



BPrAL - PPOHE
Kolegji AAB

• **DEGA - GJAKOVË**

***DREJTIMI: MENAXHMENT DHE INFORMATIKË & MARKETING
DHE ADMINISTRIM BIZNESI***

Lënda:

INFORMATIKA E BIZNESIT

Mësimdhënësi

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Viti akademik 2014/2015

Ndërtimi i formularëve me ndihmën e kompjuterit

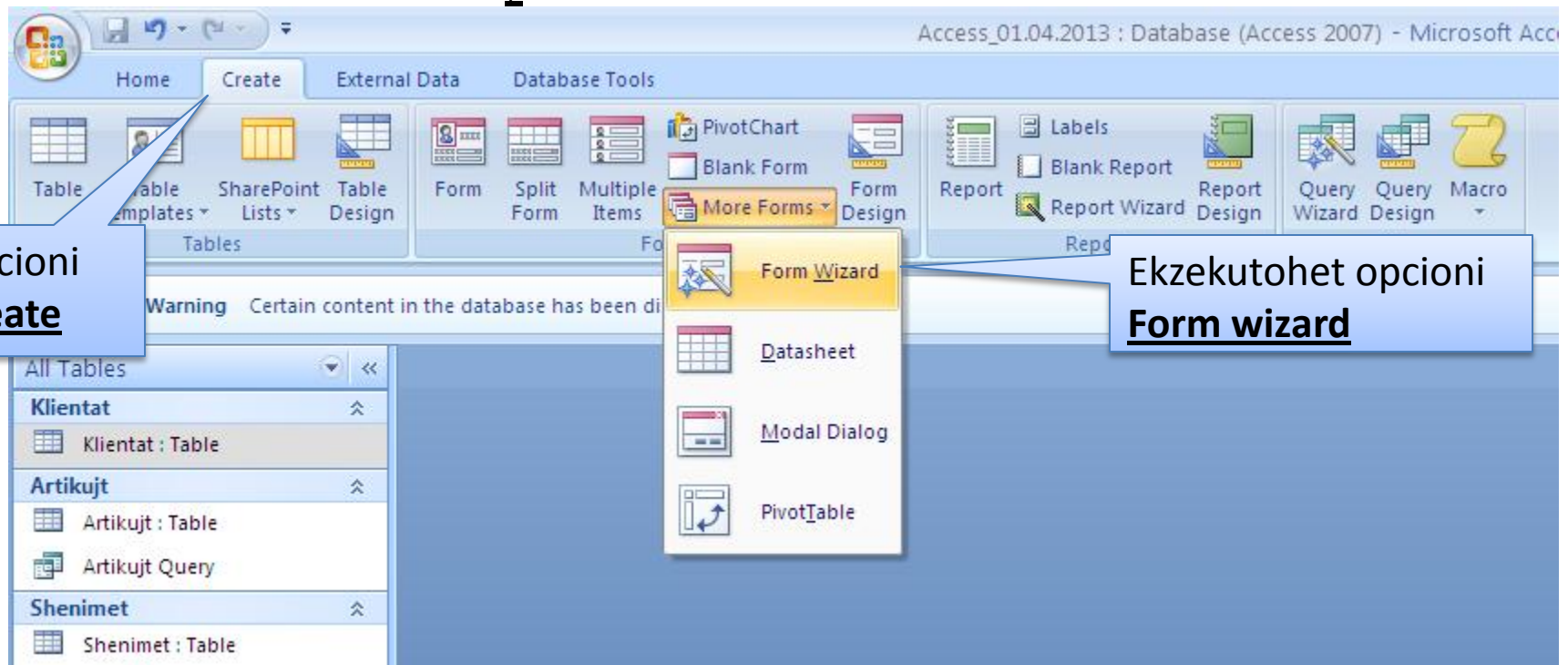
Në Akses formularët ofrojnë një mundësi shumë më praktike se tabelat për hedhjen e të dhënave dhe prezentimin e tyre në një bazë të të dhënave.

Përparësitë ndaj prezentimit me tabela:

- Shihen të gjitha fushat e një tabele në ekran, gjë që rrallë ndodh me tabela.
- Mund të vendosen të dhënat për secilin rresht veç e veç, sepse na paraqitet si një formularë i vetëm.
- Në fletën e punës nuk mund të shkruhet tekst për të sqaruar kuptimin e fushës.

Ndërtimi i formularëve me Form Wizard

Hapet baza e të dhënave psh. **Klientat** dhe klikohet mbi opcionin Create (ndodhet nën opcionin More forms dhe **Form Wizard**)



