

MS-Access

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204100 IT AND MODERN LIFE



MS-Access 2016

7.1 Database Basics & Table

7.2 Form

7.3 Query

7.4 Report

7.5 Working with Multiple Tables

7.4 Report

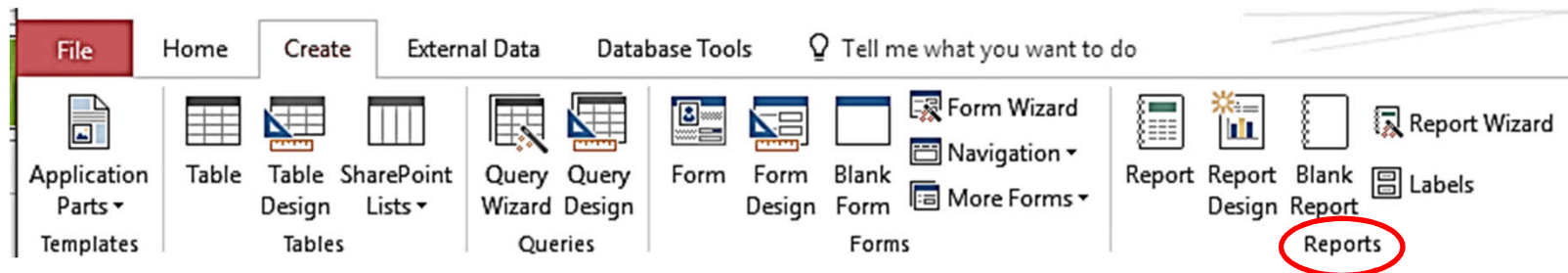


7.4 Report

1) Working with Report

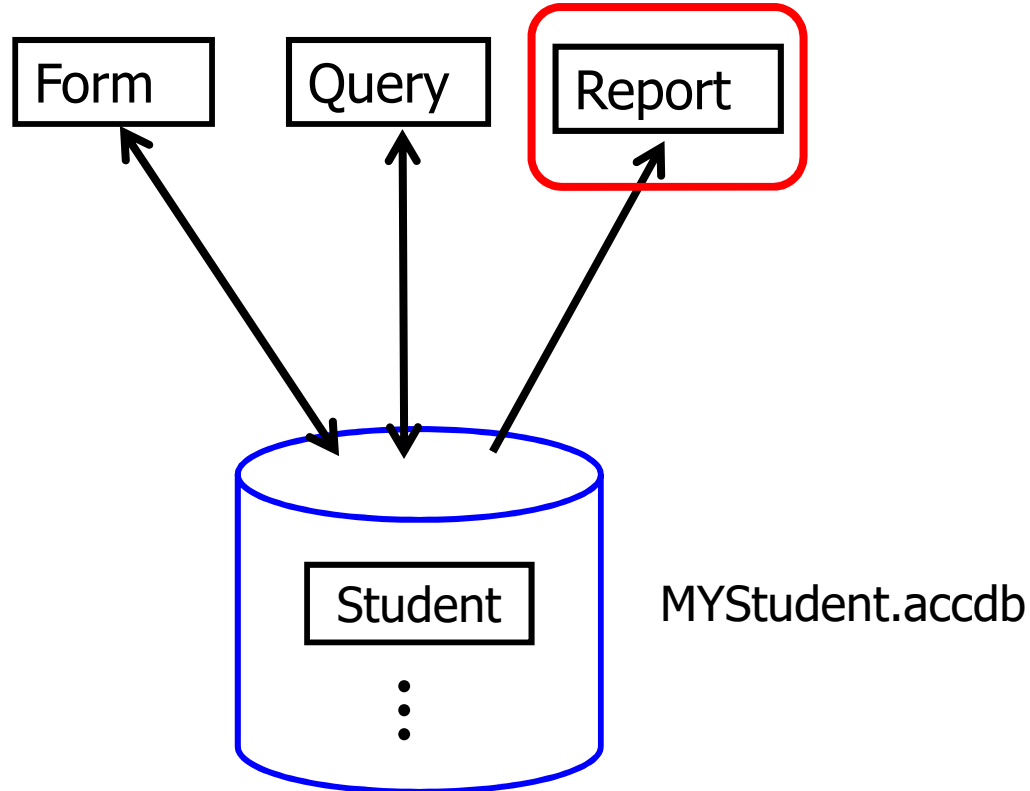
2) Creating a Report

- Report
- Report Wizard
- Blank Report
- Report Design



(1) Working with Report

This chapter will cover displaying data in a table or a query on a **report**, where it can also be printed



(2) Many Ways to create a Report

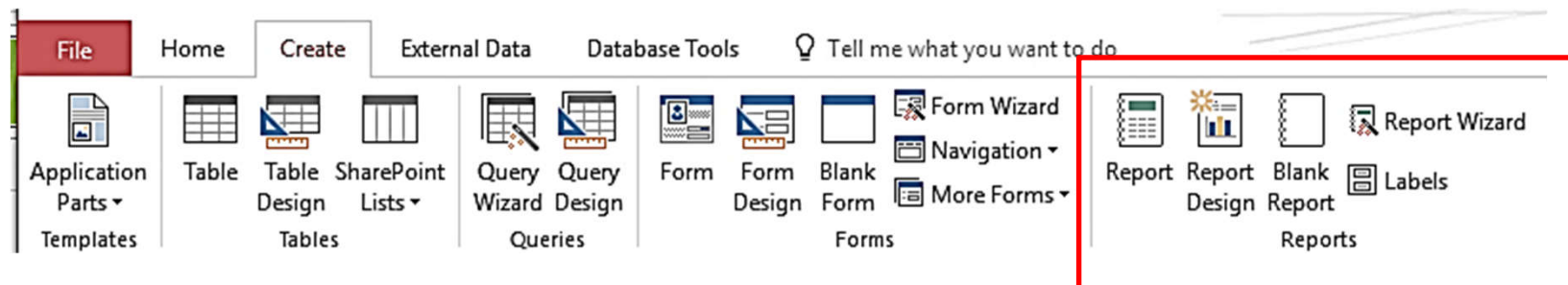
Create tab → Reports group

(2.1) **Report** — creates a basic report with all records and fields in that table/query included

(2.2) **Report Wizard** — creates a report following a step-by-step guide

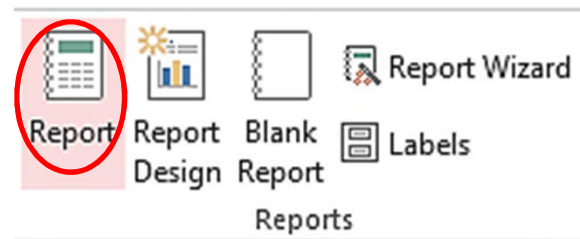
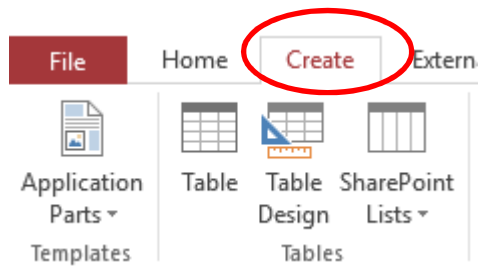
(2.3) **Blank Report** — creates an empty report. Users can choose what will be on the report by themselves

(2.4) **Report Design** — also creates an empty report, but starting at Design view

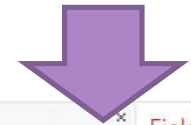


(2.1) Creating a Basic Report

- Using **MyStudent** database (<https://goo.gl/kRccNK>) → **Student** table
- Go to **Create** tab → click **Report** button



Dash line indicating paper edge



- The basic report will then be automatically created
- Currently, we are in **Layout** view, where we can managed what will be on the report



