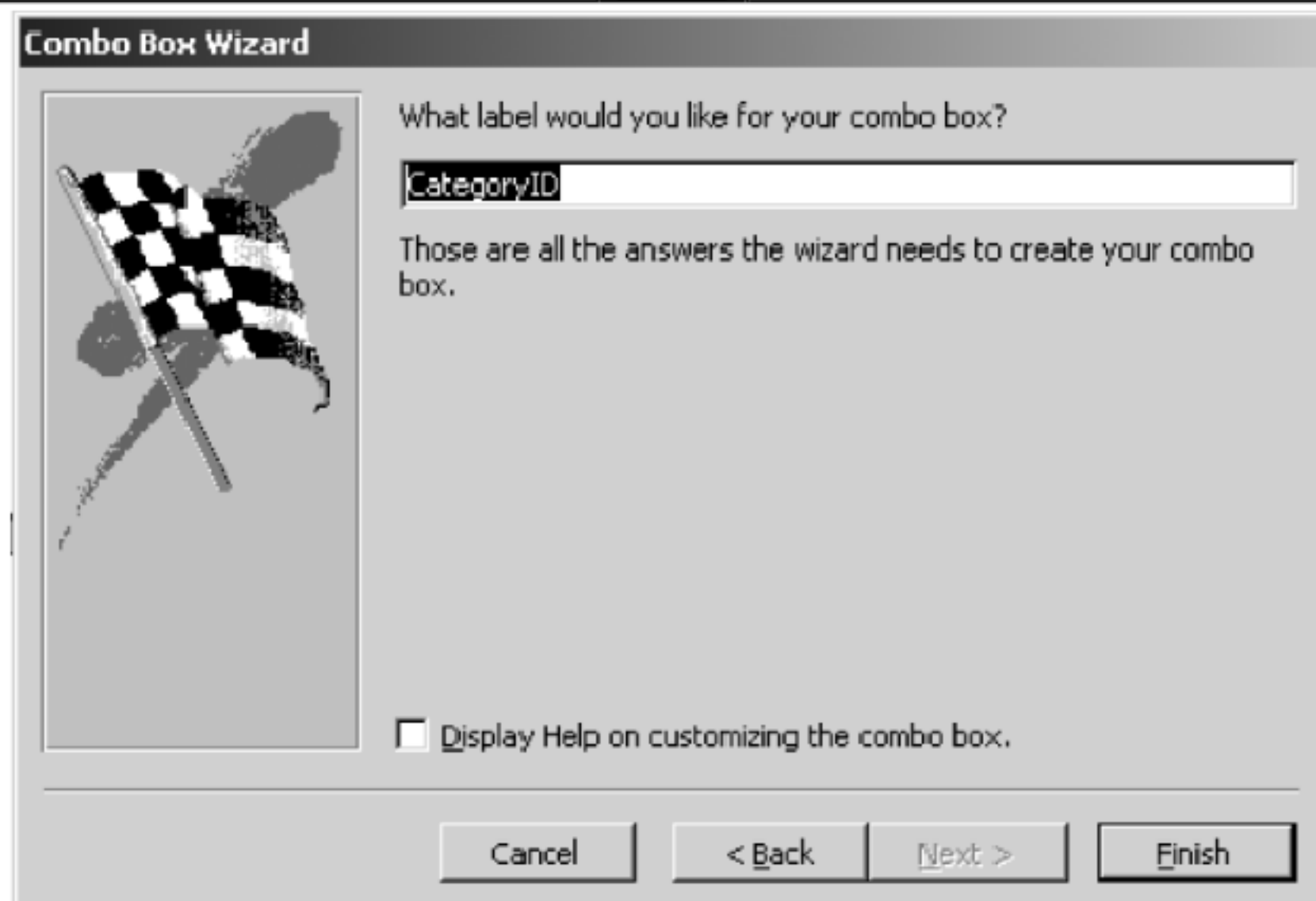
3. Select the table or query from which the value will come to combo or list box.
4. Click next and choose the fields.



5. Set the width of combo box using mouse and press next.



6. The next dialog box tells access what to do with the value that is selected. Choose remember the value for later use.
7. Click next



8. Type the name for the control, which will appear as the label on form.
9. Click finish.

Q8. How to add check boxes and radio buttons on a form?

Ans.

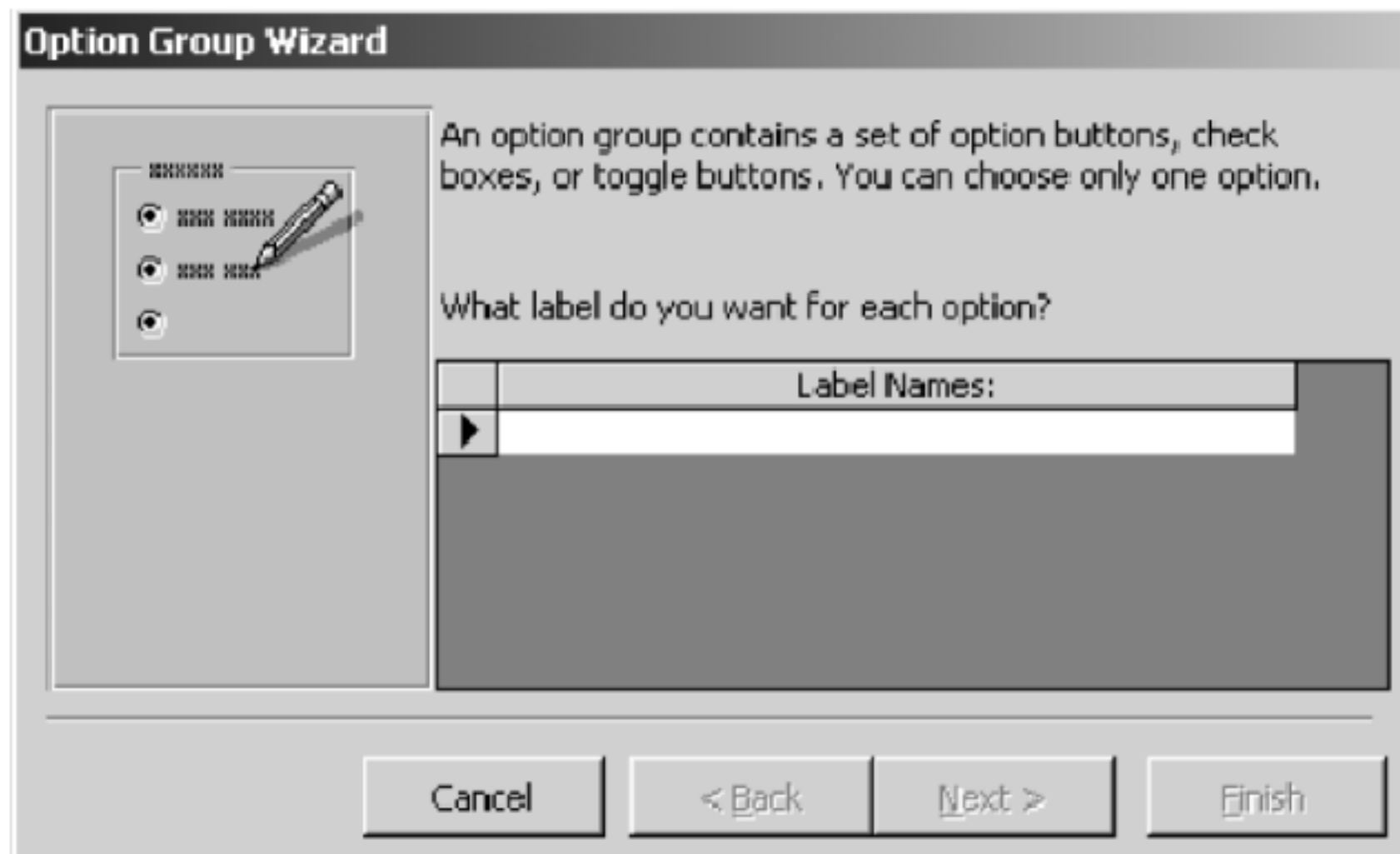
Check Boxes and Radio Buttons

- **Check boxes** are used when one or more than one option may be selected from a list of given options.
- An option is selected by clicking on the check box.
- When an option is selected, a tick mark appears in the box.
- An empty and blank box indicates that the option has not been selected.
- **Radio buttons** are also called option buttons.
- These are used when only one option from many is to be selected.
- These options are mutually exclusive.
- Radio button is selected using mouse by pressing the circular region.

