

Computerised Accounting Practical

Model # M001

Project No:

Title : **Creation of Form**

Question

Create a Form in LibreOffice Base to manage data in a table named Customers with the fields ID, CustomerName, Street, District, PIN, and MobileNo. Also fill the following data into the table through the form created.

ID	CustomerName	Street	District	PIN	MobileNo
1	Hisham Rahman	Tirur	Malappuram	676101	0123456789
2	Kiran Kumar	Attingal	Thiruvananthapuram	695101	9876543210
3	Satheesh	Chengannoor	Kottayam	689121	1472583691
4	Sneha	Payyoli	Kozhikode	673522	9632587412

Procedure

- Step-1 : Open LibreOffice Base (**Application**→ **Office**→ **LibreOffice Base**)
- Step-2 : In Database wizard, under step-1, ensure that '**Create new database**' option is selected and then click Finish Button
- Step-3 : In Save Dialogue box give a suitable name for your database and select a location to save the database and click 'Save' button. This will open the created database file
- Step-4 : Create a Table in Design view by entering necessary field names and selecting appropriate field types
- Step-5 : Save the Table in the name 'Employees' and close the window.
- Step-6 : In the left pane of the database window, click on the Forms button and in right side, under, Tasks section click on '**Use wizard to create a Form**'. This will open a Form Wizard window.
- Step-7 : In Form wizard, in Field Selection step, Select 'TblEmployees' from the combo box under the head 'Tables/Queries'. Then click Next Button.

- Step-8 : Then under 'Available Fields' section, all the fields of the table are listed. Add all these fields to '**Fields in the Form**' section in the right side. To do this click Add All (>>) button in the centre. Then click Next button.
- Step-9: Now you will reach the 'Set up a sub form' section. Since we dont want a subform here, click Next Button.
- Step-10: Then you will reach at 'Arrange Controls' section. Here select suitable options desired by you under 'Label Placement' and 'Arrangement of the main form'. Then click Next Button.
- Step-11: Then in 'Set data entry' section, ensure that the option '**The form is to display all data**' is selected and click Next Button
- Step-12: In '**Apply Style**' option, select a suitable Style for the form and click Next Button.
- Step-13: In 'Set Name' option enter 'FrmEmployees' as the name of the form and under the heading 'How do you want to proceed after creating form?' ensure that '**Work with the form**' is selected and click Finish Button. This will open the data entry form.
- Step-14: In the form enter data in each field and Press Enter Key or Tab key. Pressing enter key or Tab key in the last field will insert new record in the table.

Output

ID	1
CustomerName	Hisham Rahman
Street	Tirur
District	Malappuram
PIN	676101
Mobile	1234567890

	ID	CustomerName	Street	District	PIN	Mobile
▶	1	Hisham Rahman	Tirur	Malappuram	676101	1234567890
	2	Kiran Kumar	Attingal	Thiruvananthapuram	695101	5544778899
	3	Satheesh	Chengannur	Kottayam	689121	3322114455
	4	Sneha	Payyoli	Kozhikkode	673522	9988774455
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