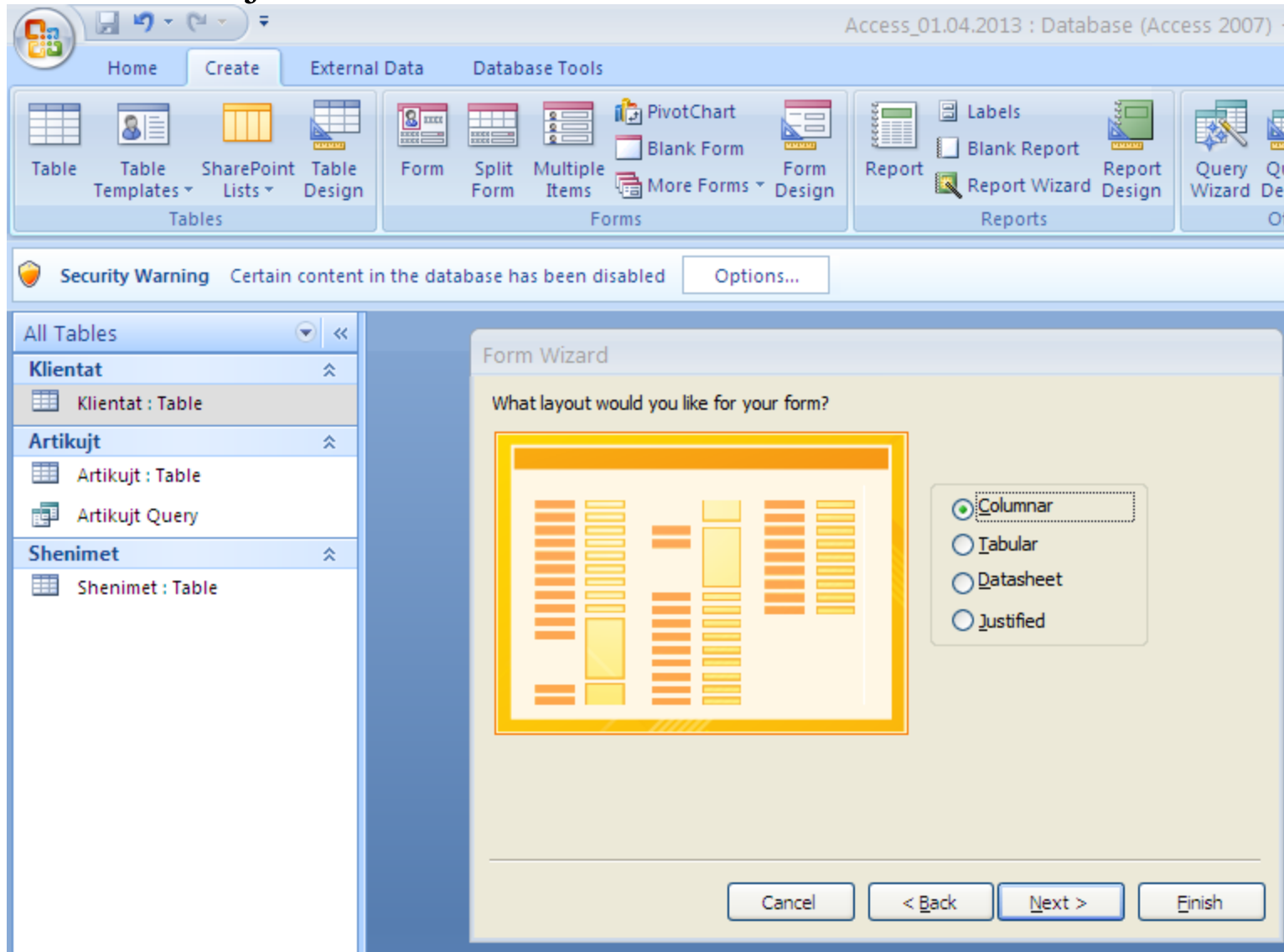
Vazhdim

The screenshot shows the Microsoft Access interface with the Form Wizard dialog box open. The dialog box is titled "Form Wizard" and contains the following elements:

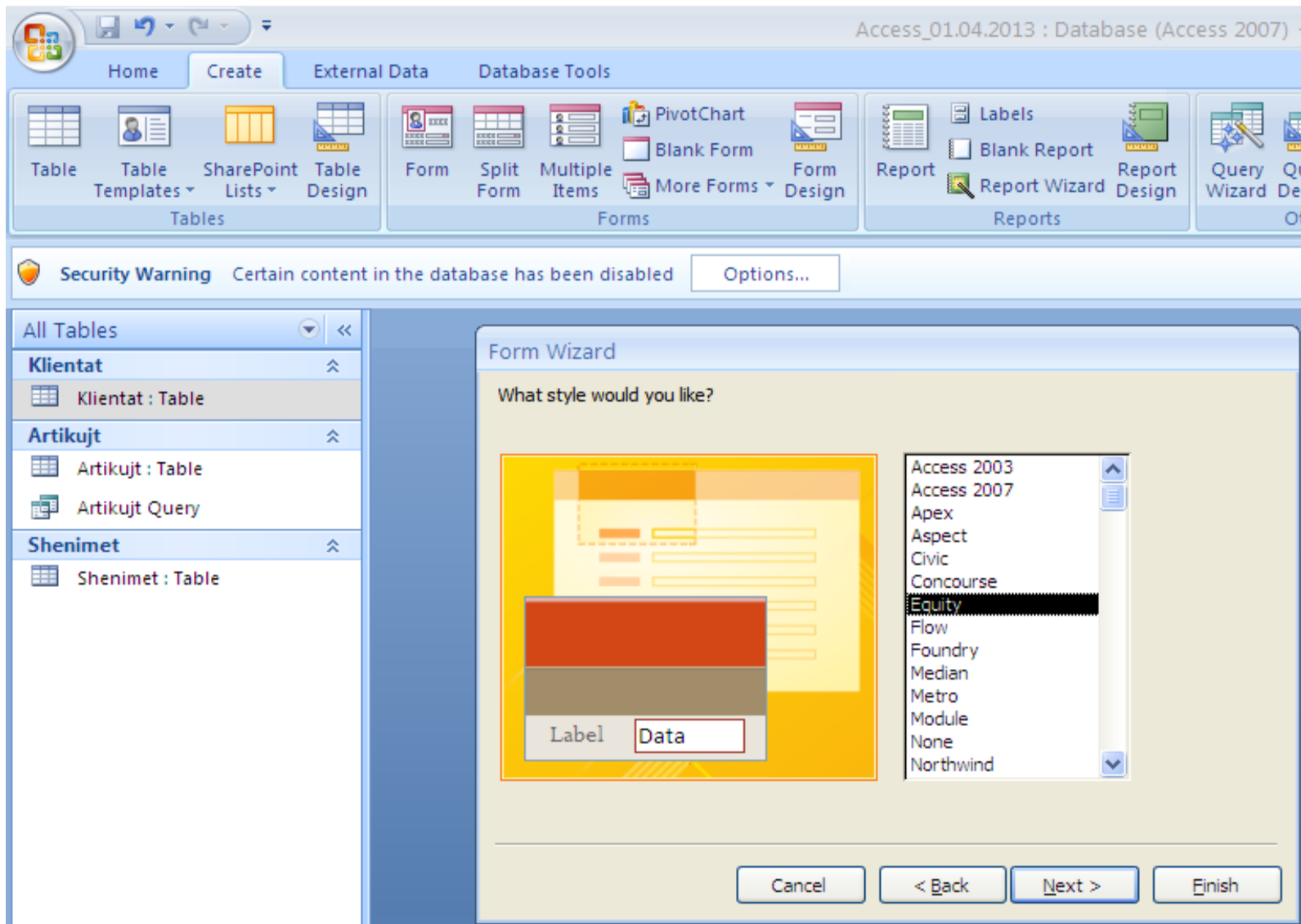
- Tables/Queries:** A dropdown menu showing "Table: Klientat".
- Available Fields:** A list box containing "Verejtje".
- Selected Fields:** A list box containing "Nr", "Emri", "Mbiemri", "Data e faturimit", "Telefoni", and "Qyteti".
- Navigation:** Buttons for "Cancel", "< Back", "Next >", and "Finish".

A blue callout box with a white border points to the "Available Fields" list box. It contains the text: "Zgjedhim fushat te cilat deshirojme te jene pjese e formularit".