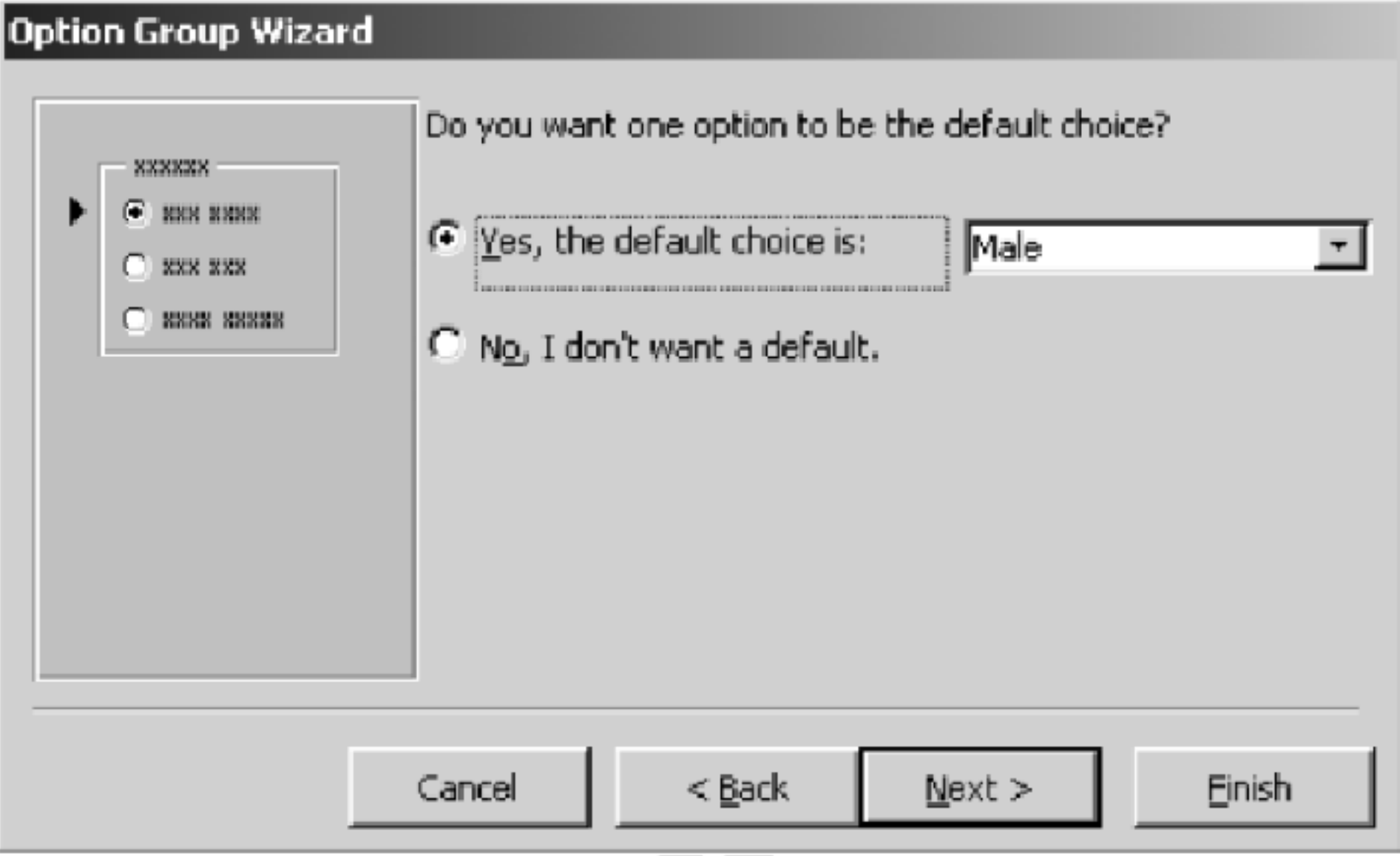
Adding Check Boxes and Radio Buttons to Form

1. Open the form in design view.
2. Select toolbox from view menu.
3. Make sure that control wizard button  is pressed.
4. Click the option group and draw the outline on form.

5. The option group wizard dialog box will appear.



6. Enter the label names and press next



The Option Group Wizard dialog box is shown. On the left, there is a preview of an option group with three radio buttons, each with a label. The first radio button is selected. The main area of the dialog asks, "Do you want one option to be the default choice?". There are two radio buttons for this question. The first radio button is selected and is labeled "Yes, the default choice is:". To the right of this radio button is a text box containing the word "Male". The second radio button is labeled "No, I don't want a default.". At the bottom of the dialog are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Option Group Wizard

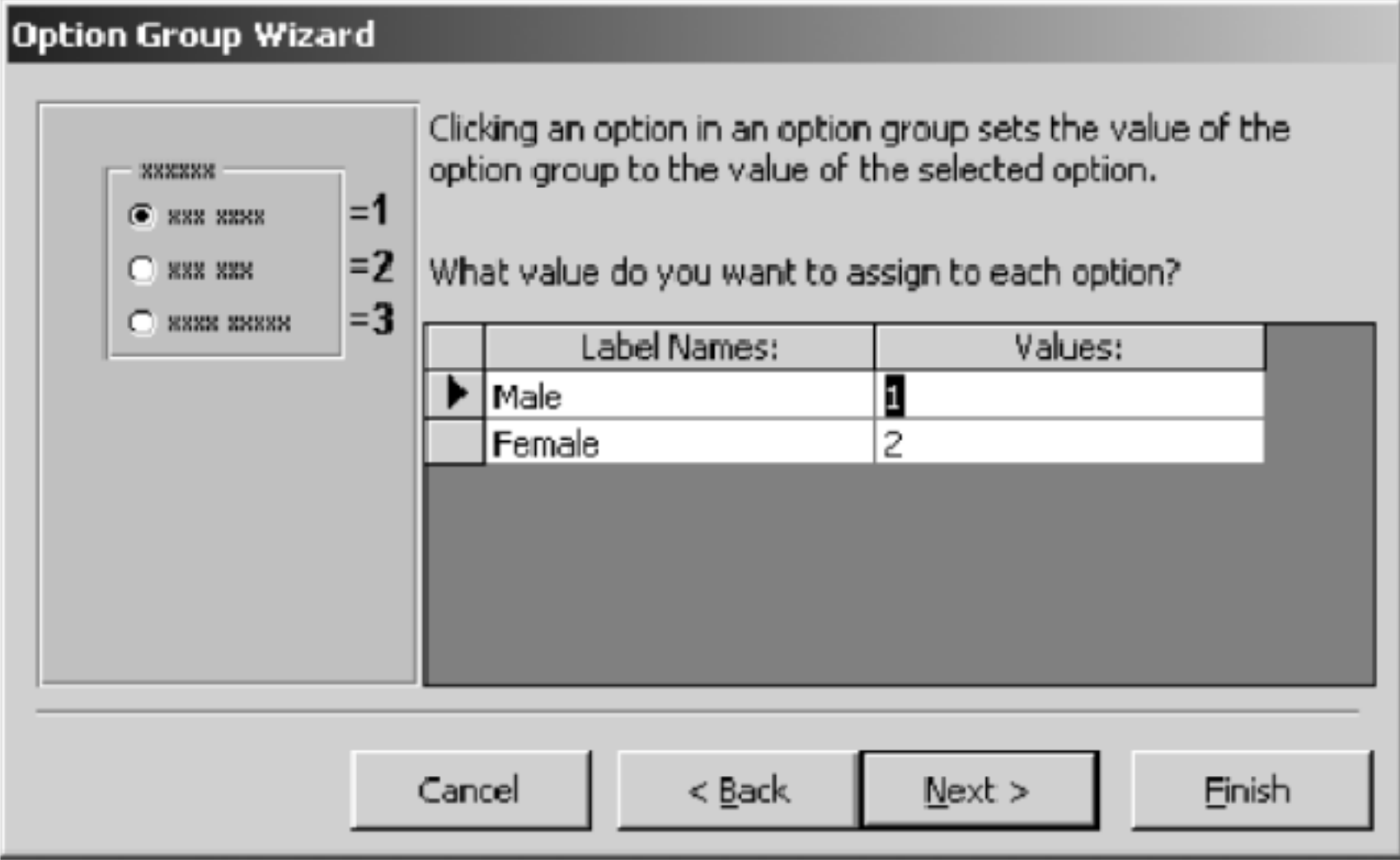
Do you want one option to be the default choice?

☒ Yes, the default choice is: Male

☐ No, I don't want a default.

Cancel < Back Next > Finish

7. Select the default choice value and press next button.



The Option Group Wizard dialog box is shown. On the left, there is a preview of an option group with three radio buttons, each with a label. The first radio button is selected. To the right of the preview, the values for each option are listed: "=1", "=2", and "=3". The main area of the dialog asks, "Clicking an option in an option group sets the value of the option group to the value of the selected option." Below this, it asks, "What value do you want to assign to each option?". There is a table with two columns: "Label Names:" and "Values:". The first row has "Male" in the "Label Names:" column and "1" in the "Values:" column. The second row has "Female" in the "Label Names:" column and "2" in the "Values:" column. At the bottom of the dialog are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Option Group Wizard

Clicking an option in an option group sets the value of the option group to the value of the selected option.

What value do you want to assign to each option?

Label Names:	Values:
Male	1
Female	2

Cancel < Back Next > Finish

8. Confirm the value for choices and press next button

Option Group Wizard

What type of controls do you want in the option group?

☒ Option buttons

☐ Check boxes

☐ Toggle buttons

What style would you like to use?

☒ Etched

☐ Flat

☐ Raised

☐ Shadowed

☐ Sunken

Cancel < Back Next > Finish

9. Choose the type and style of option group and press next.

Option Group Wizard

What caption do you want for the option group?

Frame

That's all the information the wizard needs to create your option group.

☐ Display Help on customizing the option group.

Cancel < Back Next > Finish

10. Type the caption for the option group and click finish.

Q9. How to add command button on a form?

Ans.

Command Buttons

- Command button is used to perform a task associated to it.
- It works like an action button and do the thing for which it is being programmed.

