

Database Exercise 2

Database reports

Learning outcomes

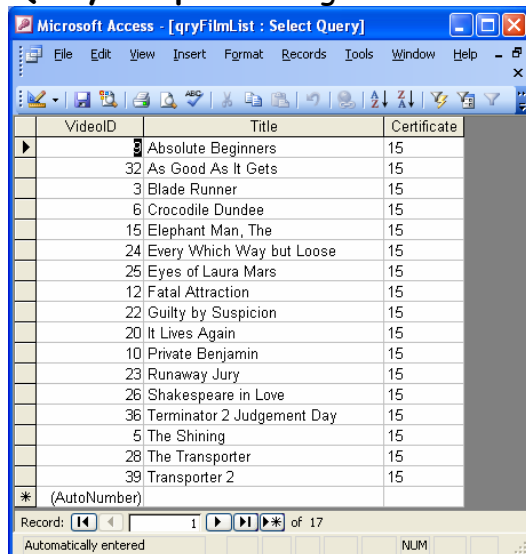
- You will appreciate that, whilst it is possible to print the contents of a query or table directly, there is little control over the format and layout of the presentation. It is better to use Access reports in order to present information in an attractive and controlled format.
- You will be able to produce reports based on tables or queries and group the information generated in useful ways using a report.

Database Exercise 2 - Database reports

Reports are usually based on tables or queries. Whilst it is possible to print the contents of a query or table directly there is little control over the format and layout of the presentation. In order to present information in an attractive and controlled format in Access it is better to use Access reports. Using reports makes it easier to change the font style and size and add clipart or scanned images. It is also possible to group the information shown in a report in useful ways.

For example - compare the following query and report

Query Output Listing films rated 15



The screenshot shows a Microsoft Access window titled 'Microsoft Access - [qryFilmList : Select Query]'. The window displays a table with three columns: 'VideoID', 'Title', and 'Certificate'. The data is as follows:

VideoID	Title	Certificate
9	Absolute Beginners	15
32	As Good As It Gets	15
3	Blade Runner	15
6	Crocodile Dundee	15
15	Elephant Man, The	15
24	Every Which Way but Loose	15
25	Eyes of Laura Mars	15
12	Fatal Attraction	15
22	Guilty by Suspicion	15
20	It Lives Again	15
10	Private Benjamin	15
23	Runaway Jury	15
26	Shakespeare in Love	15
36	Terminator 2 Judgement Day	15
5	The Shining	15
28	The Transporter	15
39	Transporter 2	15

Report Output Listing films rated 15 (based on the same query)



The screenshot shows a Microsoft Access window titled 'Microsoft Access - [rptFilmList]'. The window displays a report with a title 'List of films with a 15 certificate' and a picture of a DVD. Below the title is a table with three columns: 'VideoID', 'Title', and 'Certificate'. The data is as follows:

VideoID	Title	Certificate
9	Absolute Beginners	15
32	As Good As It Gets	15
3	Blade Runner	15
6	Crocodile Dundee	15
15	Elephant Man, The	15

In the report it is possible to add a suitable title and picture and include your name and other information.