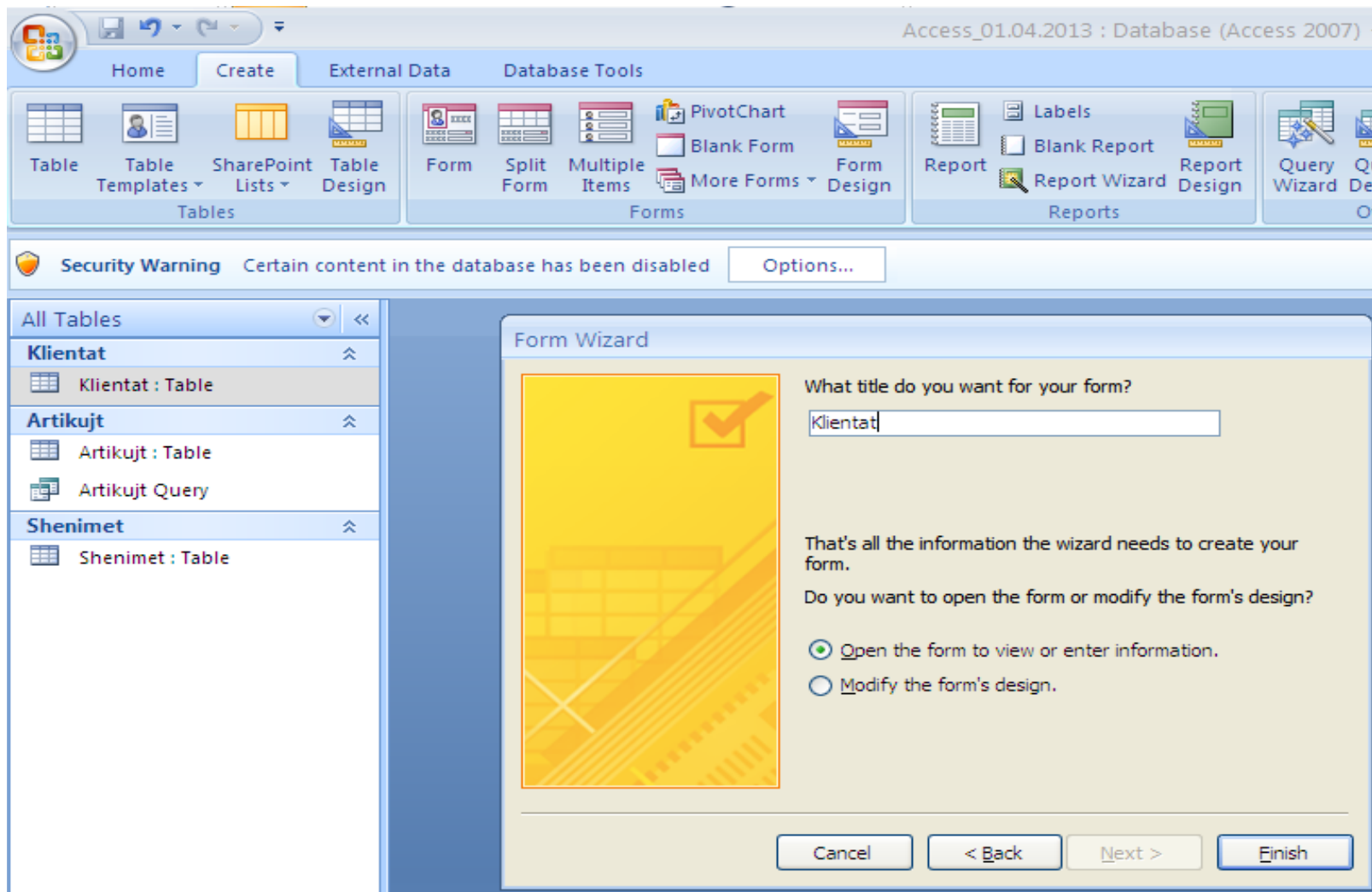
Vazhdim – Zgjedhet formati i formularit, shtyllor ose i formateve tjera dhe vazhdohet me NEXT



Vazhdim – Zgjedhet stili i dëshiruar dhe vazhdohet me NEXT



Vazhdim – Emërtohet formulari (psh **Klientat** dhe zgjedhet opcioni për pamje dhe editim të shenimeve (opc. **Open the form to view or enter information**) dhe shtypet **FINISH**.



Vazhdim

Access_01.04.2013 : Database (Access 2007) - Microsoft

Home Create External Data Database Tools

View Views Clipboard Font Rich Text Records

Security Warning Certain content in the database has been disabled Options...