Adding Command Buttons to Form

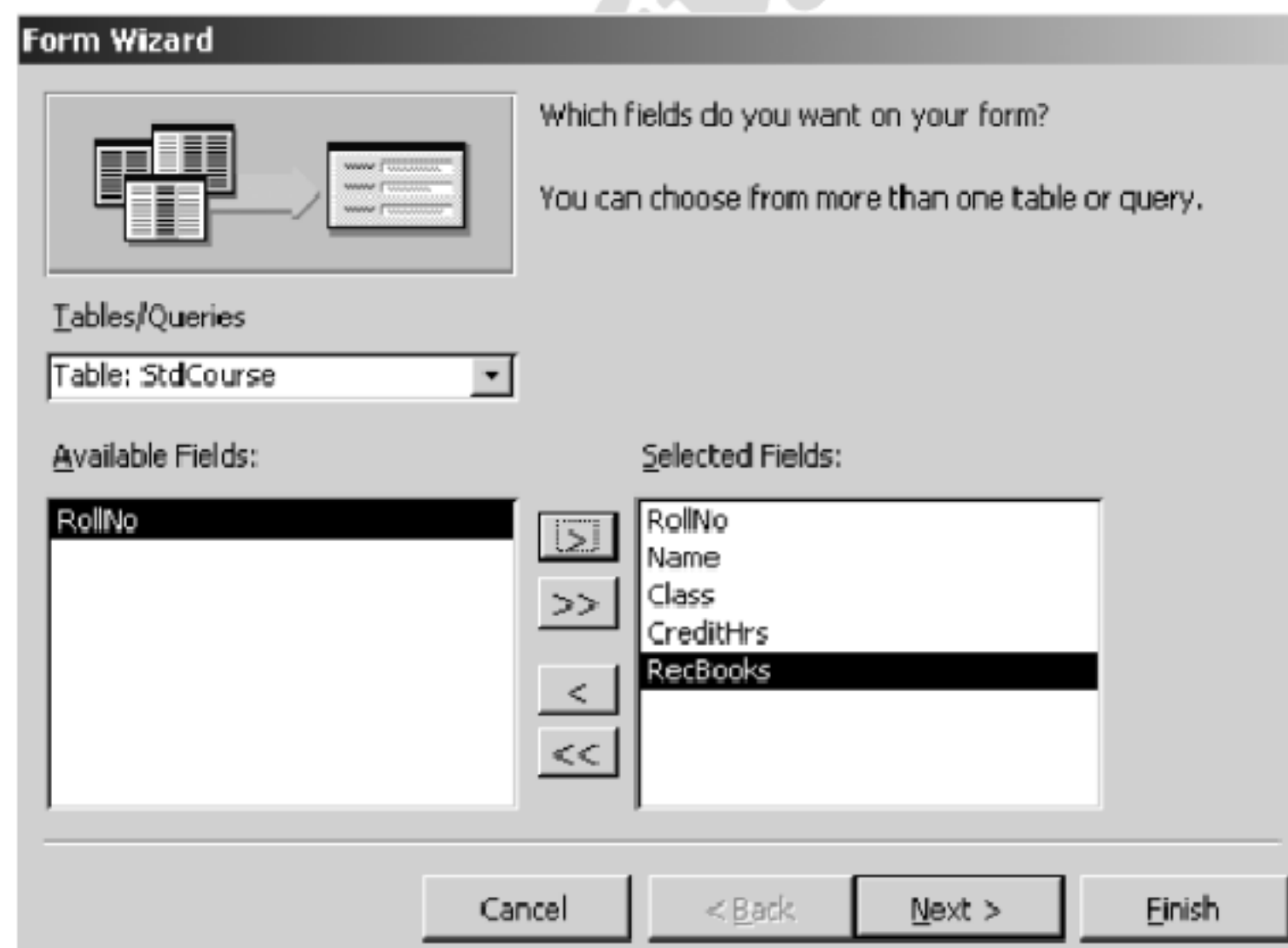
1. Open the form in design view.
2. Select toolbox from view menu.
3. Make sure that control wizard button  is pressed.
4. Click the command button and draw the outline on form.
5. The command button wizard will appear.



6. Here action categories are appeared.
7. Select an action and press next button.
8. Follow the wizard instructions and proceed.
9. Choose appearance.
10. Enter the name of the button.

**Q.10 How to create the form using wizard:**

1. Double click the create form using wizard in database window.



2. Select the table or query and its fields for main form.
3. Now select the table or query and its fields for sub form.
4. Select form with sub form and press next button.

Form Wizard

How do you want to view your data?

by Student
by StdCourse

RollNo, Name
Class, CreditHrs, RecBooks

☒ Form with subform(s) ☐ Linked forms

Cancel < Back Next > Finish

5. Now select the layout for subform and press next button.

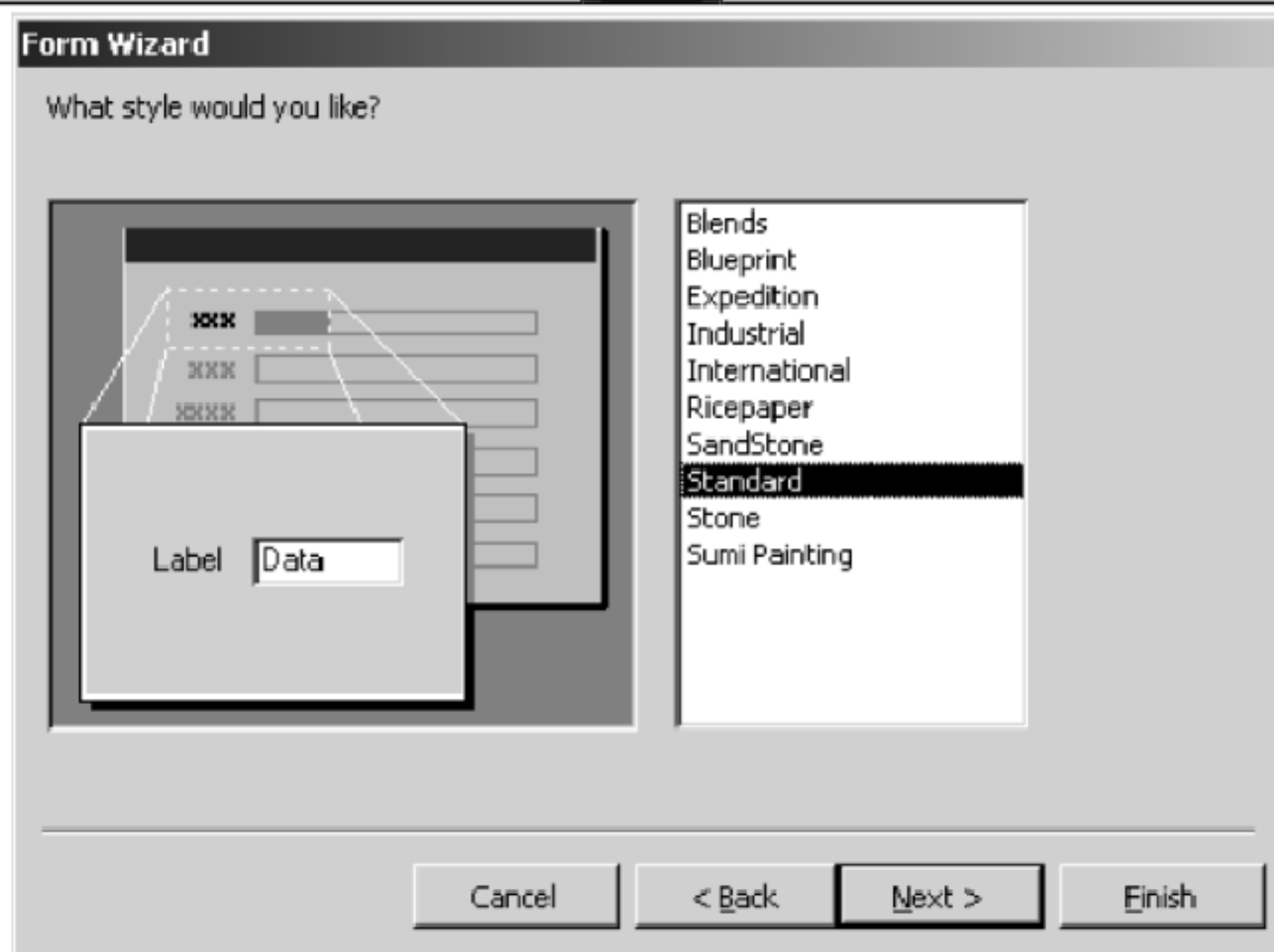
Form Wizard

What layout would you like for your subform?

