CHAPTER 13

Creating Reports in Access

Q.1: Answer the following as True or False.
   (i) A columnar report spreads the information for a single record over many rows.
   (ii) You can select the fields you want to include in a report when you create a report using AutoReport feature.
   (iii) Report Wizard creates reports with much greater flexibility compared to AutoReport feature.
   (iv) Reports created by Report Wizard can be customized later by using Design view.

   Answers: (i) True (ii) False (iii) True (iv) True

Q.2: Create a tabular report of Students table using AutoReport.

   Answer:
   Reports are used in a database to present information in a neat and organised format that is ready for printing. When a report is opened in Access, it is opened in Print preview for this reason. Do the following steps to make a tabular report using AutoReport.
   1. Open the database in which you want to include the report.
   2. Open the Database window.
   3. Select Reports on the Objects bar in the Database window.
   4. Click the New button. You can also open the New Report dialog box by clicking the arrow on the New Object toolbar and choosing Report from the drop-down menu. The New Report dialog box appears.
5. Select the AutoReport Columnar or the AutoReport Tabular option. The reports created using AutoReport include all the fields belonging to the table or query that you select in the list box at the bottom of the New Report dialog box.

Q.3: Create a report using Report Wizard that displays the information stored in the following fields of School Database.
First Name    Exam Title
Last Name    Maths
Class    Physics
Section    Computer

Answer:
Report Wizard is the easiest way to design a report. It creates reports that have much greater flexibility in the choice of fields and in the report design. It lets you create reports that contain data from more than one table without first creating a query.

To create a report using Report Wizard, follow these steps.
1. Select Reports in the Database window and then click the New button. Access displays the New Report dialog box.
2. Select Report Wizard from the list in the dialog box and click OK. The Report Wizard displays its opening dialog box.

3. You have the option of selecting fields from several tables and queries as you do when you use Access wizards. Include all the fields that have any relevance to your report.

4. Move the fields you want from the Available Fields list into the Selected Fields list by using the four buttons that are located between the lists. To access fields from different tables or queries, select each one in the Table/Queries list box and then move the fields you want. When you have finished selecting fields, click the Next button to open the next Report wizard dialog box.
5. The dialog box appears only if you selected fields from more than one table in the previous step. It lets you choose one table for grouping the information in the report. After selecting the grouping table you want, click Next to open the third Report Wizard dialog box.

6. In this dialog box, you can add grouping levels to your report by selecting one or more fields to be used to group the records. Click the Next button to move to the fourth Report Wizard dialog box.
7. In this dialog box, you choose the sorting order for the detail section in the report. Note that the report groups are automatically sorted on the fields used for grouping. Here, you can choose one or more fields that will be used for sorting the detail lines within each group. Click Next to open the fifth dialog box of the Report Wizard.

8. In the fifth Report Wizard dialog box, you select the layout the orientation of your report. When you select an option, the model at the left of the dialog box gives an idea of how your report will look. When you finish setting options, click Next button to go to the sixth dialog box.
9. In the sixth dialog box, you choose a format style for your report. Select one of the predefined report styles for your report. The window on the left shows a preview of the selected style. When you have selected the style, click Next button to move on to the seventh dialog box.
10. Here, you type a title for your report, the Report Wizard also uses this title as the name of the saved report it creates. Select the Preview the Report option and click Finish to complete your report specifications. The Report Wizard creates the report and displays it in Print Preview mode.
Q.4: Modify the above report to add a new calculated field called Total that displays the total marks of three subjects.

Answer:
1. Open School database. The Database window appears automatically and displays shortcuts for opening database objects and creating new objects.
2. Look under the "Objects" panel on the upper left side of the Database window and click on the line item labelled "Queries." Now select Students Query you have created before. Click on Design option. Design window will appear.
3. Type “Total: (Maths+Physics+Computer)” in an empty field column.
4. Click on File menu and select Close option. A dialog box appears to ask you to save changes. Click on Yes.

5. Select Reports in the Database window and then click the New button. Access displays the New Report dialog box.

1. You have the option of selecting fields from several tables and queries as you do when you use Access wizards. Include all the fields that have any relevance to your report. Select Students Query.

8. Move the fields you want from the Available Fields list into the Selected Fields list by using the four buttons that are located between the lists. When you have finished selecting fields, click the Next button to open the next Report wizard dialog box.

9. The dialog box appears only if you selected fields from more than one table in the previous step. It lets you choose one table for grouping the information in the report. After selecting the grouping table you want, click Next to open the third Report Wizard dialog box.

10. In this dialog box, you can add grouping levels to your report by selecting one or more fields to be used to group the records. Click the Next button to move to the fourth Report Wizard dialog box.

11. In this dialog box, you choose the sorting order for the detail section in the report. Note that the report groups are automatically sorted on the fields used for grouping. Here, you can choose one or more fields that will be used for sorting the detail lines within each group. Click Next to open the fifth dialog box of the Report Wizard.

12. In the fifth Report Wizard dialog box, you select the layout the orientation of your report. When you select an option, the model at the left of the dialog box gives an idea of how your report will look. When you finish setting options, click Next button to go to the sixth dialog box.

13. In the sixth dialog box, you choose a format style for your report. Select one of the predefined report styles for your report. The window on the left shows a preview of the selected style. When you have selected the style, click Next button to move on to the seventh dialog box.

14. Here, you type a title for your report, the Report Wizard also uses this title as the name of the saved report it creates. Select the Preview the Report option and click Finish to complete your report specifications. The Report Wizard creates the report and displays it in Print Preview mode.