All Tables << Klientat

- Klientat >>
- Klientat : Table
- Klientat

Artikujt >>

- Artikujt : Table
- Artikujt Query

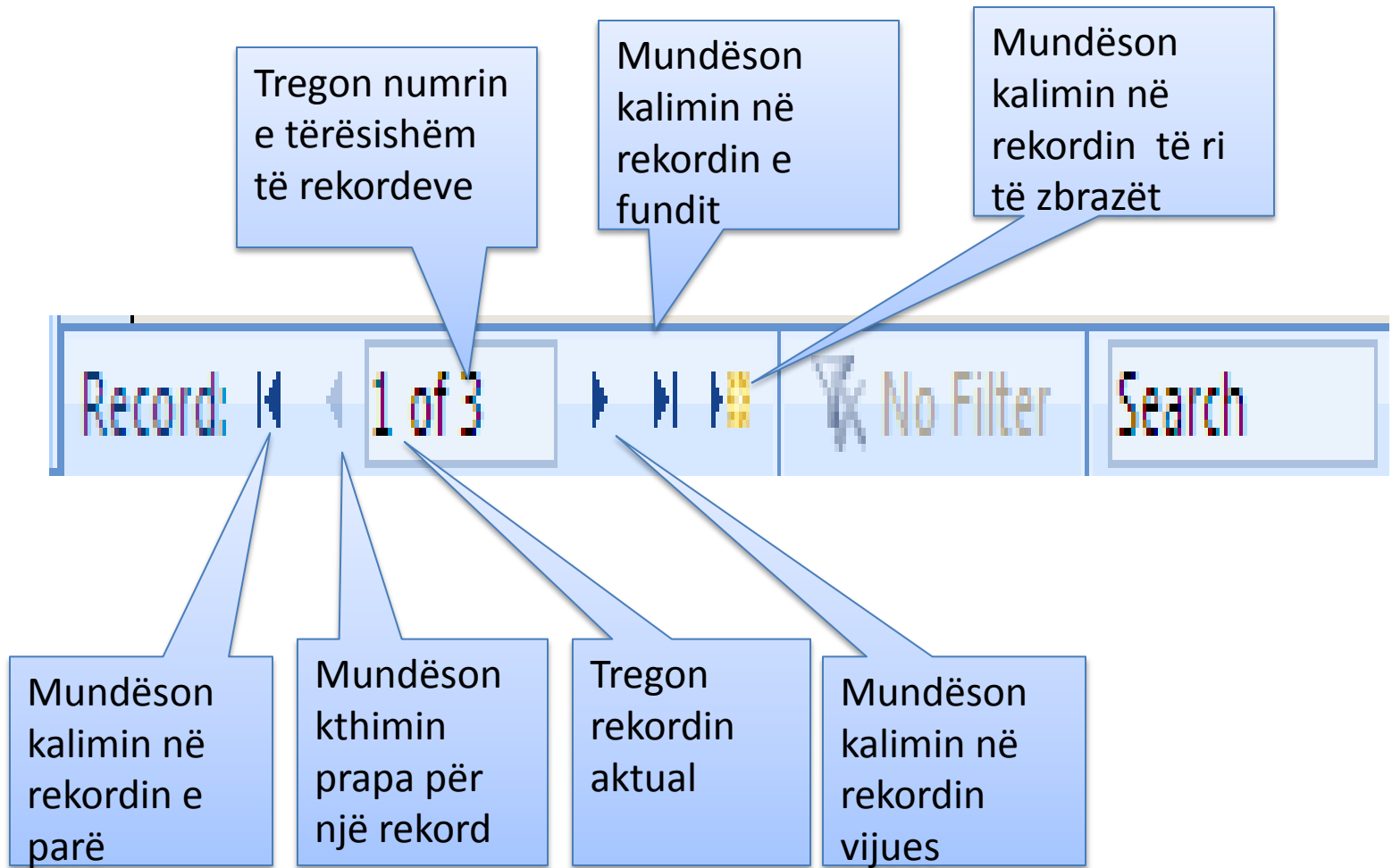
Shenimet >>

- Shenimet : Table

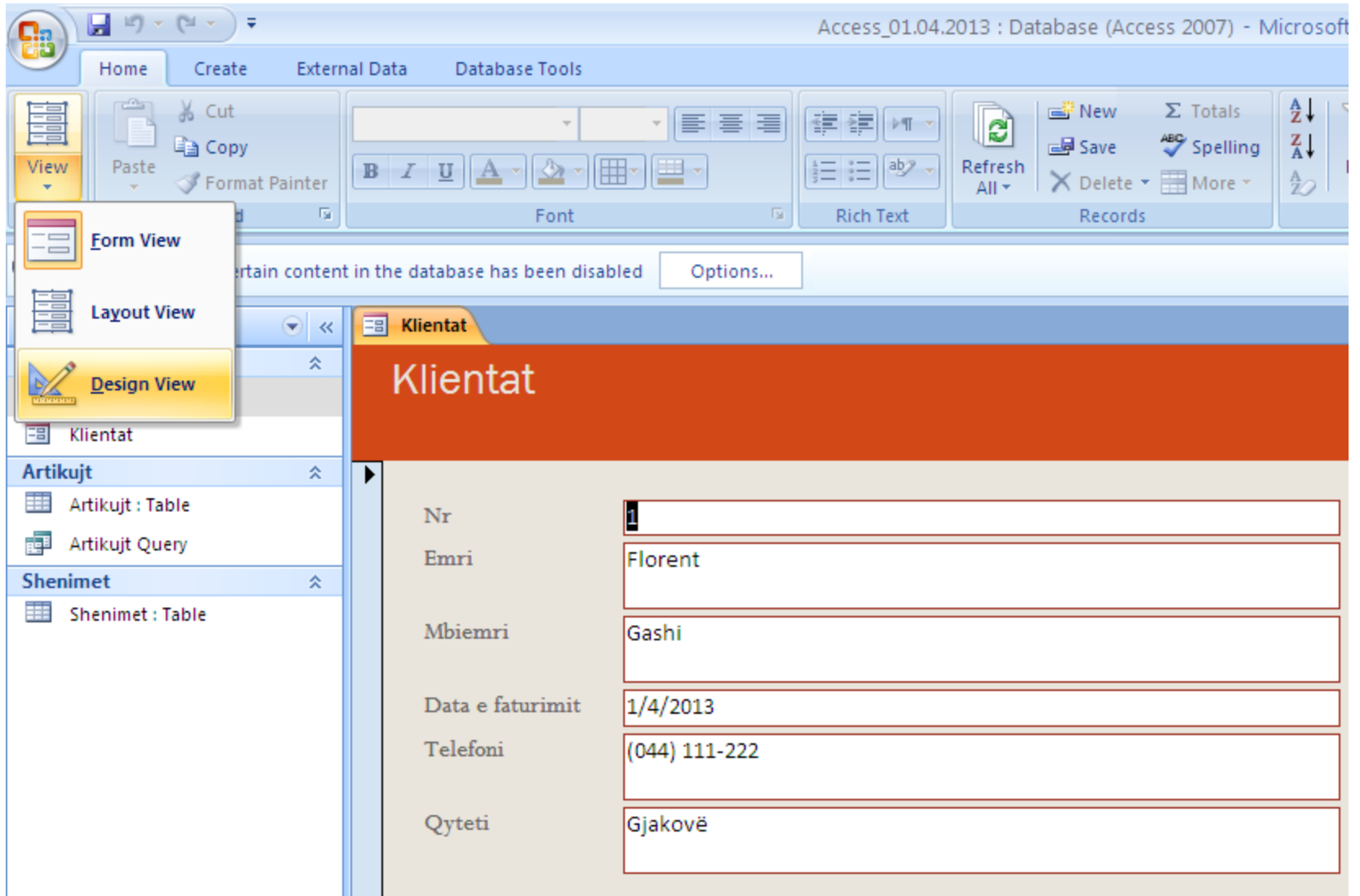
Klientat

Nr	<input type="text" value="1"/>
Emri	<input type="text" value="Florent"/>
Mbiemri	<input type="text" value="Gashi"/>
Data e faturimit	<input type="text" value="1/4/2013"/>
Telefoni	<input type="text" value="(044) 111-222"/>
Qyteti	<input type="text" value="Gjakovë"/>