Tabular
☒ Datasheet
PivotTable
PivotChart

Cancel < Back Next > Finish

6. Select the style for the form and press next button.



7. Give the name to form and subform and press finish button

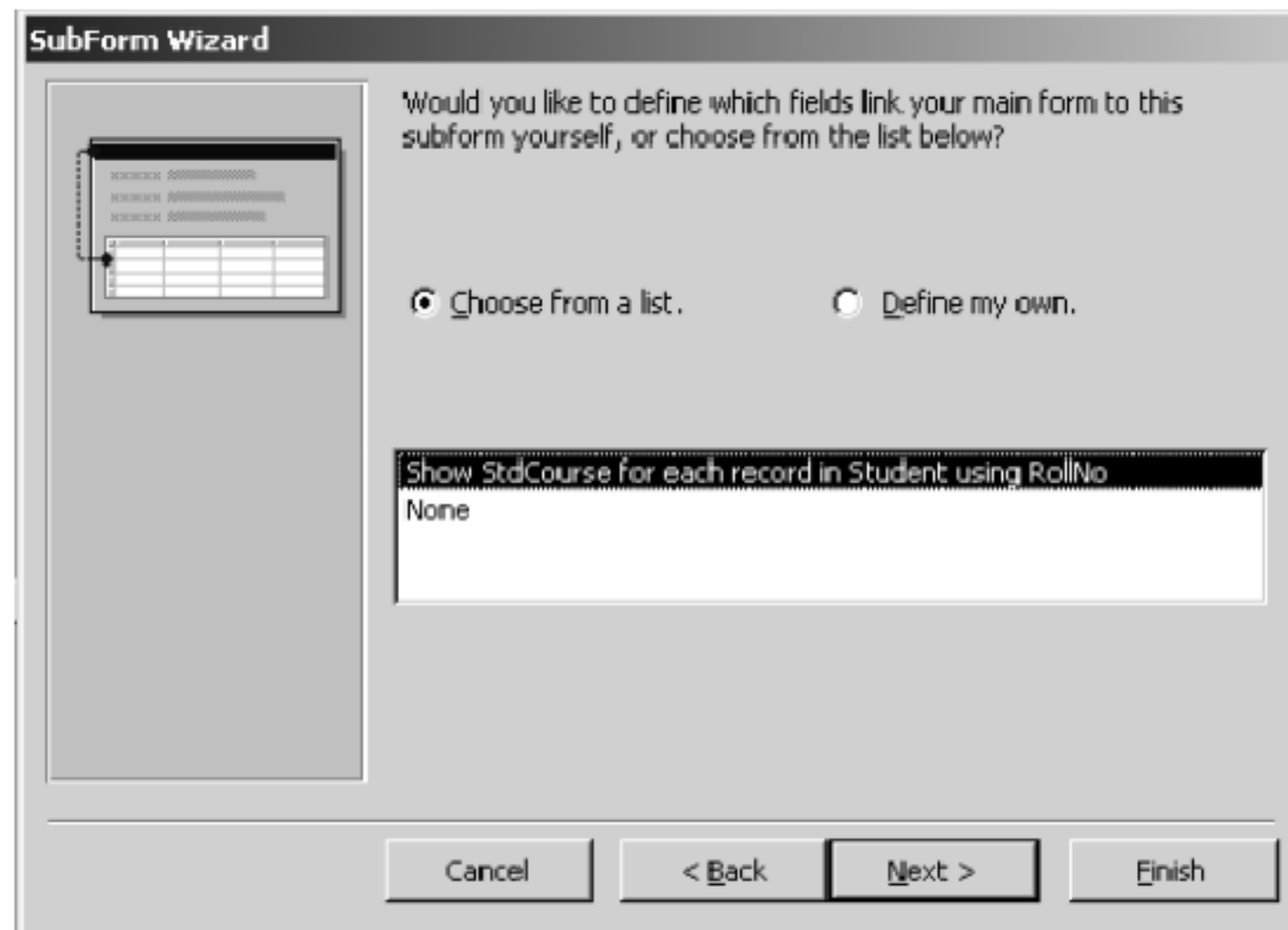
8. Form will appear as shown in the above diagram.

- **Creating Subform using Subform wizard**

If main form or both forms already exists, subform wizard can be used.

1. Open main form in design view.
2. Make sure that control wizard button on the toolbox is pressed.
3. Click subform icon on toolbox.
4. Draw it on the form, a wizard will appear.
5. Select use existing tables and queries if the sub form has not been created yet.

6. The next window will display table relationships assumed by MS-Access.



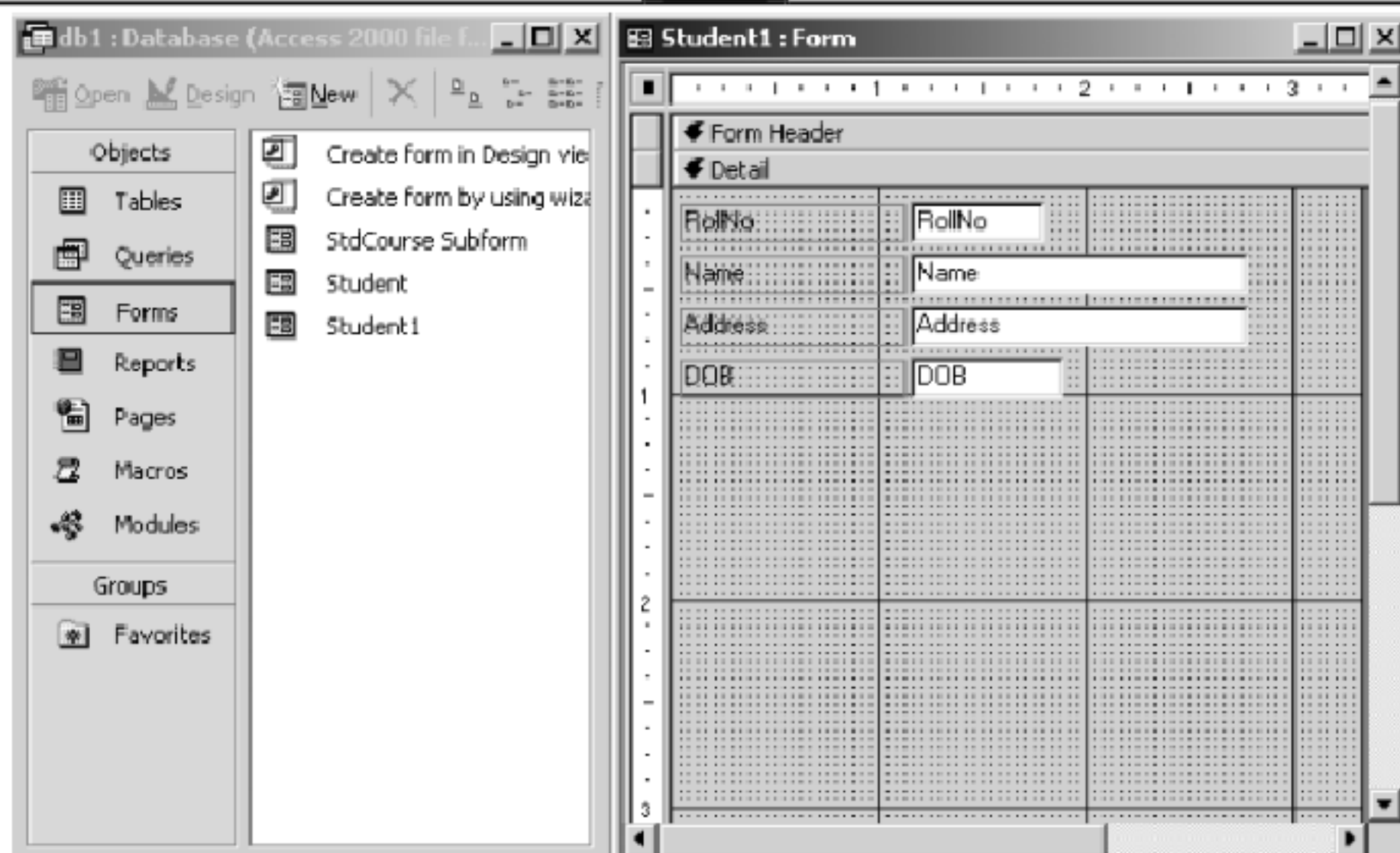
The SubForm Wizard dialog box is shown. It has a title bar 'SubForm Wizard'. On the left is a preview of a form with a subform. The main area contains the text: 'Would you like to define which fields link your main form to this subform yourself, or choose from the list below?'. There are two radio buttons: 'Choose from a list.' (selected) and 'Define my own.'. Below the radio buttons is a list box with the text 'Show StdCourse for each record in Student using RollNo' and 'None'. At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