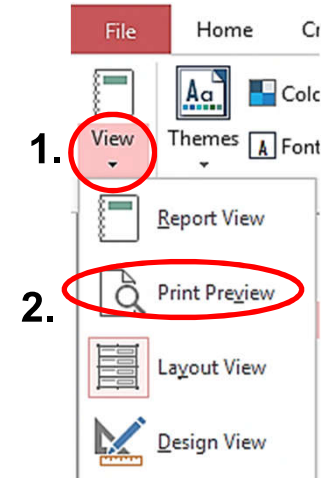
idStudent	title	firstName	lastName	address
502023456	Mr.	Ascending	Order	1/2 345
555555555	Mr.	Niranaam	Raisakul	404 No Thailan
570899998	Mr.	Paul	Indrome	1221 A
571123456	Mr.	Rahul	Narayanan	5/3 Sut Thailan
571634633	Mr.	Michael	Robertson	14/19 f Thailan
571645508	Ms.	Jane	Doe	5/3 Sut Thailan
572014159	Ms.	Pi	Pi	5/3 Sut Thailan
572083775	Mr.	Ralph	Chen	14/19 f



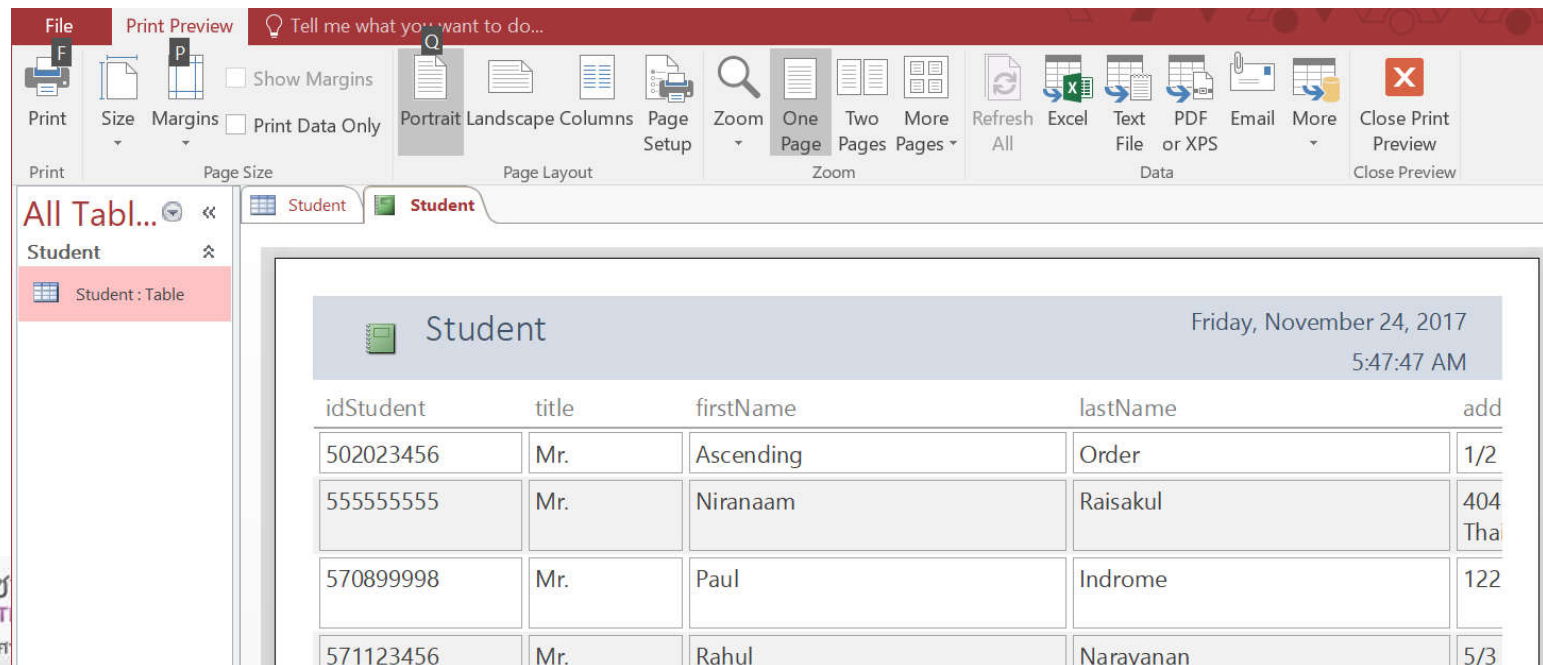
(2.1) Creating a Basic Report (cont.)

To see what the report actually looks like before printing

1. Click View to expand the views list box
2. Click Print Preview

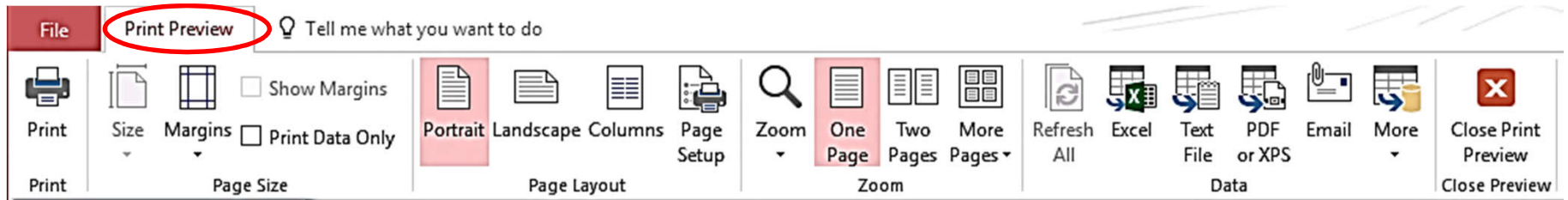


The following screen will appear



(2.1) Creating a Basic Report (cont.)

Under the **Print Preview** tab are some commands related to printing this report



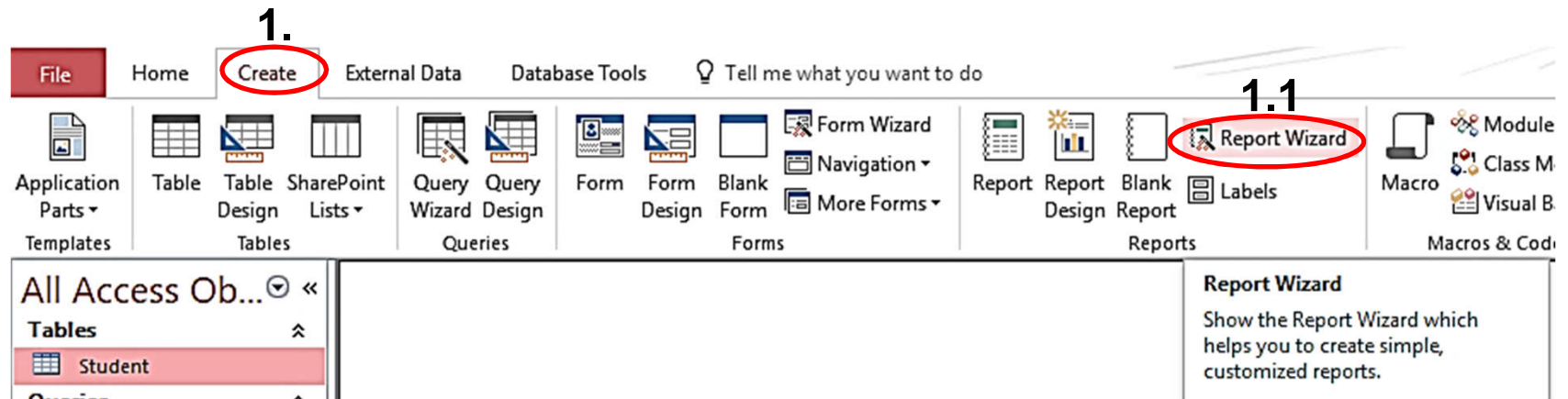
When you click to close this report and you haven't saved the report, you will be prompted whether to save it or not