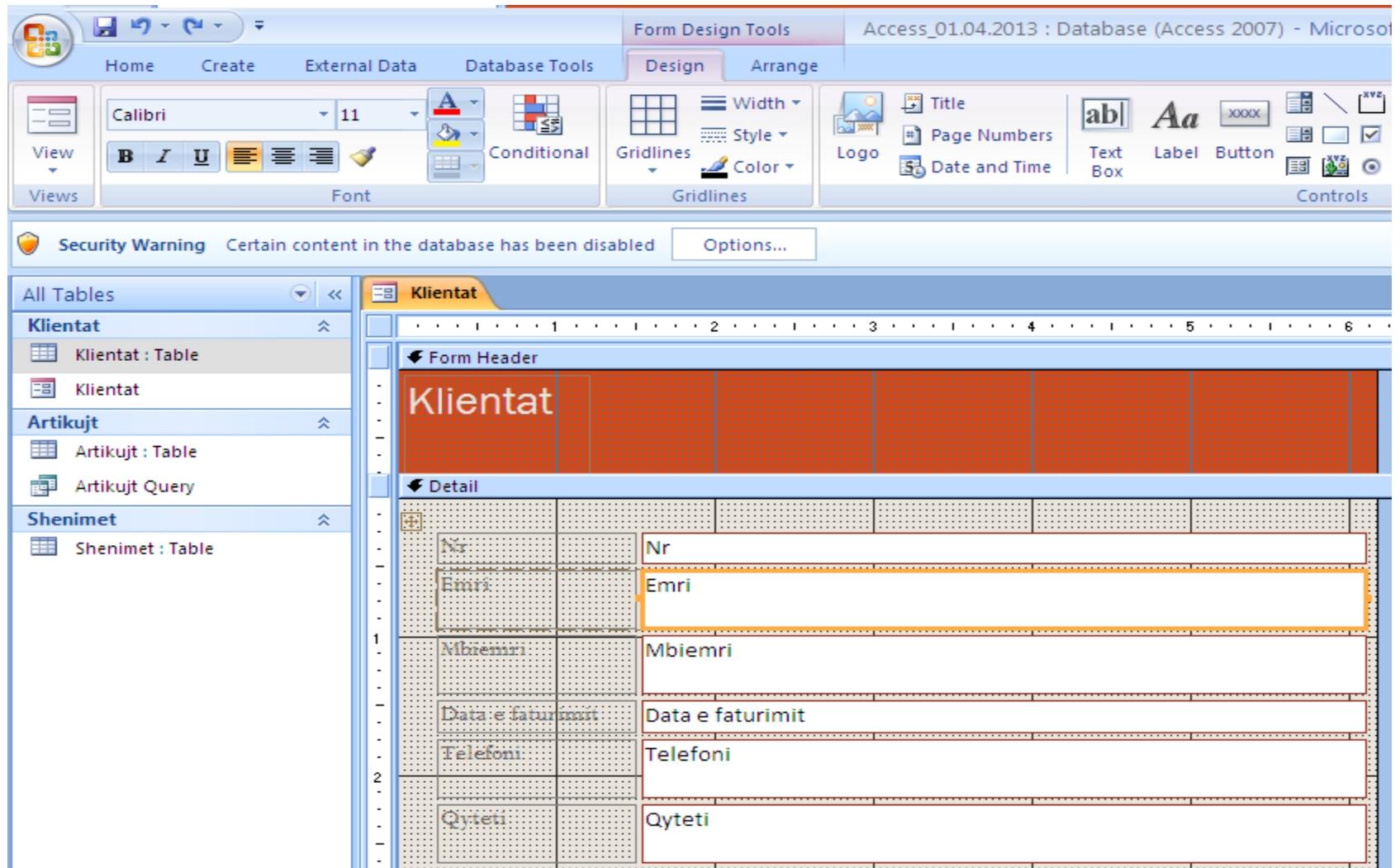
Vazhdim



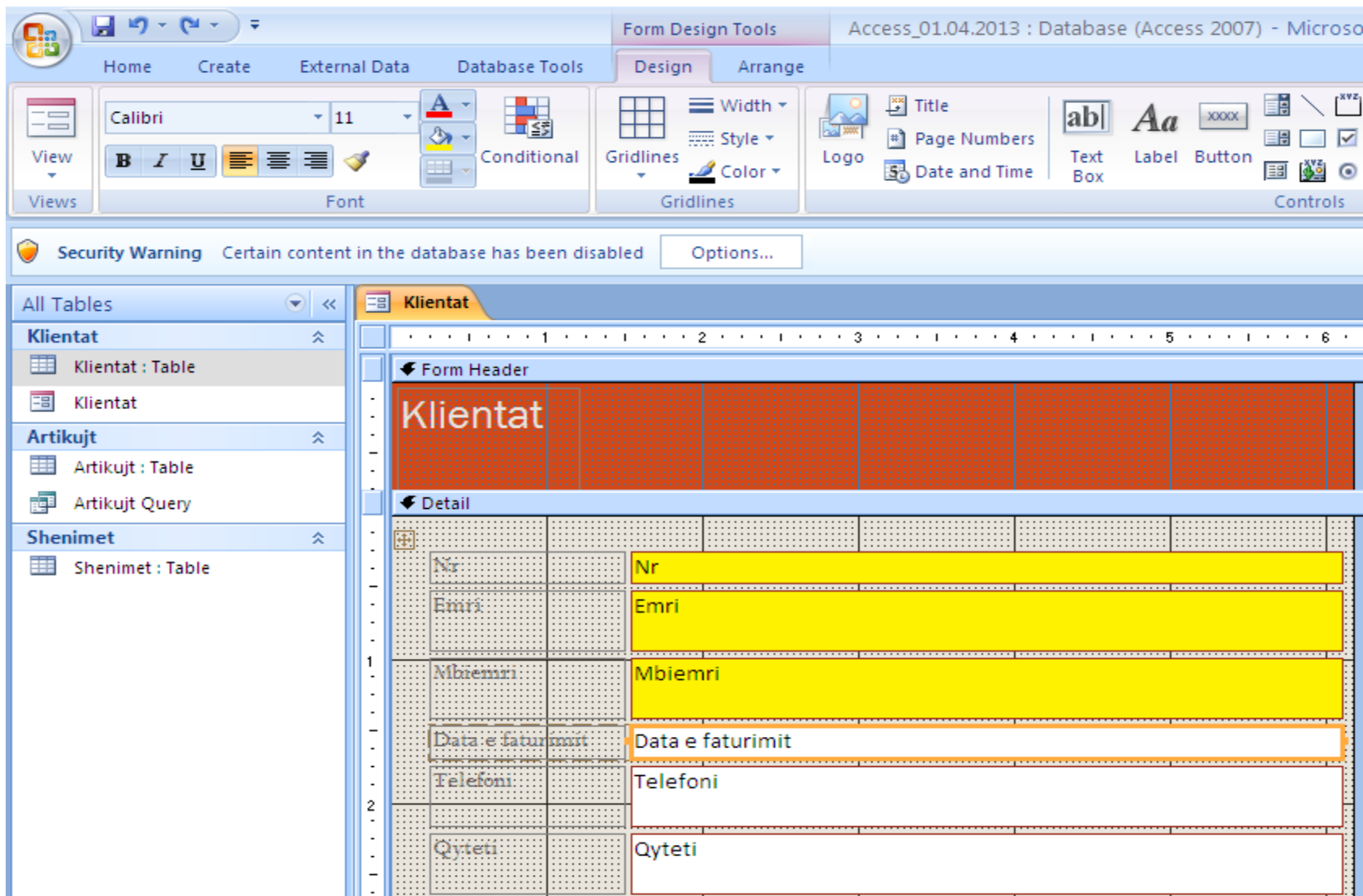
Vazhdim nga menyja rënëse mund të kalohet në opcionin **view** dhe në atë **Design view**



Vazhdim – opcioni **design view**, në të cilin mund të modifikohet secili element i formularit. Zgjedhet elementi duke klikuar me miun mbi të dhe shtypet tasti i djathtë për të marr menynë e



Vazhdim - pra elementet mund të ngjyrosen, zmadhohen ose zvoglohen, lëvizzen, riemërtohen fushat, etj., dhe pas përfundimit kalohet në **Form view**



Vazhdim - pamja e formularit pas modifikimeve

The screenshot shows the Microsoft Access 2007 interface. The title bar indicates the file is 'Access_01.04.2013 : Database (Access 2007) - Microsoft'. The ribbon includes 'Home', 'Create', 'External Data', and 'Database Tools'. A 'Security Warning' message is visible, stating 'Certain content in the database has been disabled'. The left-hand pane shows a list of tables: 'Klientat', 'Artikujt', and 'Shenimet'. The 'Klientat' table is selected, and its data entry form is displayed. The form fields are highlighted in yellow, indicating they are active or selected. The fields and their values are:

Nr	
Emri	Florent
Mbiemri	Gashi
Data e faturimit	1/4/2013
Telefoni	(044) 111-222
Qyteti	Gjakovë

Vendosja e butonave te ri sipas nevojës. Psh. Vendosja e butonit te shtypesit.