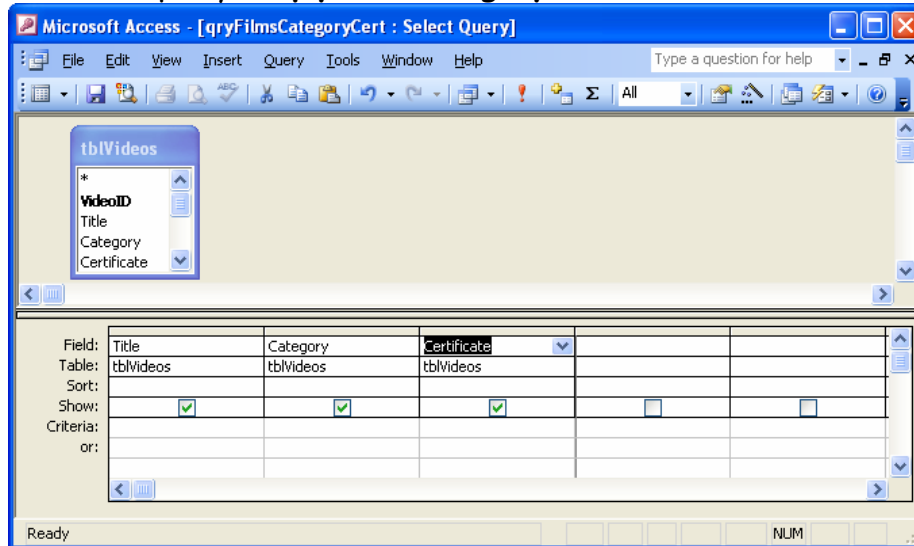
Database Exercise 2 - Database reports

Locate the file Video1.mdb, which has the queries in it that you produced in a previous exercise.

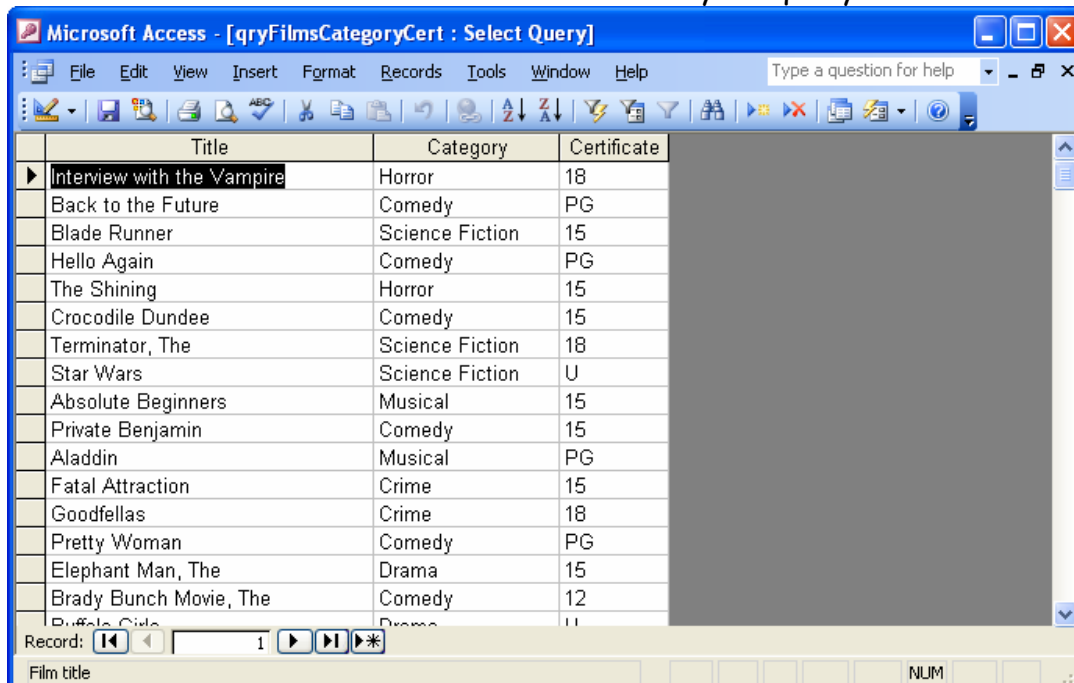
Double click the file in order to open MS Access

Create a new query including the fields **Title**, **Category** and **Certificate** query and examine it to see what information it holds.

Save the query as **qryFilmsCategoryCert**



Switch to datasheet view to see the result of your query.



You are now going to present the same information using **Reports**.