(2.2) Report Wizard

- ❖ Following the wizard: a step-by-step guide, to create a report
 - Still working with **MyStudent** database → **Student** table

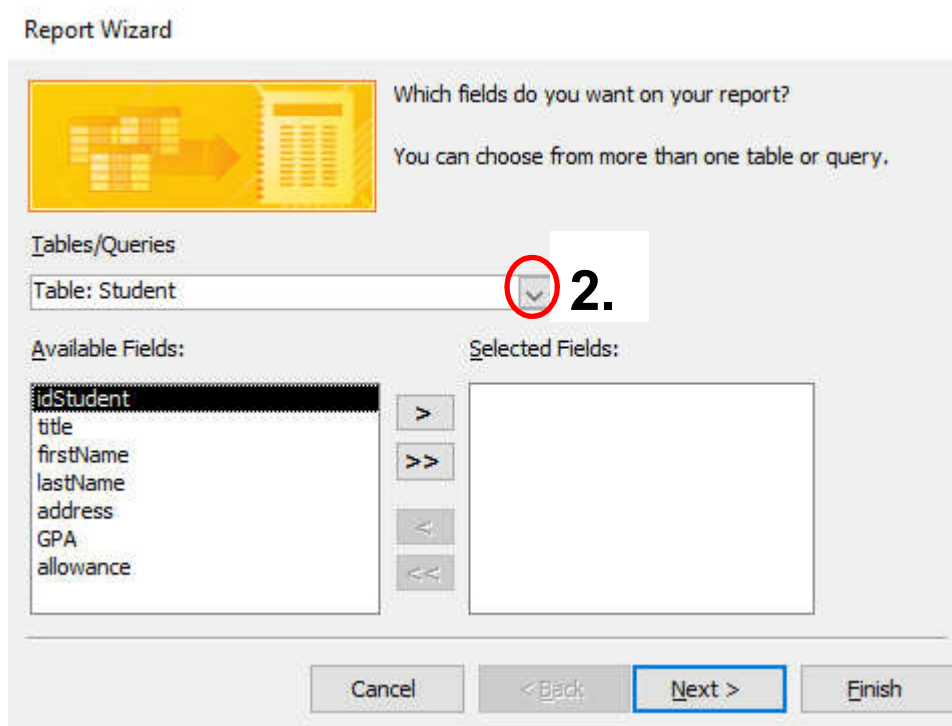
1. Go to **Create** tab

1.1 Click **Report Wizard**



(2.2) Report Wizard (cont.)

2. Select data source, it can be a table or a query. For this example, select **Table: Student**



Report Wizard

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

Tables/Queries
Table: Student

Available Fields:
idStudent
title
firstName
lastName
address
GPA
allowance





Selected Fields:

Cancel < Back Next > Finish

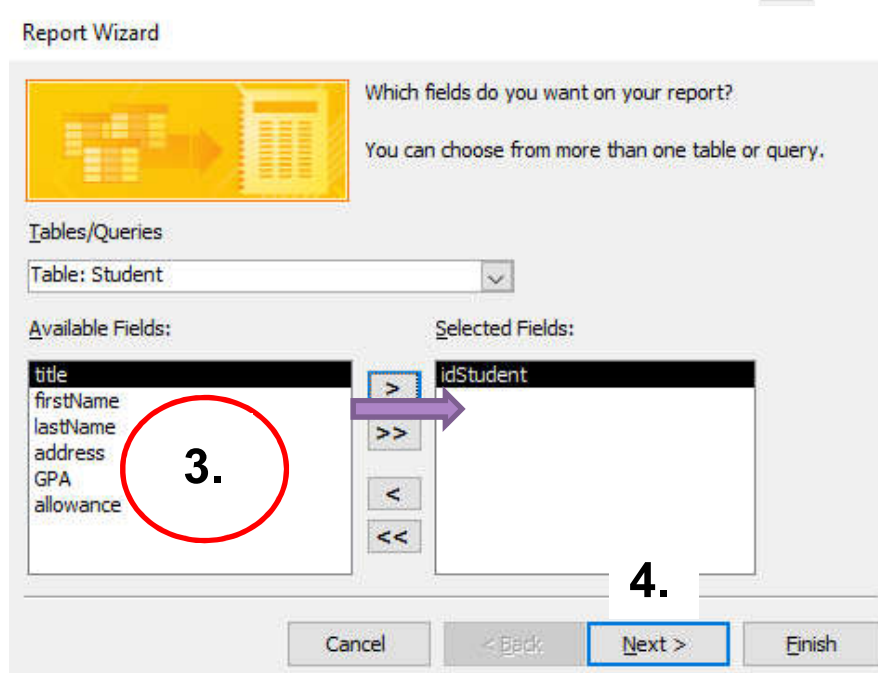


(2.2) Report Wizard (cont.)

3. At **Available Fields**: select the field you want to show on the report

- Click field → click  or double click the field
- Or, to select all fields, click 
- In this example, select **idStudent**, **title**, **firstName**, **lastName**, and **address**
- If you want to remove a field click  or click  to remove all of them

4. Click **Next**



Report Wizard

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

Tables/Queries
Table: Student

Available Fields:

title	>	idStudent
firstName	>>	
lastName	<	
address	<<	
GPA		
allowance		

Selected Fields:

idStudent

3.

4.

Cancel < Back Next > Finish



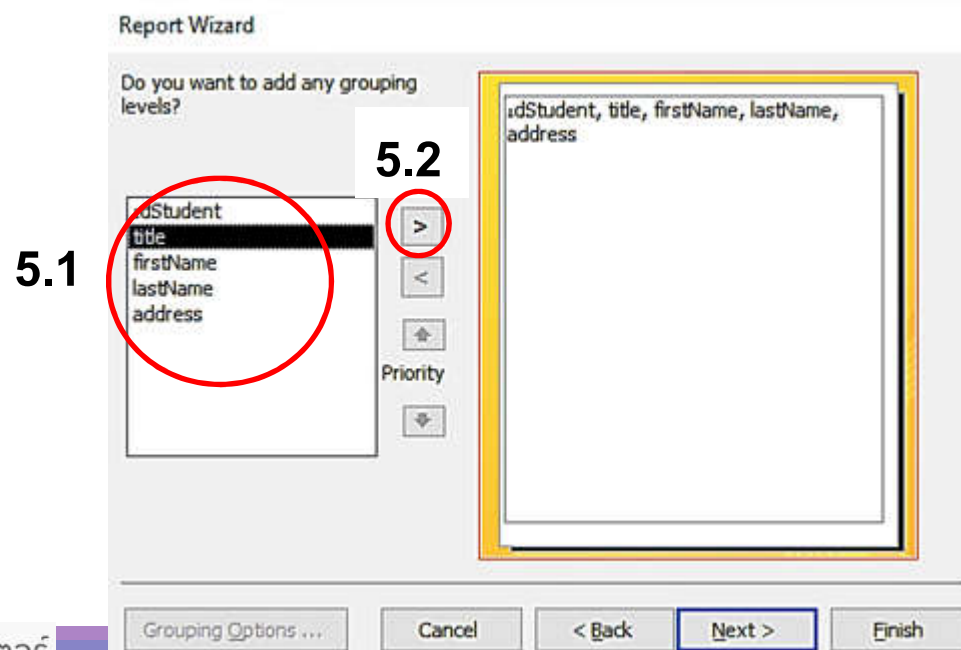
(2.2) Report Wizard (cont.)