7. Enter the name of subform and click finish.

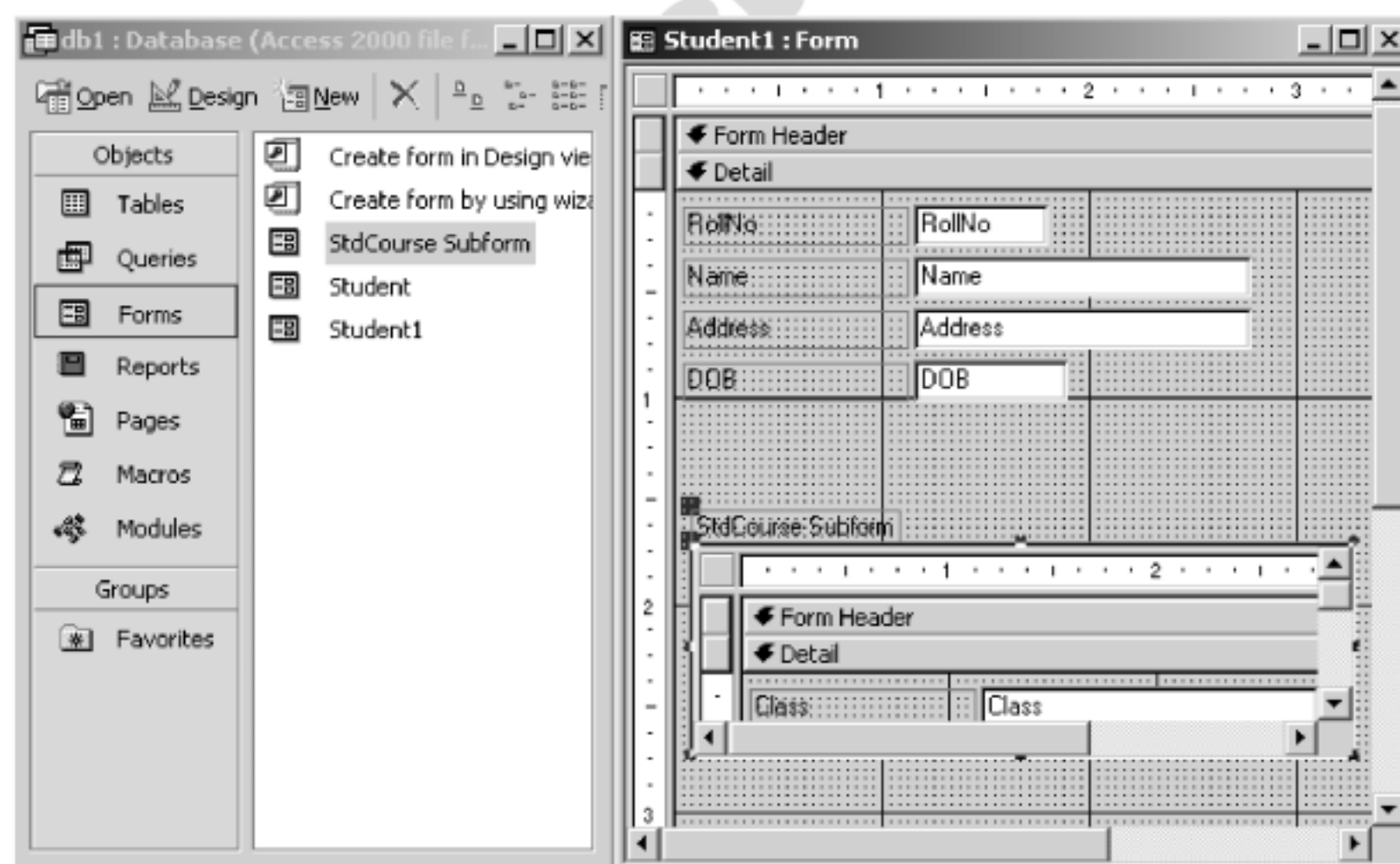
- **Creating Subform using drag-and-drop method**

This method is used when both the forms already exists.

1. Open parent form in design view



2. Select windows tile vertically.



3. Drag from icon beside the name of subform on detail section of main form design.

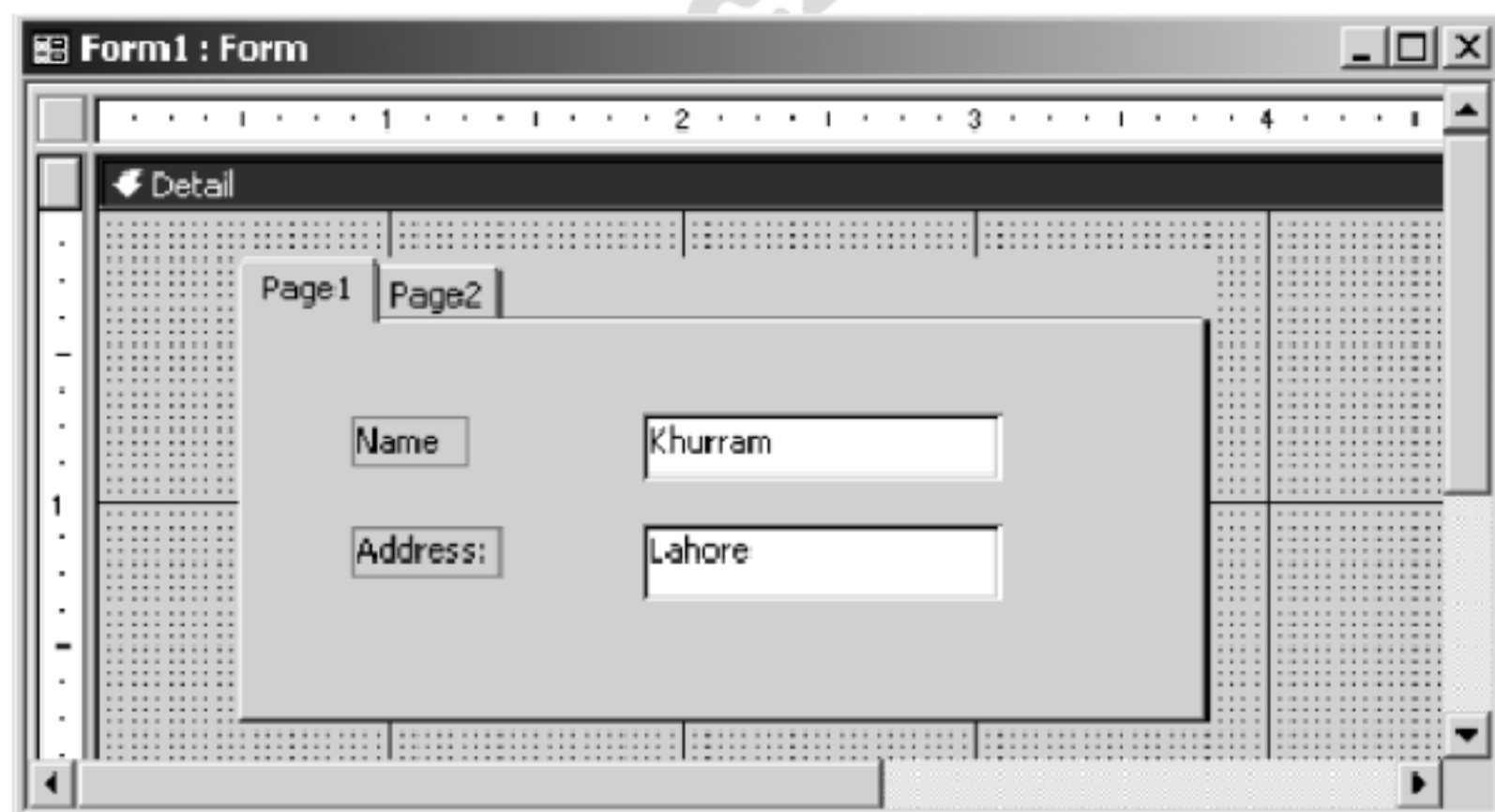
Q11. How to implement multiple page form using tabs, conditional formatting, password text fields, change control type and composite primary key?

Ans.

Multiple Page Forms Using Tabs

Using tab controls multi-page forms can be created.

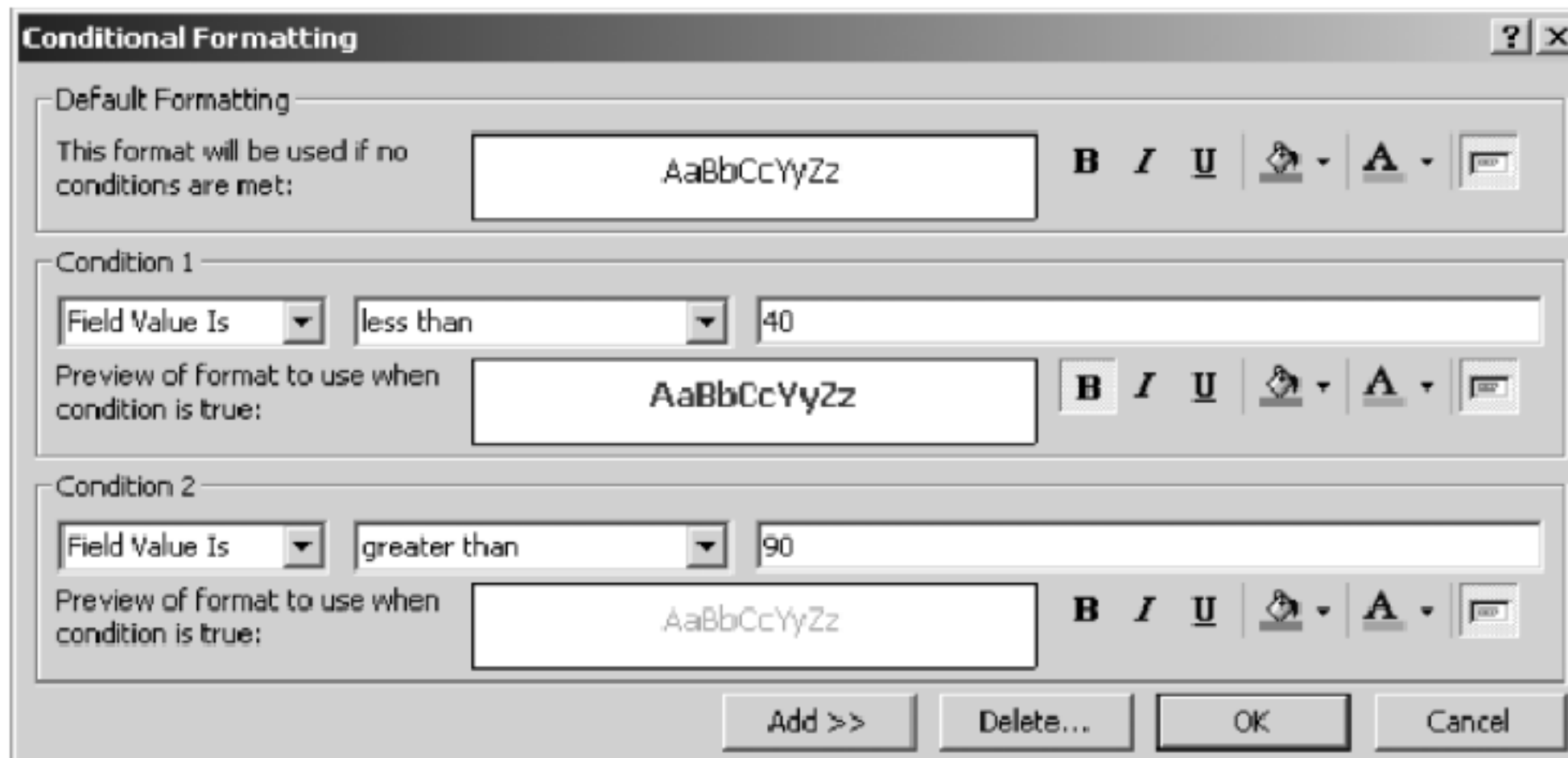
1. Click the tab control from toolbox and draw on the form.
2. Add new controls to each tab
3. Right click in the tab area and choose inset page or delete page to add new tables or delete tabs.
4. Right click on the tab control and select page order to reorder the tabs.
5. Double click on a tab and change name property under other tab to rename tabs

**Conditional Formatting**

Special formatting that depends on the control's value is called conditional formatting. To add conditional formatting to a control element follow these steps.

