Unit 3: Database Management System using LibreOffice Base
Chapter 12: Forms and Reports

1. Forms

A **Form** is a user-friendly interface in LibreOffice Base used to **view, enter, modify, and delete** data in a table or query. It provides a visually interactive way to handle data.

1.1 Creating Form in Design View

Steps:

1. Open your database in LibreOffice Base.
2. Click on the **Forms** section.
3. Click on **Create Form in Design View**.
4. Use the **Form Controls toolbar** to add elements like text boxes, labels, buttons.
5. Link controls to fields using **Control Properties**.
6. Save and close the form.

1.2 Creating Form using Wizard

Steps:

1. Go to **Forms** > Click **Use Wizard to Create Form**.
2. Select the **table or query** to base the form on.
3. Select the **fields** to include.
4. Choose layout (Columnar, Tabular, etc.).
5. Apply any **styles**.
6. Save and open the form.

1.3 Modifying a Form

1.3.1 Changing the Size and Text Control

- Select the control.
- Drag to **resize** or use the **Properties** dialog.
- Set **font, font size, and alignment** in control properties.

1.3.2 Changing the Form Background Color

- Right-click the **form area**.
- Select **Page**.
- Choose a **Background color** and apply.

1.3.3 Editing the Label

- Double-click the label to **change the text**.
- You can also adjust **font style and size**.

1.3.4 Moving a Control

- Click and **drag the control** to a new position.

1.3.5 Adding Tooltip to Form Control

- Select the control.
- Right-click and open **Control Properties**.
- In the **General tab**, enter text in the **"Help Text"** field.

1.4 Forms Control Toolbar

Control Name	Function
Label	Adds text not linked to any data
Text Box	Input/display for text or numbers
List Box/Combo Box	Drop-down list control
Check Box	Yes/No or True/False input
Button	Adds clickable actions
Date Field	For inserting dates

1.5 Adding a Calendar for the Date Field

Steps:

1. Add a **Date Field** control from the toolbar.
2. In the **Properties**, set:
    - **Dropdown = Yes**
    - **Date Format** as per need
3. The field now shows a **calendar popup** when clicked.

1.6 Entering / Deleting / Searching Records using Form

Action	How to Perform
Enter Data	Click into fields and type data, then save automatically
Delete Record	Use the **Delete Record** button (or keyboard)
Search Record	Use the **navigation bar** at the bottom of the form

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2. Report

A **Report** is used to **present data in a printed or printable format**, often used for summaries and official outputs.

2.1 Creating Report using Wizard

Steps:

1. Click on the **Reports** section.
2. Click **Use Wizard to Create Report**.
3. Select the **table or query** to report from.
4. Choose **fields** to include.
5. Set grouping and sorting options (optional).
6. Select **layout** and **style**.
7. Provide a **title** and finish.

2.2 Inserting Other Controls in the Report

- You can add:
    - **Labels**
    - **Lines**
    - **Images**
- Use the **Report Design View**.
- Insert using the **Insert menu** or toolbar.

2.3 Inserting Date and Time

Steps:

1. In **Report Design View**, go to the **Insert** menu.
2. Select **Date/Time**.
3. Place it on the desired location on the report.
4. Set format if needed.