5. You will be prompted for how (by which field) you want to group the data

In this example, we will group data by **title**

5.1 Select **title** field

5.2 Click 



(2.2) Report Wizard (cont.)

The following screen will appear:

Report Wizard

Do you want to add any grouping levels?

idStudent
firstName
lastName
address

>
<
Priority
↑
↓

title
idStudent, firstName, lastName, address

5.3


Grouping Options ... Cancel < Back Next > Finish

5.3 Click **Next**

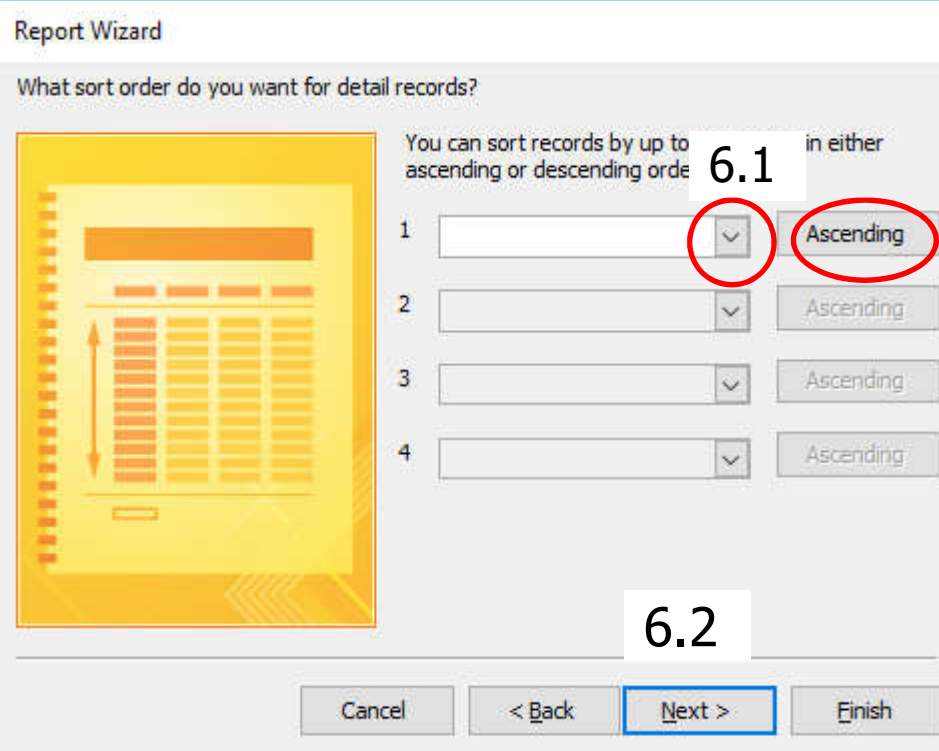


(2.2) Report Wizard (cont.)

6. Then you will be asked how (by which field) you want to sort the data

6.1 For this example, click  and select **idStudent** field and Ascending to sort the record with increasing order of Student ID


6.2 Click **Next**





Report Wizard


What sort order do you want for detail records?

You can sort records by up to 4 fields in either ascending or descending order.

1  Ascending

2  Ascending

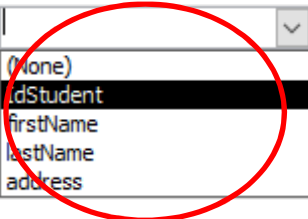
3  Ascending

4  Ascending

6.1

6.2

Cancel < Back **Next >** Finish



(None)

idStudent

firstName

lastName

address



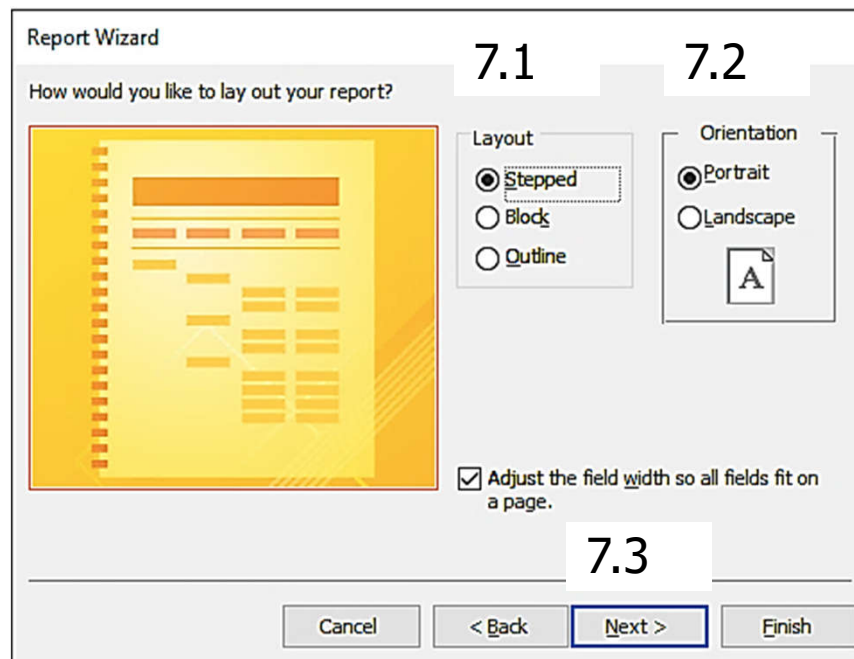
(2.2) Report Wizard (cont.)

7. You will be asked to select the layout type of the report

7.1 When you select a layout the preview will appear on the left. For this example, select **Stepped**

7.2 Select page orientation of the report. For this example, select **Portrait**

7.3 Click **Next**



The screenshot shows the 'Report Wizard' dialog box with the title 'How would you like to lay out your report?'. It features three tabs: '7.1', '7.2', and '7.3'. The '7.1' tab is active, showing 'Layout' options: 'Stepped' (selected with a radio button), 'Block', and 'Outline'. A preview of a report with a stepped layout is shown on the left. The '7.2' tab is also visible, showing 'Orientation' options: 'Portrait' (selected with a radio button) and 'Landscape'. A checkbox labeled 'Adjust the field width so all fields fit on a page.' is checked. The '7.3' tab is partially visible at the bottom. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Next >' button is highlighted with a blue border.



(2.2) Report Wizard (cont.)

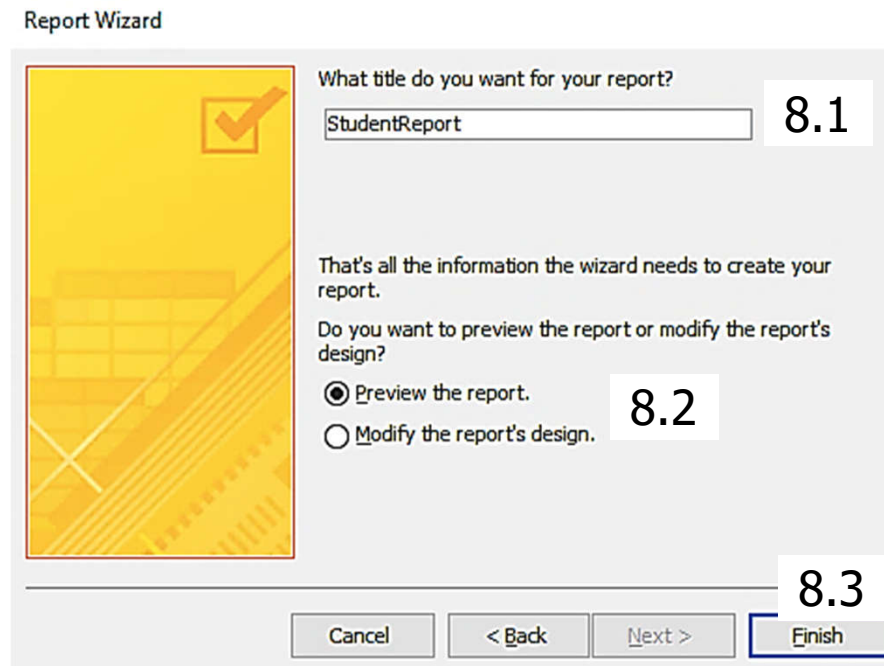
8. The final step will appear:

8.1 Choose a report name, which will appear at the header of the report. For this example, type **StudentReport**

8.2 Select **Preview the report** to see the report when we finish the wizard

8.3 Click **Finish**

Report Wizard



The image shows a 'Report Wizard' dialog box. On the left is a yellow graphic with a checkmark. The main area contains the following text: 'What title do you want for your report?' followed by a text box containing 'StudentReport'. Below this is the text 'That's all the information the wizard needs to create your report.' and 'Do you want to preview the report or modify the report's design?'. There are two radio buttons: 'Preview the report.' (which is selected) and 'Modify the report's design.'. At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish' (which is highlighted with a blue border).

What title do you want for your report?

StudentReport

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

(2.2) Report Wizard (cont.)

The following report will appear:

StudentReport				
title	idStudent	firstName	lastName	address
Mr.	50202345	Ascending	Order	1/2 345 Ave. New York, USA
	55555555	Niranaam	Raisakul	404 Nowhere Rd., Chiang M
	57089999	Paul	Indrome	1221 Abba Ave., Bangkok, Th
	57112345	Rahul	Narayanan	5/3 Suthep Rd., Chiang Mai,
	57163463	Michael	Robertson	14/19 Huay Kaew Rd.,Chiang
Ms.	57208377	Ralph	Chen	14/19 Huay Kaew Rd.,Chiang
	57164550	Jane	Doe	5/3 Suthep Rd., Chiang Mai,
	57201415	Pi	Pi	5/3 Suthep Rd., Chiang Mai,
	57208855	Laura	Smith	5/8 Cholpathan Rd. Chiang



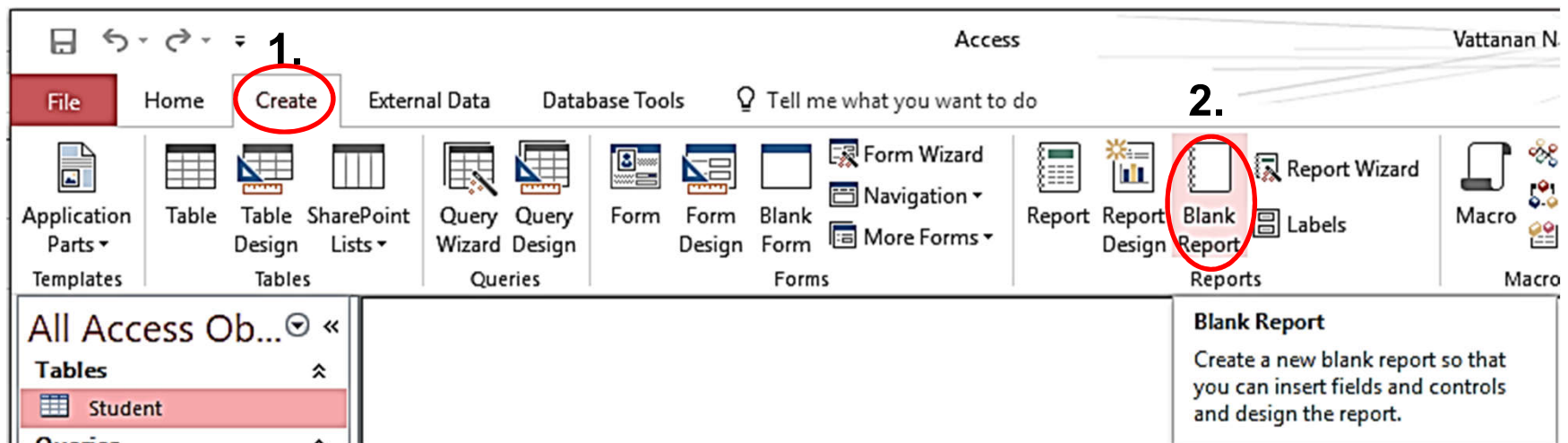
(2.3) Blank Report

❖ A blank, do-it-yourself Report

Still working with **MyStudent** database → **Student**

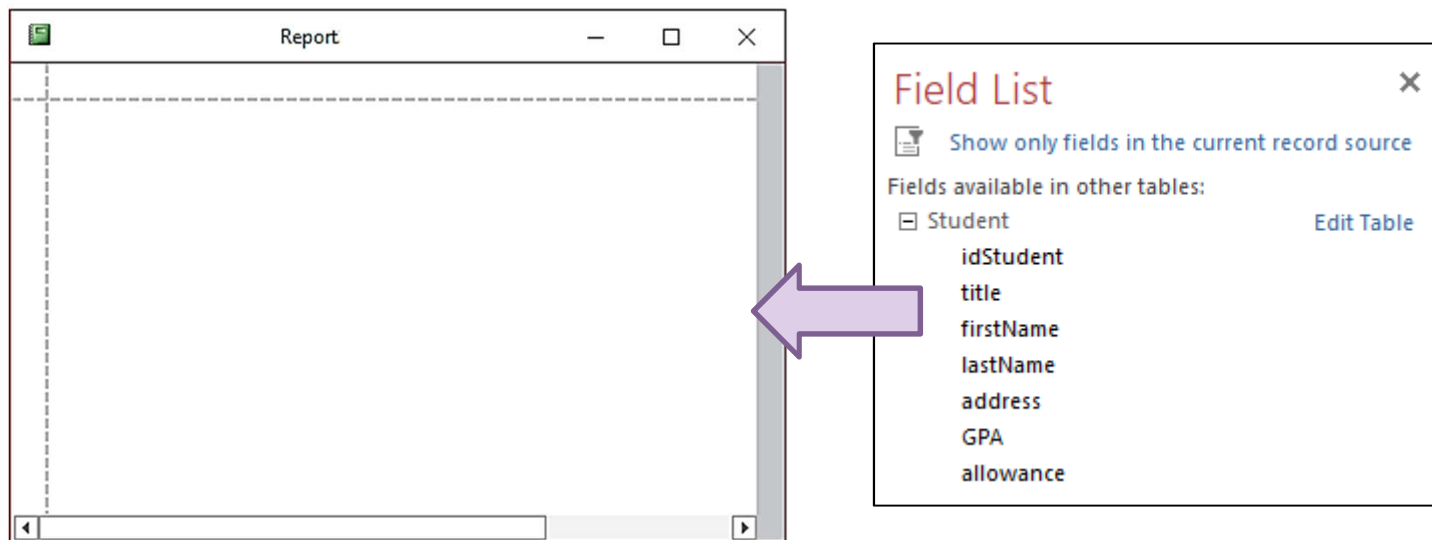
1. Click **Create** tab

2. Click **Blank Report**



(2.3) Blank Report (cont.)

- An empty report will appear. We are currently in **Layout** view
- You can drag (or double-click) fields from the list in the right and place them in the report



If the field list does not appear, Click **Add Existing Fields**



(2.3) Blank Report (cont.)