Q5: Open a form that you have created before for formatting and change the size, color and border width of controls and colour of the text in controls.

Answer:

To work with the controls of a form follow these steps:

1. Open the database that contains the form you want to modify.
2. Open the Database window.
3. Selects Forms on the Objects bar and select a form.
4. Click the Design button.
5. To change the colour or border width of, select the control(s) whose colour or border width you want to change.

6. Click the arrow of the Fill/Back Color toolbar button to open the color palette popup window. Click the color square you want or click the Transparent button to make the background transparent. Transparent means that the background colour of the object under the control (the form section in this case) appears within the control except in areas of the control that are occupied by text or pictures.
7. Click the arrow of the Line/Border Color toolbar button to open the color palette popup window where you change the border color for any selected control with borders.

8. Click the arrow of the Line/Border Width toolbar button to open the border width popup window where you can change the thickness of the border for any selected control whose borders are enabled.

9. Click the arrow of the Font/Fore Color toolbar button to open the color palette popup window where you change the colour of the text of selected controls.

10. Click on File menu and select Save option to save changes.
Objective Questions and Answers

**Multiple Choice Questions**

1. The final product of most database applications is a
   (a) Command       (b) Record
   (c) Report        (d) Result

2. Reports provide means for creating printed copies of the ________ in your database.
   (a) Instruction   (b) Assessment
   (c) Information   (d) Program

3. Report wizard is the easiest way to a report.
   (a) Calculate     (b) Design
   (c) Create        (d) Communicate

4. The basic element of a report is called:
   (a) Control       (b) Object
   (c) Window        (d) Properties

5. What is the first step in creating a form or report with the form wizard or report wizard?
   (a) Selecting the fields that you want to appear in the form or report
   (b) Selecting the underlying table or query on which you want to base the form or report
   (c) Reading several screens of mostly useless information and clicking next
   (d) Selecting how the form or report should be formatted

6. Forms and reports both use the same techniques and tools to their controls.
   (a) Record        (b) Format
   (c) Fix           (d) Calculate

7. Each type of control has its own set of.
   (a) Controls      (b) Properties
   (c) Information   (d) Programs

8. The default color for the text and borders of controls is.
   (a) White         (b) Grey
   (c) Blue          (d) Black

9. Labels have a background color by default.
   (a) Green         (b) Pink
   (c) Grey          (d) White

10. All windows clipboard operations are applicable.
Q.1. What is a report?
Ans: Report is a final product of most database applications. It provides means for creating printed copies of the information in your database.

Q.2. How is the report produced?
Ans: Access combines data in tables and queries to produce a report that we can print and distribute to people who need or request it.

Q.3. Write down example of single page report?
Ans: Some reports consist of a single page such as order acknowledgement and invoice.

Q.4. Write down some examples of multi page reports?
Ans: These reports include catalogues, general ledgers, financial statements and examination result sheets.

Q.5. How many varieties of standard reports?
Ans: Standard reports come in two basic varieties, columnar and tabular.

Q.6. What are columnar reports?
Ans: In these reports, the values of each field in each record of a table or query are listed in one long column of text boxes.

Q.7. What do you know about tabular reports?
Ans: These reports provide a column for each field of the table or query and print the value of each field of the records in rows under the column header.

Q.8. What is the easiest way to design a report?
Ans: Report wizard is the easiest way to design a report.

Q.9. Which type of reports does the Report Wizard create?
Ans: Report wizard creates reports that have much greater flexibility in the choice of fields and in the report design. It lets you create reports that contain data from more than one table without first creating a query.

Q.10. Write down the use of forms and reports?
Ans: Forms and reports are used to display information contained in our database and both use the same techniques and tools to format their controls.

Q.11. What we click to select the form header?
Ans: To select the form header we click the form header or page header.

Q.12. How do a form header and footer appear?
Ans: A form header and footer appear when we choose view form header/footer.

Q.13. How do a page header and footer appear?
Ans: A page header and footer appear when we choose view page header/footer.

Q.14. Which are primarily used in conjunction with printer forms?
Ans: Page headers and footers primarily are used in conjunction with printing forms.

Q.15. Explain the detail section of reports.
Ans: To select the detail section click the detail bar we get a set of properties similar to those of the form header section but all of these apply to the detail section.

Q.16. Describe the footer section only.
Ans: To select the footer section, click the form footer or page footer bar. A set of properties identical to the header properties is available for the footer section. Form footer appears only if a form header has been added. The same applies to page header and footers.

Q.17. How do you select the control in Form or Report?
Ans: Click the surface of the control to select the control. Each type of control has its own set of properties.

Q.18. What is a toggling process?
Ans: Selecting and deselecting controls is a toggling process.

Q.19. What do you mean by toggling?
Ans: Toggling means repeating an action with the effect alternating between on and off.

Q.20. What we can use when the grid is visible?
Ans: When the grid is visible we can use the grid dots to assist in maintaining the horizontal and vertical alignment of rows and columns of controls.

Q.21. What we do when the grid is not visible?
Ans: If the grid is not visible, we can cause controls to “Snap to the grid” by choosing menu Format and option “snap to grid”.

Q.22. What is process of removing a selected object from the group?
Ans: To remove a selected object from the group, hold down the shift key and click the object with the mouse to deselect it. To deselect an entire group, click any active area of the form. An active area is an area outside the outline of a control.

Q.23. What is the default color for the text and borders of controls?
Ans: The default colour for the text and borders of controls is black.

Q.24. How can we edit the content of text controls?
Ans: We can edit the content of text controls by using conventional windows text-editing techniques.