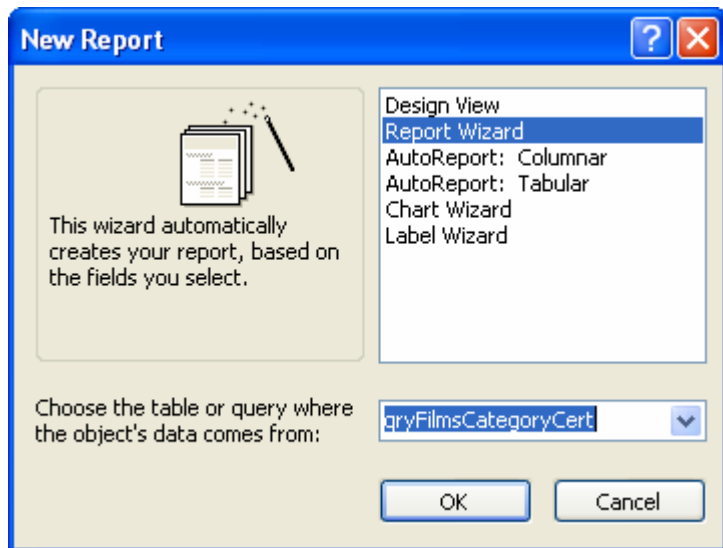
Database Exercise 2 - Database reports

In the database window click on **Report** tab.

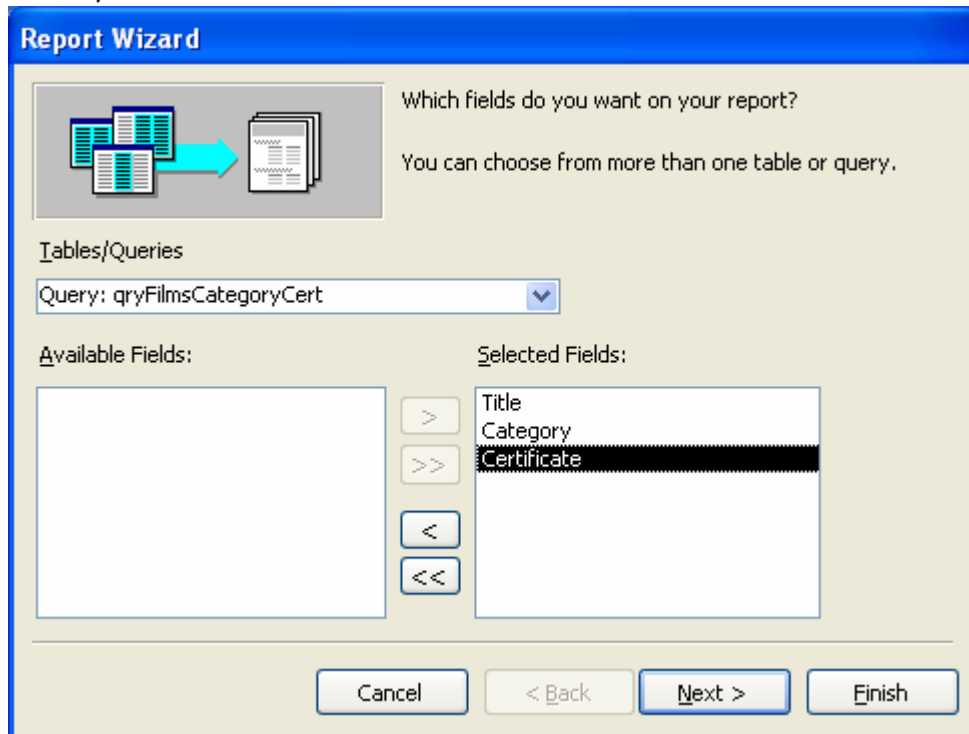
Click on **New**.

Click on the **Report Wizard** and, using **down arrow**, select the query named **qryFilmsCategoryCert**

Click **OK**.