1. Select the control on which the formatting is to be applied.

2. Select conditional formatting from format menu.



3. Select the field value option from condition 1.
4. Also select the formatting against the selected value.
5. Apply the conditions as per requirement and press ok button.

Password Text Fields

A text box can be used as password field. For password each character should appear as an asterisk as the user types the password in the text box. For this follow the following steps.

1. Select the text field in design view.
2. Right click and select properties.
3. Select data tab
4. Click on input mask field and click [...] button
5. Choose password from the list of input masks
6. Click finish.

Change Control Type

The type of a control can be changed without deleting it. Only limited controls can be converted to other type of controls.

1. Select the control in design view.
2. Choose **change to** from format menu.
3. Select one of the control types that is not grayed out.

Composite Primary Key

1. Move the mouse over the gray column next to the field names and note that it becomes an arrow.

2. Click the mouse, hold it down and drag it over all fields that should be primary keys and release the button.
3. Click the primary key button.

Q12. What is a report? Also discuss its different types and their uses.

Ans.

Reports

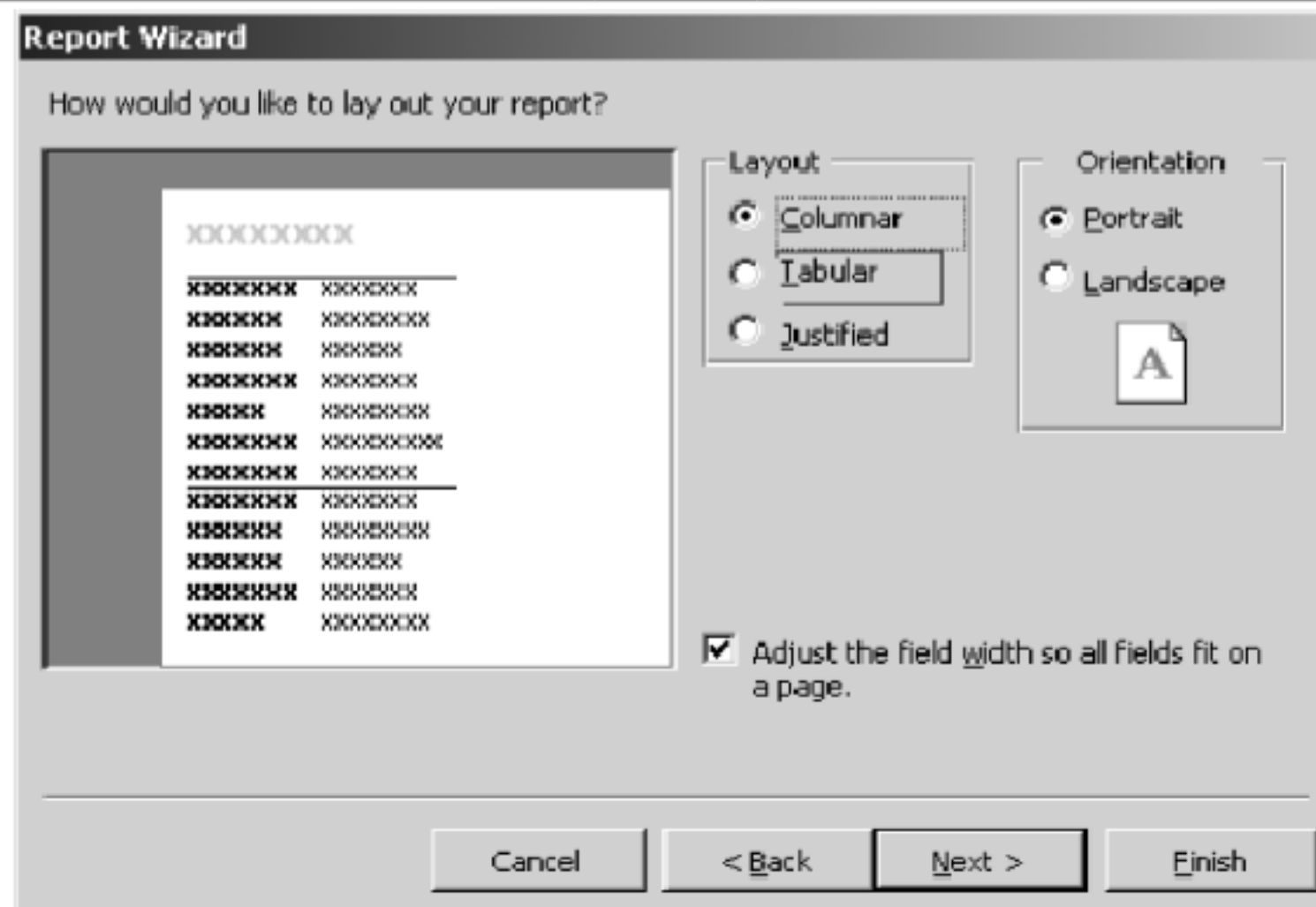
- Reports are the output of a database.
- The user can generate different types of reports by manipulating the database.
- The information on the reports is arranged in different styles.
- The user cannot edit data displayed on the report.
- The user also cannot input data in a report.
- The reports are generated for printing purposes.

Uses of reports

- Reports give output data in a required format.
- It is flexible to represent data in different ways.
- Report also support for graphics and chart information.
- Report can display the result of a query.

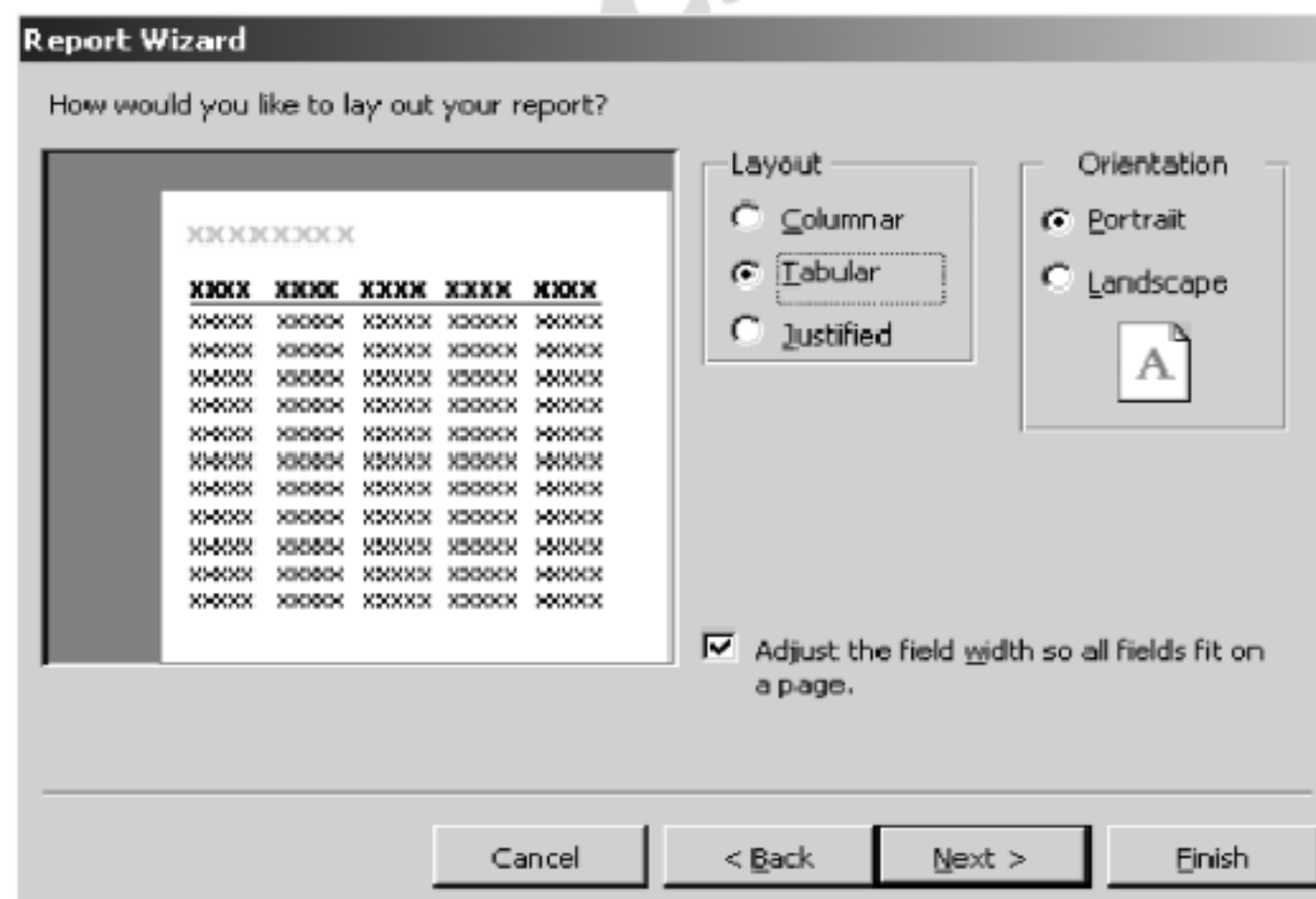
Columnar Reports

- In this type of report values are displayed in the form of columns.
- The label indicates the name of the field.
- The columnar report spreads the information for a single record over many rows.
- The layout of a columnar report is as follows.