1. Zgjedhim inkonen e zbrazet Buttons

The screenshot shows the Microsoft Access interface. On the left, the 'All Tables' pane lists 'Klientat : Table', 'Klientat', 'Artikujt : Table', 'Artikujt Query', 'Shenimet : Table', and 'Shenimet : Table'. The main window displays a form for 'Klientat' with a 'Form Header' section containing the title 'Klientat' and a 'Detail' section with a table of fields: Nr, Emri, Mbiemri, Data e faturimit, Telefoni, and Qyteti. A 'Command Button Wizard' dialog box is open, showing a 'Sample' button with a printer icon. The 'Categories' list includes Record Navigation, Record Operations, Form Operations, Report Operations, Application, and Miscellaneous. The 'Actions' list includes Add New Record, Delete Record, Duplicate Record, Print Record, Save Record, and Undo Record. The 'Print Record' action is selected. The 'Next >' button is highlighted.

2. Vendosim Butonin e zbrazet

3. Zgjedhim komanden e shtypesit.

Vazhdim

The screenshot shows a Microsoft Access form titled 'Klientat' with a 'Detail' view. The form has a header section with the title 'Klientat' and a table with the following fields: Nr, Emri, Mbiemri, Data e faturimit, Telefoni, and Qyteti. A 'Command Button Wizard' dialog box is open, asking 'Do you want text or a picture on the button?'. The 'Picture' option is selected, and 'Printer' is chosen from the list. The 'Next >' button is highlighted, and a callout box points to it with the text 'Vazhdojme me next'.

Nr	Emri	Mbiemri	Data e faturimit	Telefoni	Qyteti

Command Button Wizard

Do you want text or a picture on the button?

If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display.

Text: Print Record

Picture: Printer

Show All Pictures

Buttons: Cancel, < Back, Next >, Finish

Callout: Vazhdojme me next

Vazhdim

Security Warning Certain content in the database has been disabled Options...

All Tables << Klientat

- Klientat
- Klientat : Table
- Klientat
- Artikujt
- Artikujt : Table
- Artikujt Query
- Shenimet
- Shenimet : Table

Form Header

Klientat


Detail

Nr	Nr
Emri	Emri
Mbiemri	Mbiemri
Data e faturimit	Data e faturimit
Telefoni	Telefoni
Qyteti	Qyteti

Vazhdojme me View

Formulari perkates

Klientat	
Nr	<input type="text" value="1"/>
Emri	<input type="text" value="Florent"/>
Mbiemri	<input type="text" value="Gashi"/>
Data e faturimit	<input type="text" value="1/4/2013"/>
Telefoni	<input type="text" value="(044) 111-222"/>
Qyteti	<input type="text" value="Gjakovë"/>



Krijimi i Raporteve

Access_01.04.2013 : Database (Access 2007) - Microsoft

Home Create External Data Database Tools

Table Table SharePoint Table
Templates Lists Design

Form Split Multiple PivotChart
Form Form Items Blank Form Form Design

Report Labels
Blank Report Report Design

Query Query Macro
Wizard Design

Other

Security Warning Certain content in the database has been disabled Options...

All Tables

Klientat

Klientat : Table

Klientat

Artikujt

Artikujt : Table

Artikujt Query

Shenimet

Shenimet : Table

1. Klikojme Create

2. Klikojme Report Wizard

Report Wizard

Launch the Report Wizard which helps you to create simple, customized reports.

Press F1 for more help.

Vazhdim

Access_01.04.2013 : Database (Access 2007)

Home Create External Data Database Tools

Table Table Templates SharePoint Lists Table Design
Forms Form Split Form Multiple Items PivotChart Blank Form More Forms Form Design
Report Labels Blank Report Report Wizard Report Design Query Wizard

Security Warning Certain content in the database has been disabled Options...

All Tables << >>

Klientat >>

- Klientat : Table
- Klientat

Artikujt >>

- Artikujt : Table
- Artikujt Query

Shenimet >>

- Shenimet : Table

Report Wizard

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

Tables/Queries
Table: Artikujt

Available Fields: Selected Fields:

- Nr
- Emri i artikullit
- Data e prodhimit
- Cnimi
- Nr i klientit
- Kodi i prodhimit
- Foto

Cancel < Back Next > Finish

Zgjedhim fushat

Vazhdojme me Next

Vazhdim

The screenshot shows the Microsoft Access interface with the Report Wizard dialog box open. The dialog box is titled "Report Wizard" and asks, "Do you want to add any grouping levels?". On the left, a list of fields is shown: "Nr", "Emri i artikullit", "Data e prodhimit", "Cmimi", and "Kodi i prodhimit". The "Nr" field is selected and highlighted. On the right, a preview window shows the report title "Nr i klientit" and the selected fields: "Nr, Emri i artikullit, Data e prodhimit, Cmimi, Kodi i prodhimit". A blue speech bubble with the text "Vazhdojme me Next" points to the "Next >" button at the bottom of the dialog box. The background shows the Access ribbon with the "Reports" group selected, and a "Security Warning" message at the top.

Access_01.04.2013 : Database (Access ...)

Home Create External Data Database Tools

Table Table Templates SharePoint Lists Table Design

Form Split Form Multiple Items PivotChart Blank Form More Forms Form Design

Report Labels Blank Report Report Wizard Report Design

Security Warning Certain content in the database has been disabled Options...

All Tables

Klientat

Klientat : Table

Klientat

Artikujt

Artikujt : Table

Artikujt Query

Shenimet

Shenimet : Table

Report Wizard

Do you want to add any grouping levels?

Nr

Emri i artikullit

Data e prodhimit

Cmimi

Kodi i prodhimit

Nr i klientit

Nr, Emri i artikullit, Data e prodhimit, Cmimi, Kodi i prodhimit

Vazhdojme me Next

Grouping Options ... Cancel < Back Next > Finish

Vazhdim

Access_01.04.2013 : Database (Access 2013)

Home Create External Data Database Tools

Table Table Templates SharePoint Lists Table Design

Form Split Form Multiple Items PivotChart Blank Form More Forms Form Design

Report Labels Blank Report Report Wizard Report Design

Security Warning Certain content in the database has been disabled Options...

All Tables

- Klientat
 - Klientat : Table
 - Klientat
- Artikujt
 - Artikujt : Table
 - Artikujt Query
- Shenimet
 - Shenimet : Table

Report Wizard

What sort order and summary information do you want for detail records?

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

1	<input type="text"/>	Ascending
2	<input type="text"/>	Ascending
3	<input type="text"/>	Ascending
4	<input type="text"/>	Ascending

Summary Options

Cancel < Back **Next >** Finish

Vazhdojme me Next

Vazhdim

The screenshot shows the Microsoft Access interface with the Report Wizard dialog box open. The dialog box is titled "Report Wizard" and asks "How would you like to lay out your report?". It features a preview window on the left showing a report layout. On the right, there are two sections: "Layout" with radio buttons for "Stepped" (selected), "Block", and "Outline"; and "Orientation" with radio buttons for "Portrait" (selected) and "Landscape". Below these is a checkbox labeled "Adjust the field width so all fit on a page." which is checked. At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Annotations in blue speech bubbles point to specific elements:

- "Zgjedhja e renditjes" (Selection of sorting) points to the "Stepped" radio button in the Layout section.
- "Pamja e fletës" (Page view) points to the "Portrait" radio button in the Orientation section.
- "Vazhdojme me Next" (Continue with Next) points to the "Next >" button.