For this example, we drag **idStudent**, **title**, **firstName**, **lastName**, and **GPA** and put them on the report

The screenshot shows a report builder interface. On the left, a table titled 'Student' is displayed with the following data:

idStudent	firstName	lastName	GPA
502023456	Ascending	Order	2.34
555555555	Niranaam	Raisakul	4.00
570899998	Paul	Indrome	3.43
571123456	Rahul	Narayanan	
571634633	Michael	Robertson	2.54
571645508	Jane	Doe	3.25
572014159	Pi	Pi	3.14
572083775	Ralph	Chen	2.28
572088555	Laura	Smith	3.45

On the right, a 'Field List' panel is shown. It contains a list of fields available for the current record source, 'Student'. The fields are: idStudent, title, firstName, lastName, address, GPA, and allowance. The 'GPA' field is highlighted in red. A purple arrow points from the 'GPA' field in the list to the 'GPA' column in the table.

Field List

Show only fields in the current record source

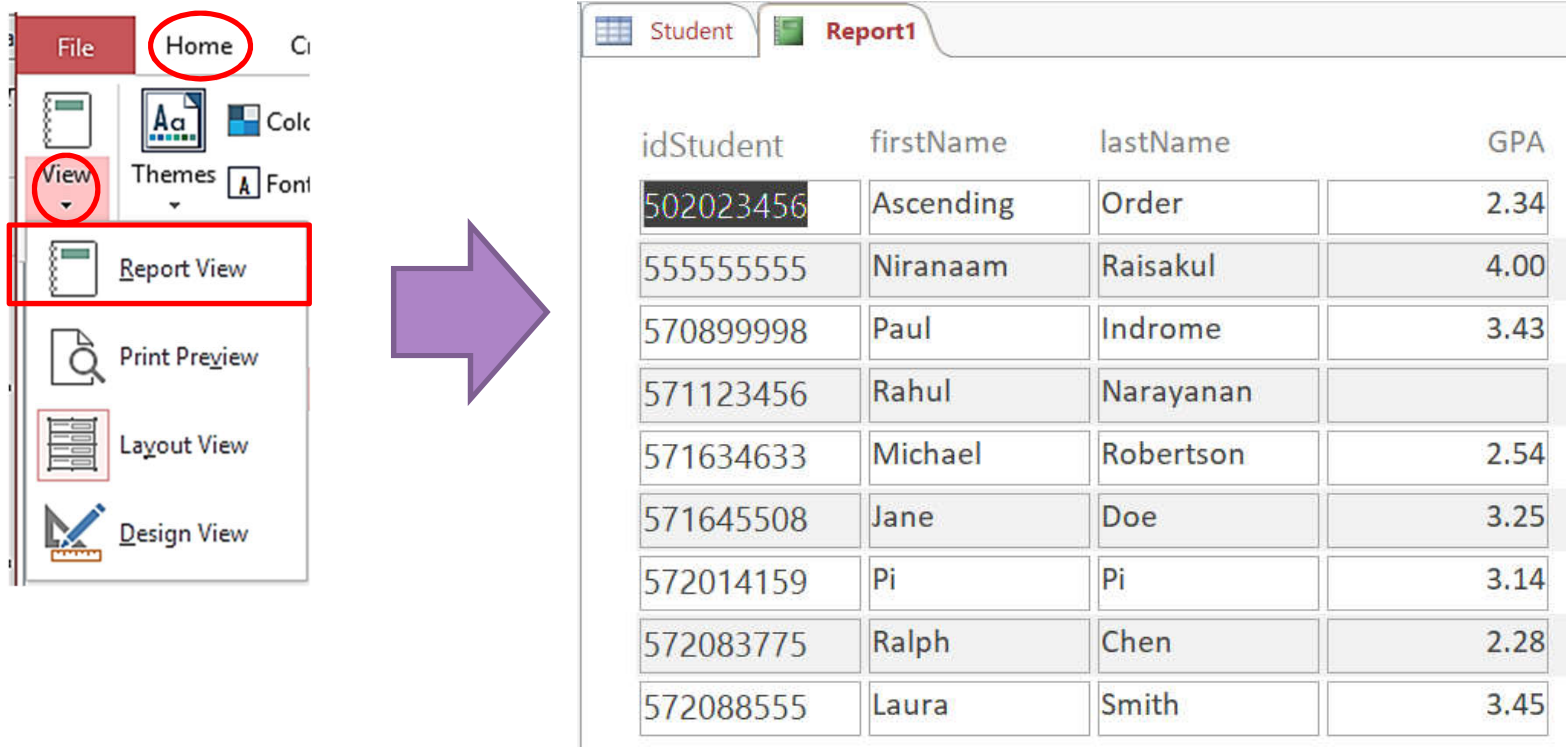
Fields available for this view:

- Student
- idStudent
- title
- firstName
- lastName
- address
- GPA
- allowance



(2.3) Blank Report (cont.)

Go to **Home** or **Design** tab → Click **View** and select **Report View** to see the report:



The screenshot shows the software interface. On the left, the 'Home' tab is selected in the ribbon. The 'View' button is circled in red, and its dropdown menu is open, with 'Report View' highlighted by a red rectangle. A large purple arrow points from the 'Report View' option to a report table on the right. The report table has columns: idStudent, firstName, lastName, and GPA. The first row is highlighted in black.

idStudent	firstName	lastName	GPA
502023456	Ascending	Order	2.34
555555555	Niranaam	Raisakul	4.00
570899998	Paul	Indrome	3.43
571123456	Rahul	Narayanan	
571634633	Michael	Robertson	2.54
571645508	Jane	Doe	3.25
572014159	Pi	Pi	3.14
572083775	Ralph	Chen	2.28
572088555	Laura	Smith	3.45

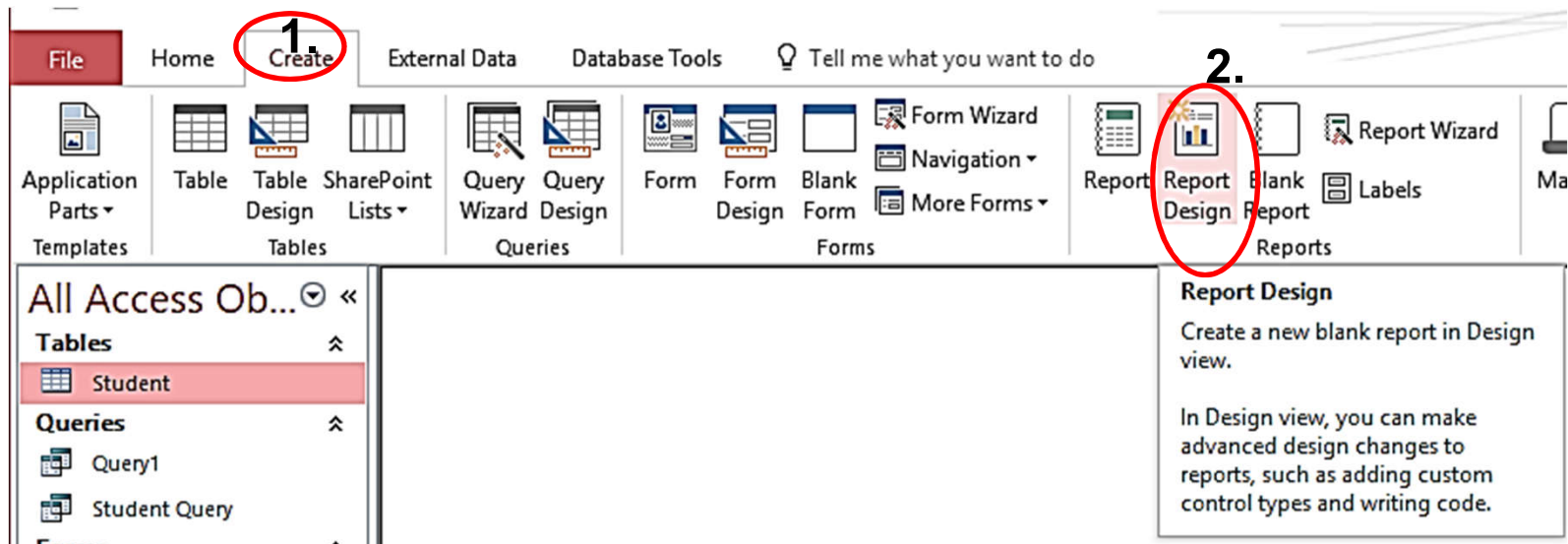


(2.4) Report Design

- ❖ Similar to Blank Report, but you will be taken to Design view, where you can add details and format how the report will look
 - Still working with **MyStudent** database → **Student**