Tabular Reports

- The tabular report provide a column for each field under column header.
- Additional pages are printed in sequence if the columns do not fit on one page.

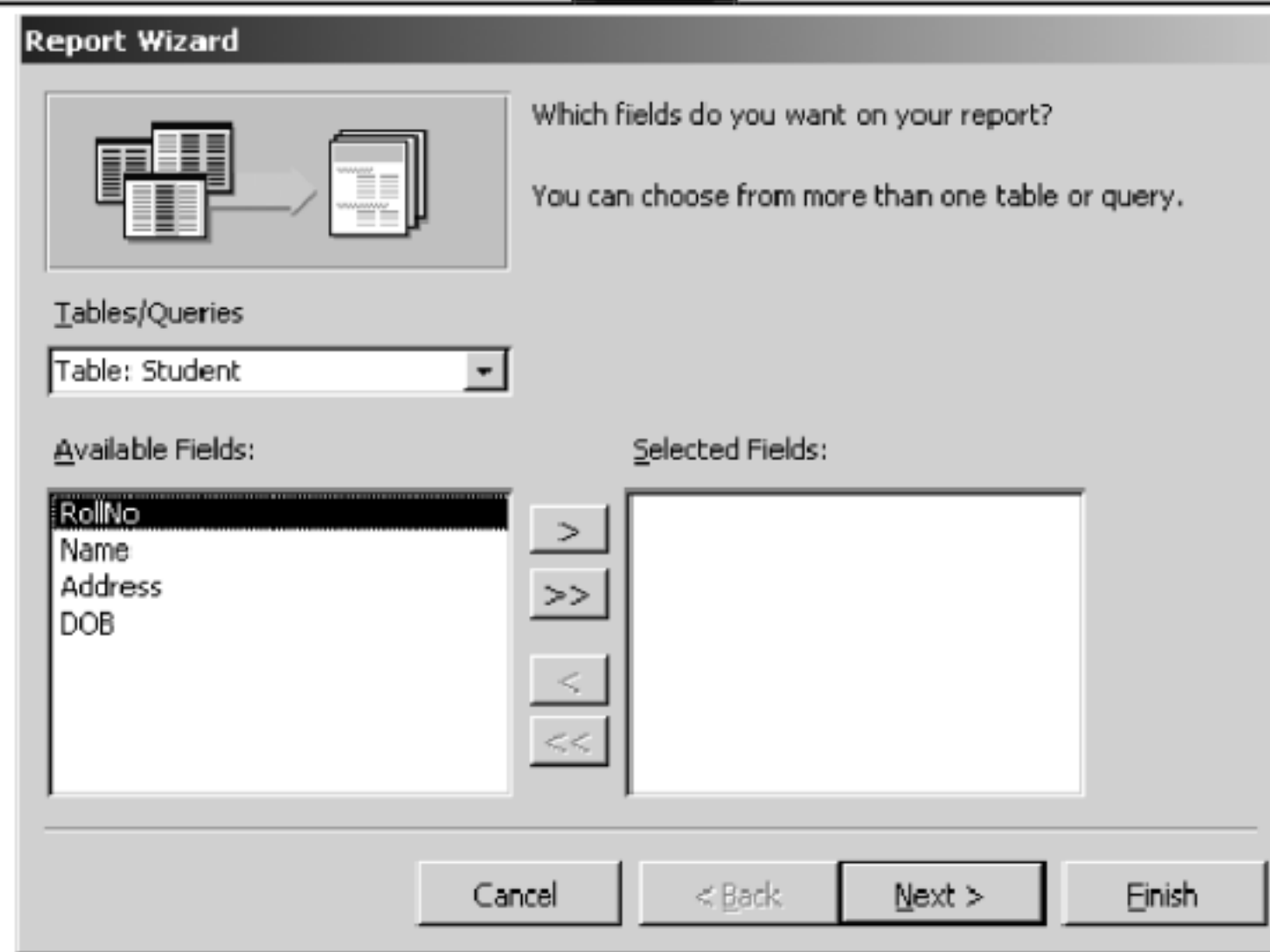


Q13. How to create a report using Wizard?

Ans.

Report Creation Using Wizard

1. Double click the create report by using wizard



2. Select the information source for the report, select table/queries and their fields using arrow buttons.

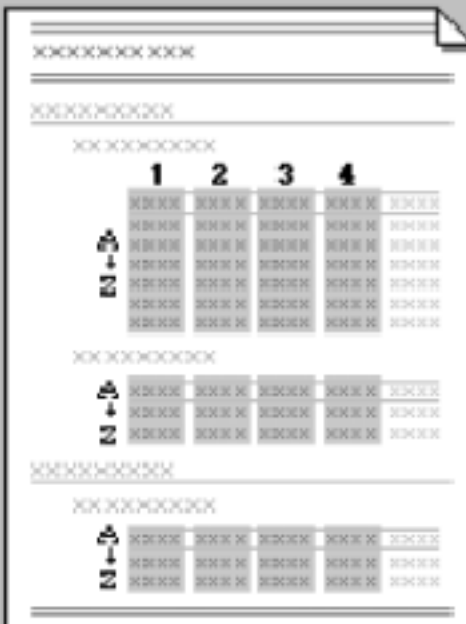


3. Choose the grouping levels and press next button.

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.



1

2

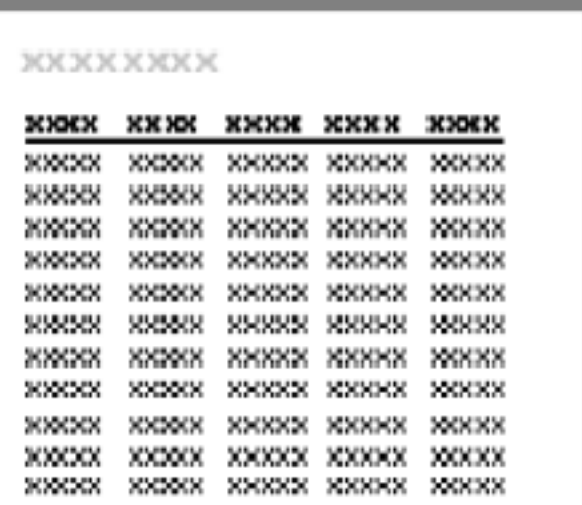
3

4

4. Now select the sort order and press next button
5. At this screen select the Layout and page orientation for the report and again click next button.

Report Wizard

How would you like to lay out your report?



Layout

☐ Columnar

☒ **Tabular**

☐ Justified

Orientation

☒ **Portrait**

☐ Landscape

☒ Adjust the field width so all fields fit on a page.