The ribbon at the top includes "Home", "Create", "External Data", and "Database Tools". The "Create" ribbon has groups for "Tables" (Table, Table Templates, SharePoint Lists, Table Design), "Forms" (Form, Split Form, Multiple Items, More Forms, Form Design), and "Reports" (Report, Labels, Blank Report, Report Wizard, Report Design). The "Database Tools" ribbon includes "PivotChart", "Blank Form", and "Form Design".

The left sidebar shows a list of tables and queries under "All Tables":

- Klientat
 - Klientat : Table
 - Klientat
- Artikujt
 - Artikujt : Table
 - Artikujt Query
- Shenimet
 - Shenimet : Table

Vazhdim

Access_01.04.2013 : Database (Access 2010)

Home Create External Data Database Tools

Table Table Templates SharePoint Lists Table Design
Forms: Form Split Form Multiple Items PivotChart Blank Form More Forms Form Design
Reports: Report Labels Blank Report Report Wizard Report Design Query Wizard

Security Warning Certain content in the database has been disabled Options...

All Tables

- Klientat
 - Klientat : Table
 - Klientat
- Artikujt
 - Artikujt : Table
 - Artikujt Query
- Shenimet
 - Shenimet : Table

Report Wizard

What style would you like?

Access 2003
Access 2007
Apex
Aspect
Civic
Concourse
Equity
Flow
Foundry
Median
Metro
Module
None
Northwind

Title
Label above Detail
Control from Detail

Cancel < Back Next > Finish

Zgjedhja e stilit

Vazhdojme me Next

Vazhdim

Access_01.04.2013 : Database (Access 200

Home Create External Data Database Tools

Table Table Templates SharePoint Lists Table Design
Forms

Form Split Form Multiple Items PivotChart Blank Form More Forms Form Design
Reports

Report Labels Blank Report Report Wizard Report Design Query Wizard

Security Warning Certain content in the database has been disabled Options...

All Tables

- Klientat
 - Klientat : Table
 - Klientat
- Artikujt
 - Artikujt : Table
 - Artikujt Query
- Shenimet
 - Shenimet : Table

Report Wizard

What title do you want for your report?

Artikujt - Raporti

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

Do you want to preview the report or modify the report's design?

Preview the report.

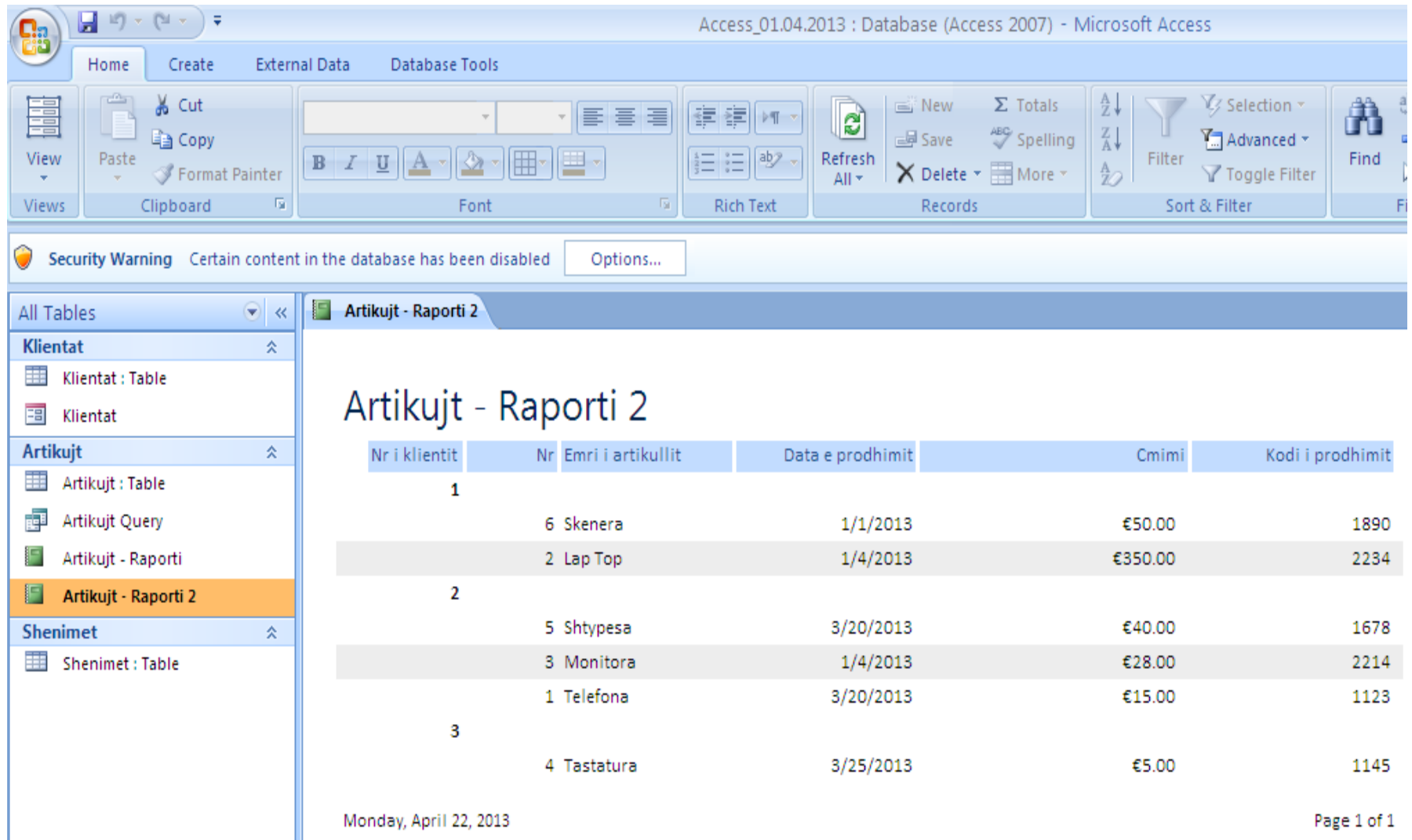
Modify the report's design.