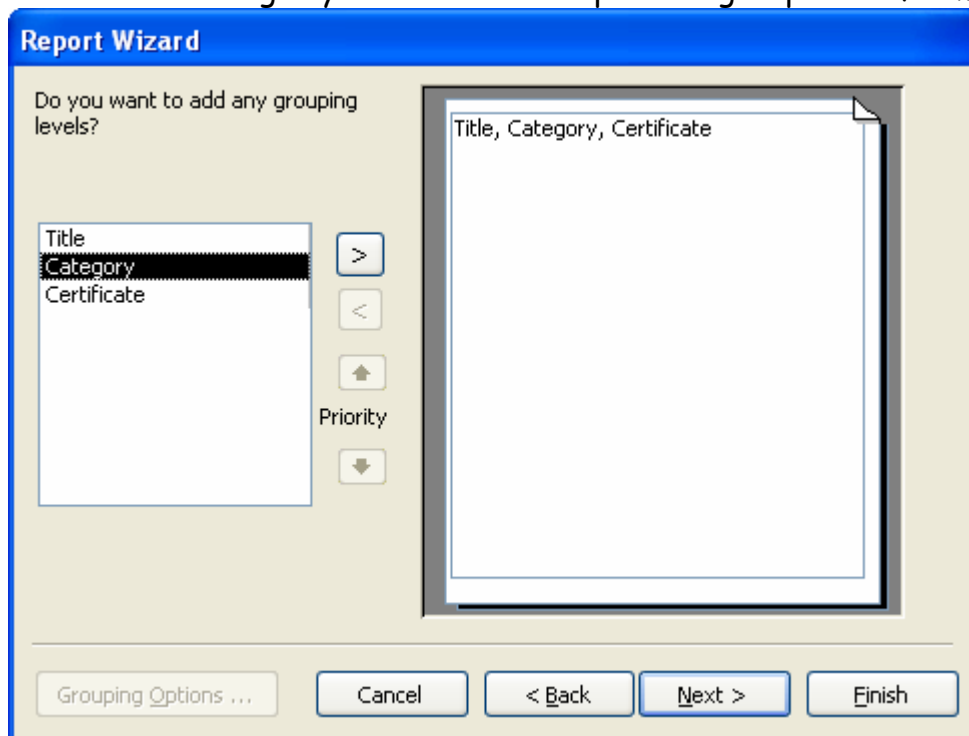
Next select the fields that you want included in the report. Using the double arrow, move all of the fields into second column.



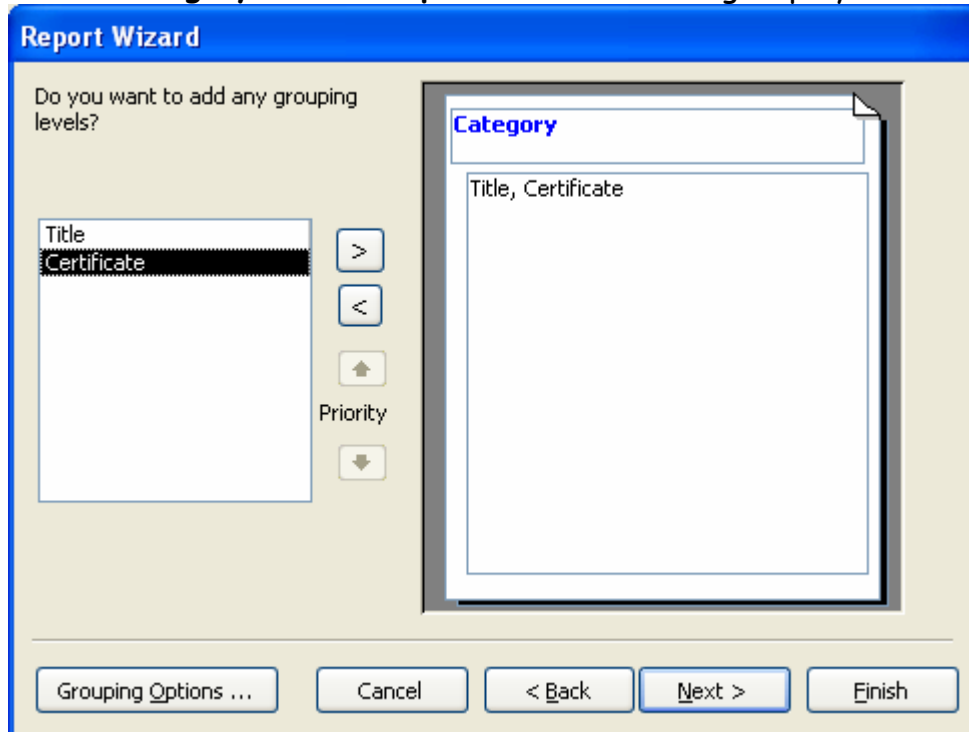
Click **Next**

Database Exercise 2 - Database reports

In the next dialogue you will have the option to group the information in the report.