6. Select a color and graphic style
7. Type a name for the report and press finish button.

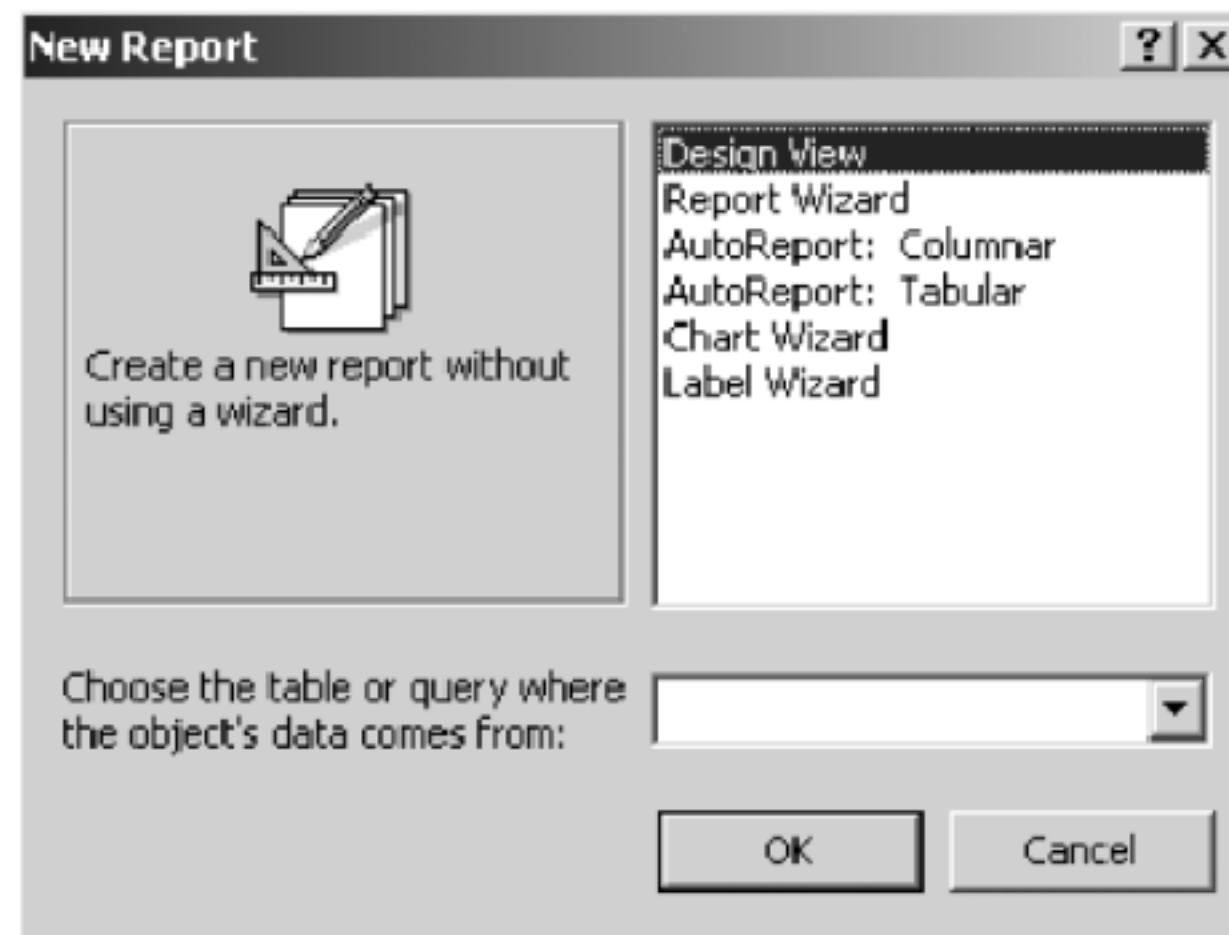
Q14. How to create a report using Design View? Also discuss how to print a report?

Ans.

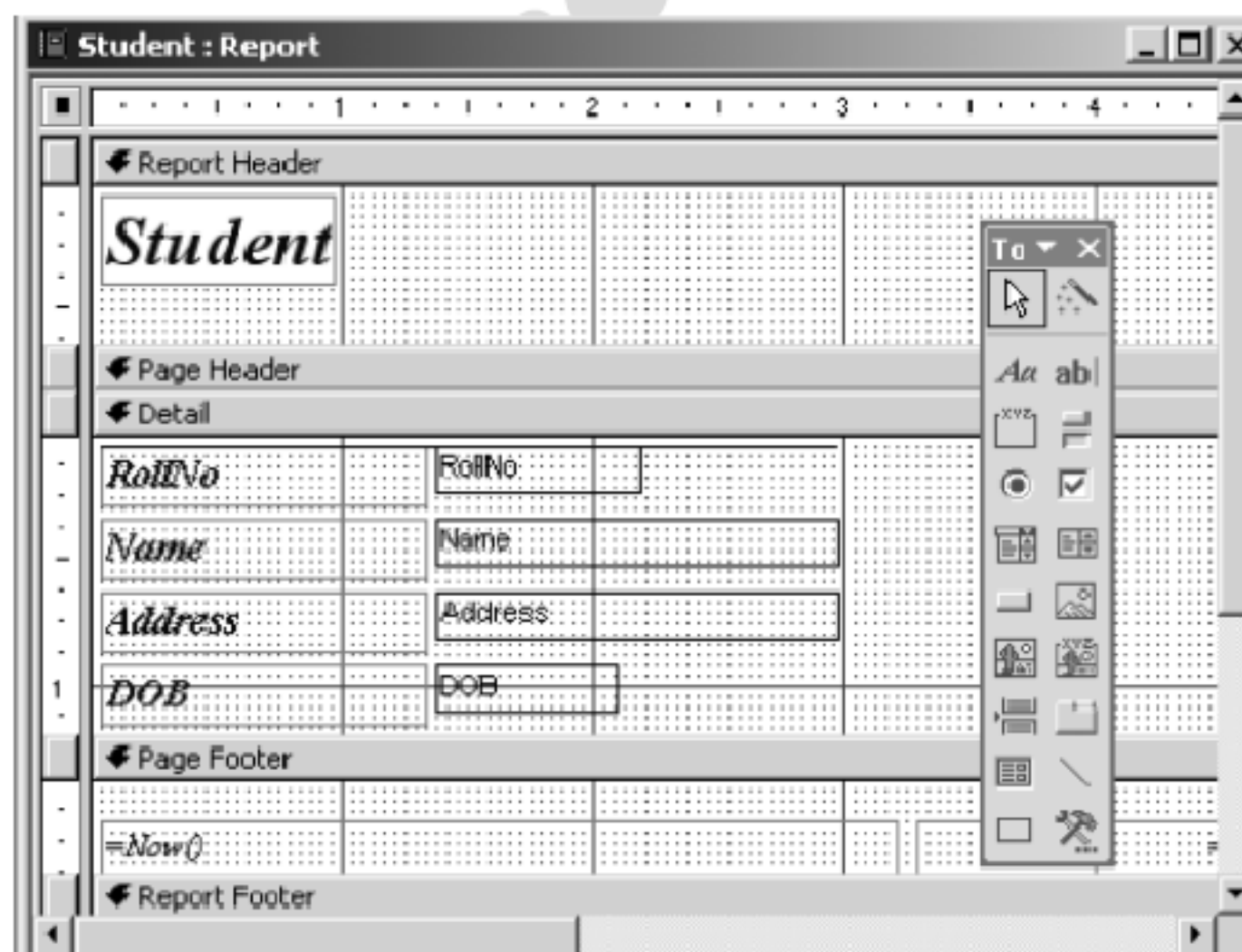
Report Creation In Design View

To create report in design view select design view from database window.

1. Click the new button highlight the design view and click ok button.



2. A blank grid and form element toolbar will appear.



3. Design the report using controls.
4. Click print preview button at the top left corner of the screen to preview the report.

Printing Reports

- Select page set up from file menu to modify page margins their size, orientation, and column setup.
- After all these changes print the report using print button on toolbar or from file menu.

Q15. Differentiate between form and report.**Ans.****Difference between Forms and Reports**

Forms and reports are opposite to each other. Both are very important objects of database systems. The main difference between forms and reports are as follows.

Form	Report
Forms are made for data input	Reports are made for data output
The data in a form can be deleted	The data in a report cannot be deleted
The data in form cannot be formatted	Reports represent data in formatted form
Forms are used on computer screens only	Reports can be printed to form hard copy
The data in form can be modified	The data in report cannot be modified

Q16. What is the linking process in MS-Access?**Ans.****Linking**

The process of linking in MS-Access creates a link to an object in another database. The table is not copied to the current database.

Follow the steps to create a link

1. Open the destination database.
2. **Select file → Get External Data → Link Tables** from the menu bar
3. Choose the database that the table is located in and click the **Link** button.
4. A window with tables will appear.
5. Select the tables that should be linked and press ok.
6. A link with the tables will appear in database window.

Q17. What is a switchboard? Also write down the steps of creating a switch board.**Ans.****Switch Board**

- Switch board is a form in access used to navigate database e.g. to open a form or report.
- It contains buttons.
- Actions of these buttons are set in a way that on click an object is opened.

Creating a Switch Board in Access

1. From **tools** menu select **database utilities** and then **switchboard manger**.
2. If no switch board exists access will ask to create a new one.
3. Click yes to display the switchboard.
4. Click **Edit** to edit options.

5. Change the default name of switchboard.
6. Click **New** to display **Edit Switchboard Item** dialog box.
7. Select the appropriate option from drop down list in command field.
8. Choose the form and click ok
9. Repeat this process until all items are added to switchboard form
10. If you want to give users a second option for closing the Switchboard (besides the Close box), create a new Switchboard item named Exit and associate it with the command Exit Application. This option will close the Switchboard and the database.

11. Running Switchboard.

- Right-click on the database window and choose startup from the menu.
- Click the dropdown arrow for the Display Form/Page option, choose Switchboard, and click OK.
- The next time you open this database, Access will run the Switchboard form.

Keyboard Shortcuts

Database Actions		Editing	
Open existing Database	CTRL + O	Select All	CTRL + A
Open a new database	CTRL + N	Replace	CTRL + H
Save	CTRL + S	Spell checker	F7
Save Record	SHIFT+ENTER	Toggle between edit mode and navigation mode	F2
Print	CTRL + P	Open window for editing large content fields	SHIFT + F2
Display database window	F11	Switch from current field to current record	ESC
Find and Replace	CTRL + F	Navigating Through a datasheet	
Copy	CTRL + C	Next field	TAB
Cut	CTRL + X	Previous field	SHIFT+TAB
Paste	CTRL + V	First field of record	HOME
Undo	CTRL + Z	Last field of record	END
Redo	CTRL + Y	Next record	DOWN ARROW
Help	F1	Previous record	UP ARROW
Toggle between Form and Design View	F5	First field of first record	CTRL+HOME
		Last field of last record	CTRL + END
Others			
Insert line break in a memo field	CTRL+ENTER	Copy data from previous record	CTRL + ‘
Insert current date	CTRL + ;	Add a record	CTRL ++
Inset current time	CTRL + :	Delete a record	CTRL + -