Cancel < Back Next > Finish

Zgjedhja e emrit të raportit

Përfundojmë me Finish

Në vijim po e paraqesim raportin e krijuar



The screenshot shows the Microsoft Access interface. The title bar indicates the file is 'Access_01.04.2013 : Database (Access 2007) - Microsoft Access'. The ribbon is set to 'Database Tools'. A security warning is visible: 'Security Warning Certain content in the database has been disabled'. The left-hand pane shows a list of tables and reports, with 'Artikujt - Raporti 2' selected. The main window displays a report titled 'Artikujt - Raporti 2' with the following data:

Nr i klientit	Nr	Emri i artikullit	Data e prodhimit	Cmimi	Kodi i prodhimit
1	6	Skenera	1/1/2013	€50.00	1890
2	2	Lap Top	1/4/2013	€350.00	2234
3	5	Shtypesa	3/20/2013	€40.00	1678
	3	Monitora	1/4/2013	€28.00	2214
	1	Telefona	3/20/2013	€15.00	1123
	4	Tastatura	3/25/2013	€5.00	1145

Monday, April 22, 2013 Page 1 of 1

Sortimi i të dhënave dhe përdorimi i filtrave

- Në këtë kapitull do të tregohet si të sortohen regjistrimet në një bazë të të dhënave, me qëllim që ato të paraqiten në një renditje të caktuar e që përputhet me kërkesat e shfrytëzuesit.
- Edhe në këtë rast do të shfrytëzojmë tabelat e shembujve të mësipërm.
- Filtrat ngjajnë me pyetësit, por dallojnë prej tyre sepse janë më të shpejtë në ekzekutim, por nuk mund të ruhen për tu ripërdorë.

Kryerja e një sortimi të thjeshtë

- Në Akses me sortim të thjeshtë të regjistrimeve, kuptohet renditja sipas një kriteri të caktuar e tyre në një fushë, si psh. Të dhënave të fushës **Emri i artikullit ne tabelen Artikujt**.
- Mënyra më e lehtë për sortimin e të dhënave është duke përdorur njërin nga butonat **Sort** që ndodhen në shiritin e tasteve. Me anë të këtyre tasteve të dhënat mund të renditen në rendin rritës (**A-Z**) ose atë zbritës (**Z-A**).



- Nëse sortimi kryhet sipas një fushe kjo nuk do të thotë se fushat tjera do të jenë të sortuara . Për tu kryer sortimi në më shumë fusha duhet të përdoren filtrat

Egzekutimi i një sortimi

Zgjedhet vegla për sortim rritës ose për atë zvogëlues, varësisht nga nevoja

Zgjedhet fusha sipas të cilës sortohen shenimet

Ascending

Nr	Emri i artikut	Data e prodh	Cmimi	Nr i klientit	Kodi i prodh
1	Telefona	3/20/2013	€15.00	2	1123
2	Lap Top	1/4/2013	€350.00	1	2234
3	Monitora	1/4/2013	€28.00	2	2214
4	Tastatura	3/25/2013	€5.00	3	1145
5	Shtypesa	3/20/2013	€40.00	2	1678
6	Skenera	1/1/2013	€50.00	1	1890
*	(New)				

Egzekutimi i një sortimi

The screenshot shows the Microsoft Access 2007 interface. The title bar indicates the file name is 'Access_01.04.2013 : Database (Access 2007) - Microsoft Access'. The ribbon is set to 'Table Tools' with the 'Datasheet' tab selected. The ribbon includes sections for 'Views', 'Clipboard', 'Font', 'Rich Text', 'Records', and 'Sort'. A 'Security Warning' message is visible, stating 'Certain content in the database has been disabled'. The left-hand pane shows a list of tables, with 'Artikujt' selected. The main area displays a data table with the following columns: 'Nr', 'Emri i artikujt', 'Data e prodhimit', 'Cmimi', 'Nr i klientit', and 'Kodi i prodhimit'. The table contains six records, with the last one, '(New)', highlighted in orange. A blue callout box points to this row with the text 'Fusha e renditur në rendin rritës'.

Nr	Emri i artikujt	Data e prodhimit	Cmimi	Nr i klientit	Kodi i prodhimit
2	Lap Top	1/4/2013	€350.00	1	2234
3	Monitora	1/4/2013	€28.00	2	2214
5	Shtypesa	3/20/2013	€40.00	2	1678
6	Skenera	1/1/2013	€50.00	1	1890
4	Tastatura	3/25/2013	€5.00	3	1145
1	Telefona	3/20/2013	€15.00	2	1123
*	(New)				

Fusha e renditur në rendin rritës

Përdorimi filtrave për sortim sipas disa fushave – Për këtë qëllim përdoret opcioni **Filter** (shih menynë)

The screenshot shows the Microsoft Access 2007 interface. The ribbon is set to 'Table Tools' > 'Datasheet'. The 'Filter' button, represented by a funnel icon, is highlighted in the 'Records' group. A callout box points to the 'Filter' button with the text 'Fusha e renditur në rendin rritës'. Below the ribbon, a 'Security Warning' message is visible. The 'All Tables' pane on the left shows the 'Artikujt' table selected. The main window displays a data table with columns: Nr, Emri i artiku, Data e prodh, Cmimi, and others. The 'Emri i artiku' column is highlighted with an orange border.

Nr	Emri i artiku	Data e prodh	Cmimi	Klienti	Kodi i prodh	F
2	Lap Top	1/4/2013	€350.00	1	2234	
3	Monitora	1/4/2013	€28.00	2	2214	
5	Shtypesa	3/20/2013	€40.00	2	1678	
6	Skenera	1/1/2013	€50.00	1	1890	
4	Tastatura	3/25/2013	€5.00	3	1145	
1	Telefona	3/20/2013	€15.00	2	1123	
*	(New)					

Vazhdim

The screenshot shows the Microsoft Access 2007 interface. The ribbon is set to 'Table Tools' > 'Datasheet'. A table named 'Artikujt' is displayed with columns: Nr, Emri i artikullit, Data e prodhimit, Cmimi, Nr i klientit, and Kodi i prodhimit. A filter is applied to the 'Emri i artikullit' column, showing only rows with values: Lap Top, Monitora, Shtypesa, Skenera, and Telefona. The 'Text Filters' dialog box is open, showing a list of items with checkboxes. The 'Text Filters' section is expanded, showing a list of items with checkboxes. A callout box points to the dialog with the text 'Zgjedhim fushat te cilat deshirojme te shihen'.

Nr	Emri i artikullit	Data e prodhimit	Cmimi	Nr i klientit	Kodi i prodhimit
2	Lap Top	1/4/2013	€350.00	1	2234
3	Monitora		€28.00	2	2214
5	Shtypesa		€40.00	2	1678
6	Skenera		€50.00	1	1890
4	Tastatura		€5.00	3	1145
1	Telefona		€15.00	2	1123
*	(New)				

Zgjedhim fushat te cilat deshirojme te shihen

Vazhdim rezultati i sortimit

The screenshot shows the Microsoft Access 2007 interface. The title bar indicates the file is 'Access_01.04.2013 : Database (Access 2007) - Microsoft Access'. The ribbon is set to 'Table Tools' > 'Datasheet'. A security warning is displayed: 'Security Warning Certain content in the database has been disabled Options...'. The 'All Tables' pane on the left shows a tree view with 'Klientat' and 'Artikujt' expanded. The main area displays a table with the following data:

Nr	Emri i artikujt	Data e prodhimit	Cmimi	Nr i klientit	Kodi i prodhimit
2	Lap Top	1/4/2013	€350.00	1	2234
3	Monitora	1/4/2013	€28.00	2	2214
5	Shtypesa	3/20/2013	€40.00	2	1678
6	Skenera	1/1/2013	€50.00	1	1890
*	(New)				