Select **Category** and the **top arrow** in order to group by this field.



Click **Next**

In the next dialogue you will have the option to specify any fields that you want to order in alphabetical order.

Database Exercise 2 - Database reports

From the drop down list choose **Title**.

Report Wizard

What sort order 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" value="Title"/>	Ascending
2	<input type="text"/>	Ascending
3	<input type="text"/>	Ascending
4	<input type="text"/>	Ascending

Cancel < Back Next > Finish

Report Wizard

How would you like to lay out your report?

Layout

- Stepped
- Block
- Outline 1
- Outline 2
- Align Left 1
- Align Left 2

Orientation

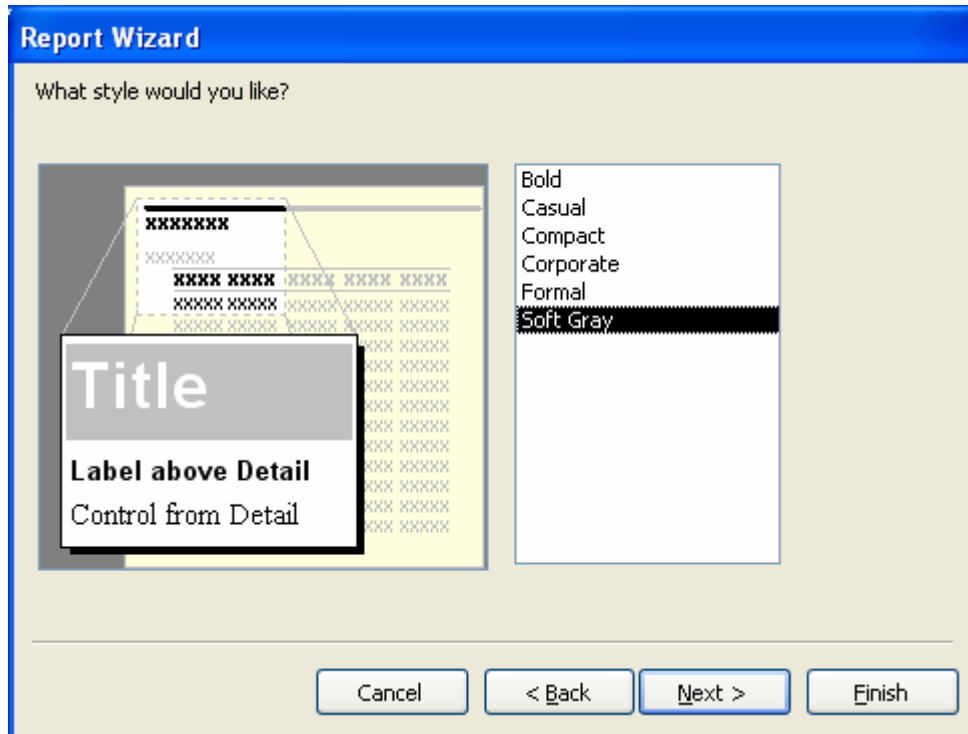
- Portrait
- Landscape

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

Cancel < Back Next > Finish

Accept default setting
Click **Next**

Database Exercise 2 - Database reports

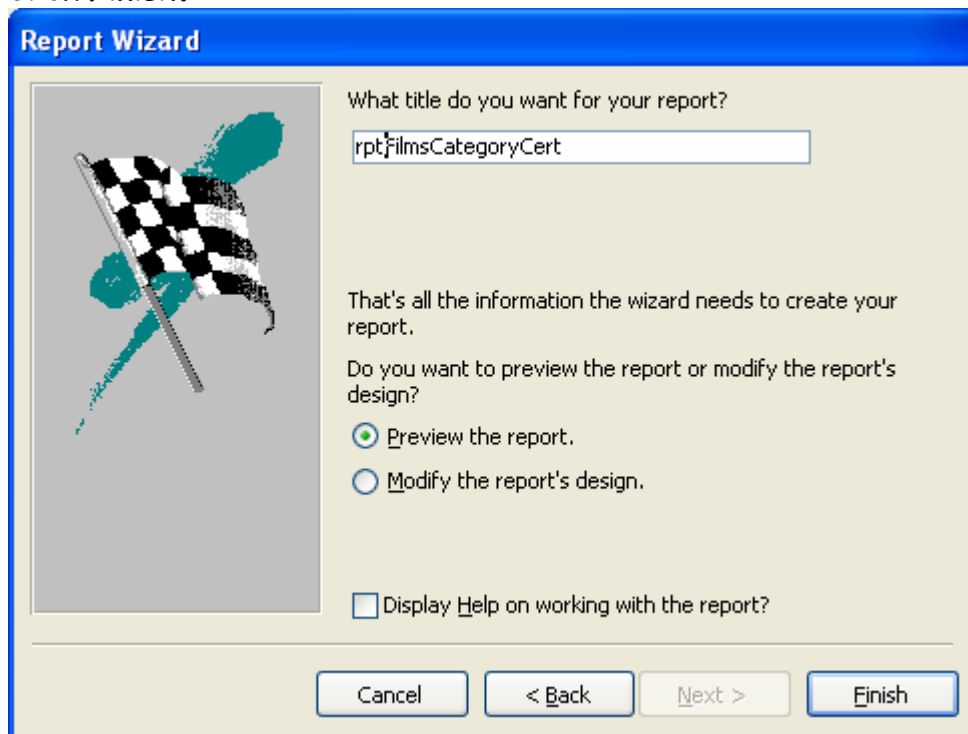


Click on **Soft Gray** for style of report

Click **Next**

In the final step, you name your report. Replace **qry** with **rpt** at the start of the filename. You want to preview the report so leave this setting as it is.

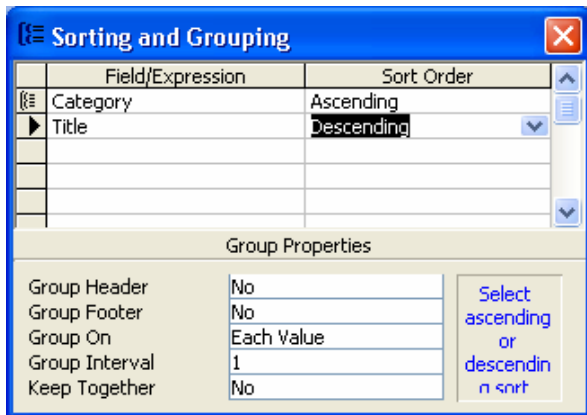
Click **Finish**.



Database Exercise 2 - Database reports

You need to make some modifications. Switch to **Design View**

Click on **Sorting and Grouping** icon in toolbar and change Rating to **descending** order.



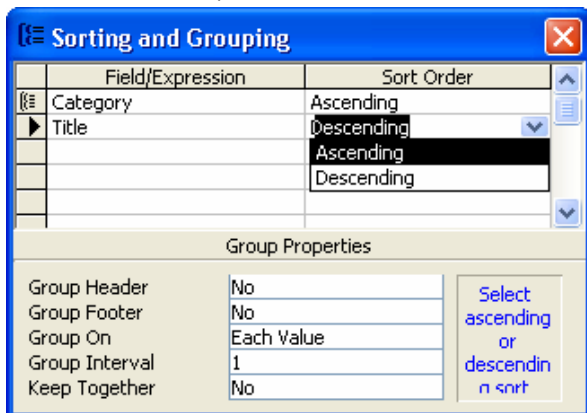
Close the **Sorting and Grouping** dialogue box.

Change the title heading from **ascending** to **descending**

Switch back to data sheet view to view the results of the change

Switch back to design view

Set the Title field list order back to **ascending**



Switch back to design view

Working in design view, note that the label at the top of the report is the same as the file name that you used.

Edit the text label at the top of the report to a more sensible and friendly name

Save your changes and close the report

Extension Activities

Create reports based on your other queries