1. Click **Create** tab

2. Click **Report Design**

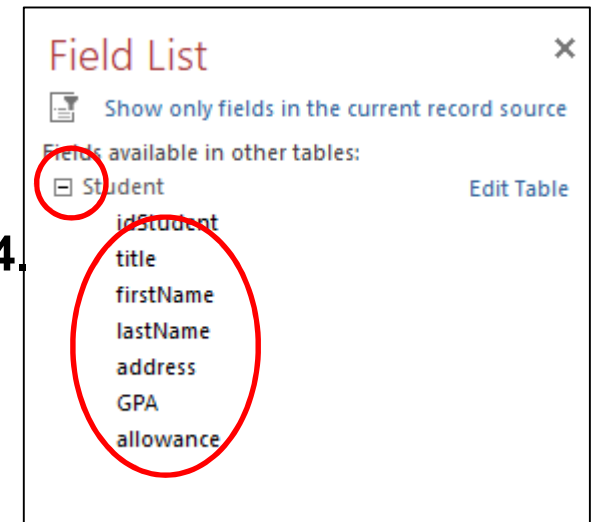
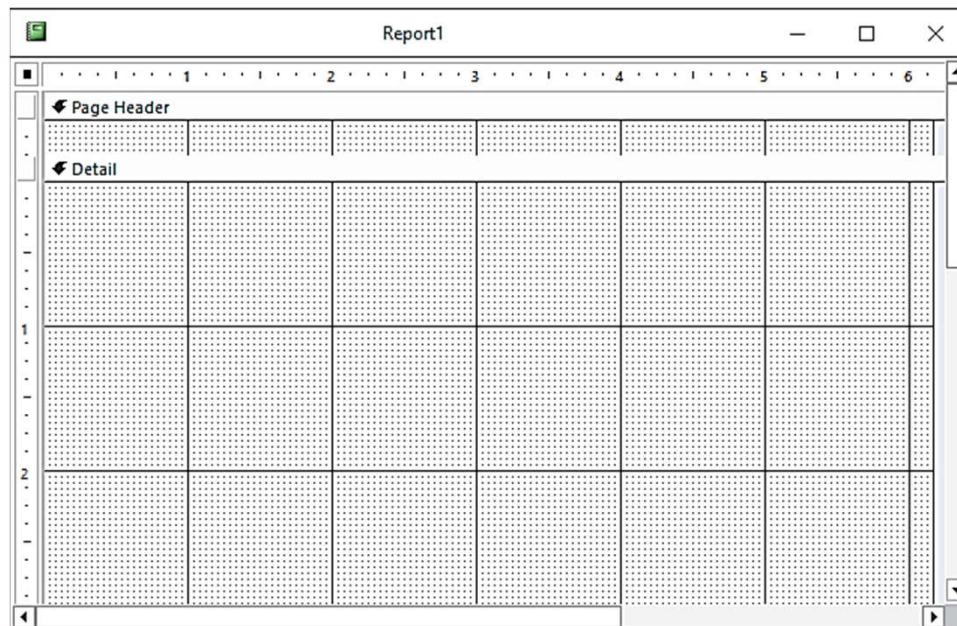


(2.4) Report Design (cont.)

An empty report will appear

Under **Design** tab:

3. Click **Add Existing Fields** to show the field list
4. Click **+ Student** to show fields in the **Student** table



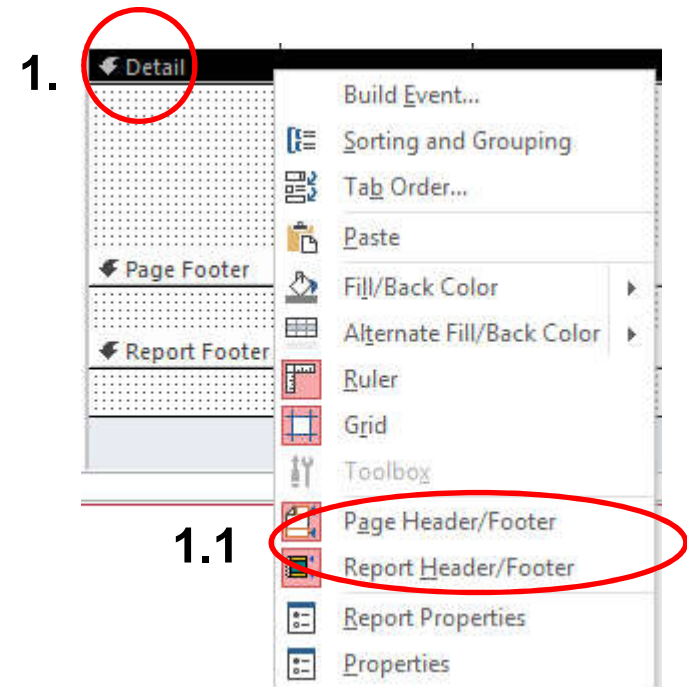
(2.4) Report Design (cont.)

The report is divided into 3 parts: the **headers**, the **detail**, and the **footers**. To make sure they appear/disappear:

1. Select **Detail** and right click

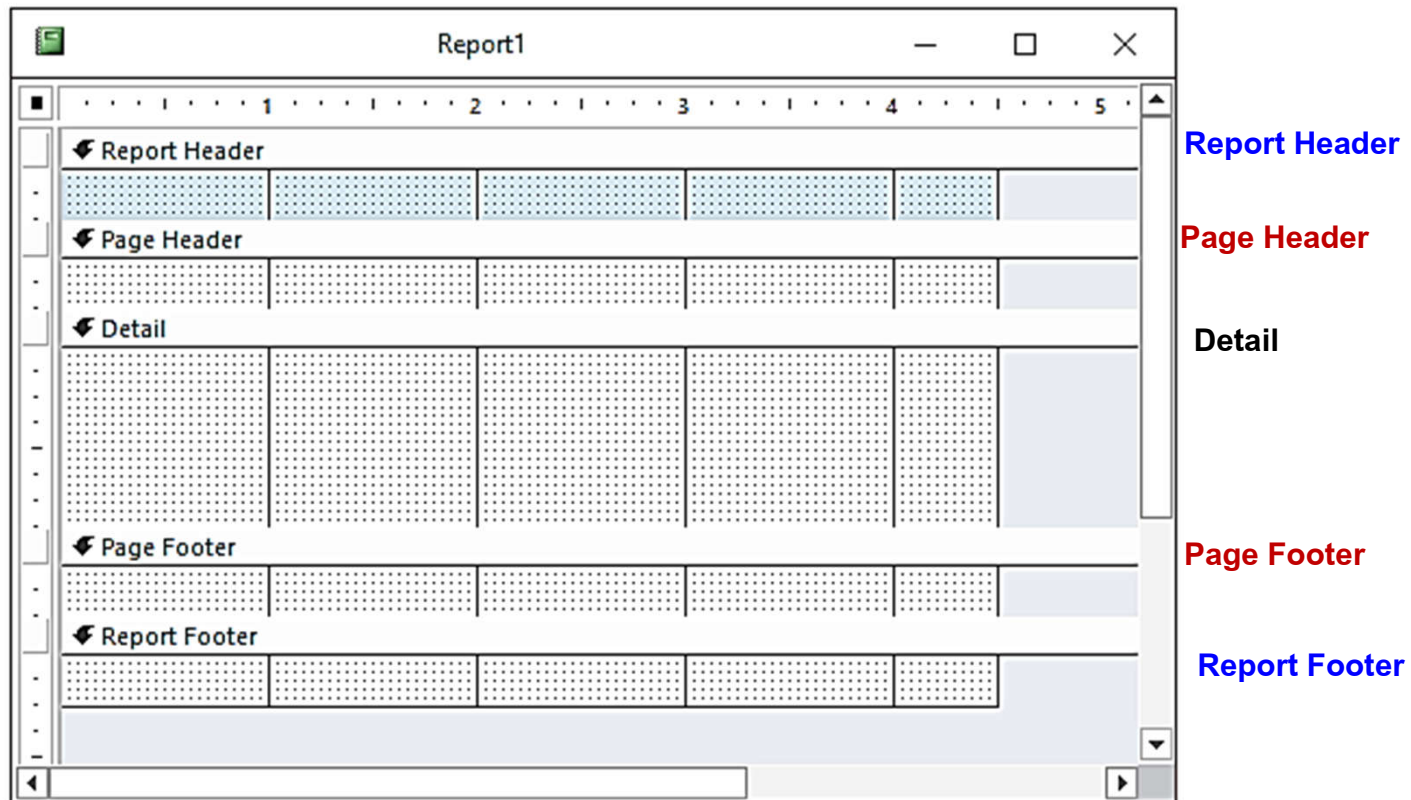
1.1 Click **Page Header/Footer**

Click **Report Header/Footer**



(2.4) Report Design (cont.)

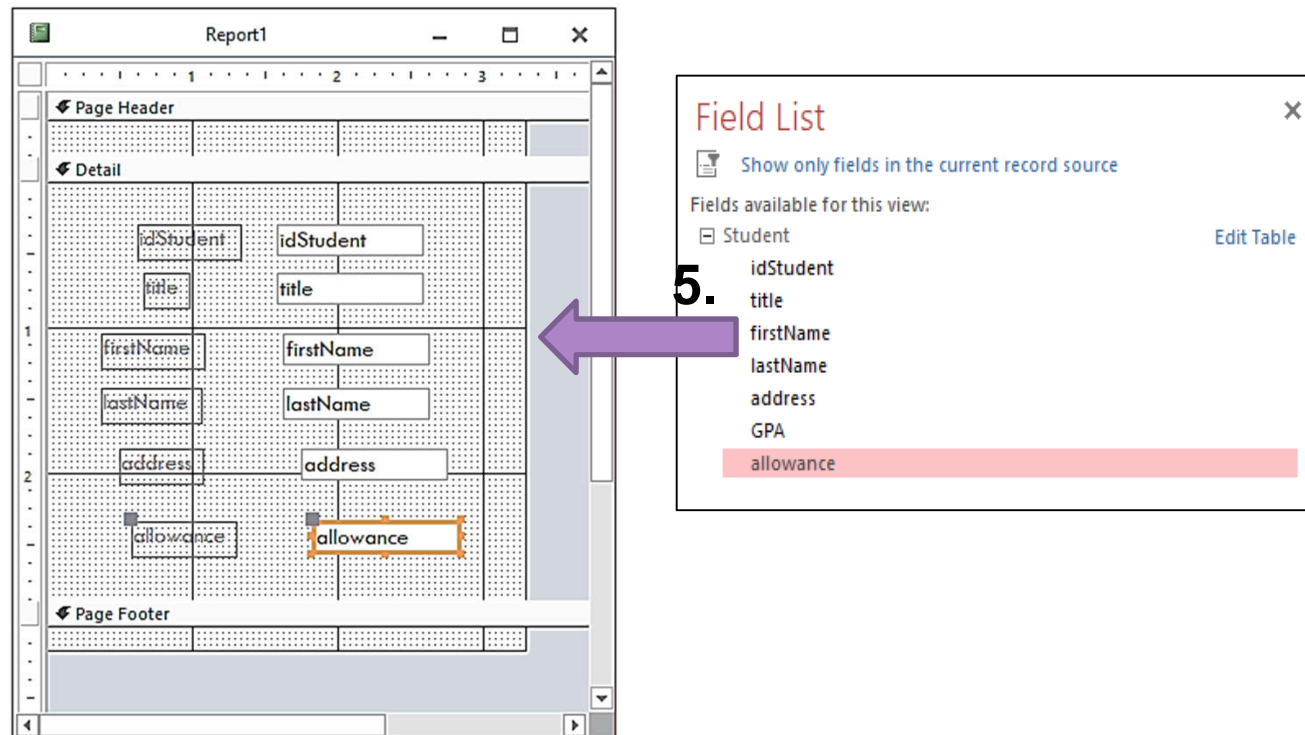
The report work areas will appear:



(2.4) Report Design (cont.)

5. Drag or double-click fields you want to show. They will appear on **Detail**

- In this example, we choose **idStudent**, **title**, **firstName**, **lastName**, **address**, and **allowance**



(2.4) Report Design (cont.)

Now we have:

The screenshot shows a report design window titled "Report1". The report is organized into sections: Page Header, Detail, and Page Footer. The Detail section contains a table with the following fields:

idStudent	idStudent
title	title
firstName	firstName
lastName	lastName
address	address
allowance	allowance

The "allowance" field in the second column is highlighted with an orange border. The report is displayed on a grid background with a ruler at the top and bottom.



(2.4) Report Design (cont.)

Under **Design** tab:

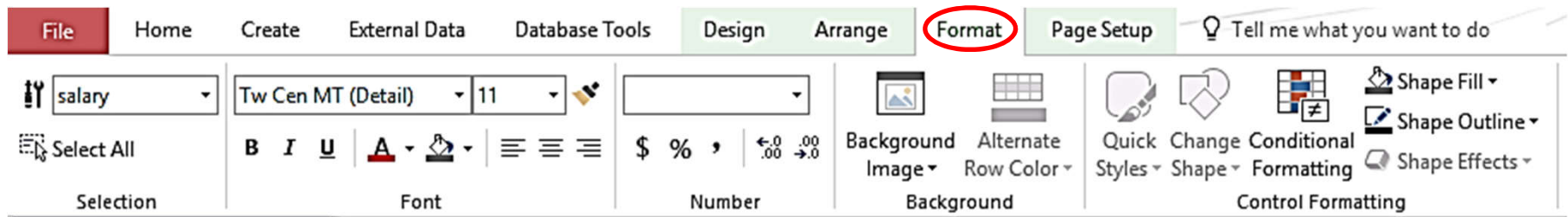
We have commands that insert objects into the report, like title, logo, etc.



Under **Format** tab:

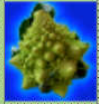
You can, well, format the report and objects in it

Changing field location, formatting, managing colors, etc.



(2.4) Report Design (cont.)

Example of formatted report

Report Header							
	Student Report						=Date()
							=Time()
Page Header							
Detail							
	idStudent	idStudent					
	title	title					
	firstName	firstName					
	lastName	lastName					
	address	address					
	Allowance	Allowance	Baht/Month				
Page Footer							
Report Footer							
			by Prakarn Unachak				



(2.4) Report Design (cont.)

And switch to Report View to see what the report looks like (and back to Design view to fix something):

1.1 View

1.2 Report View

Print Preview

Layout View

Design View

Student Report

Friday, November 24, 2017 6:49:52 AM

idStudent 502023456

title Mr.

firstName Ascending

lastName Order

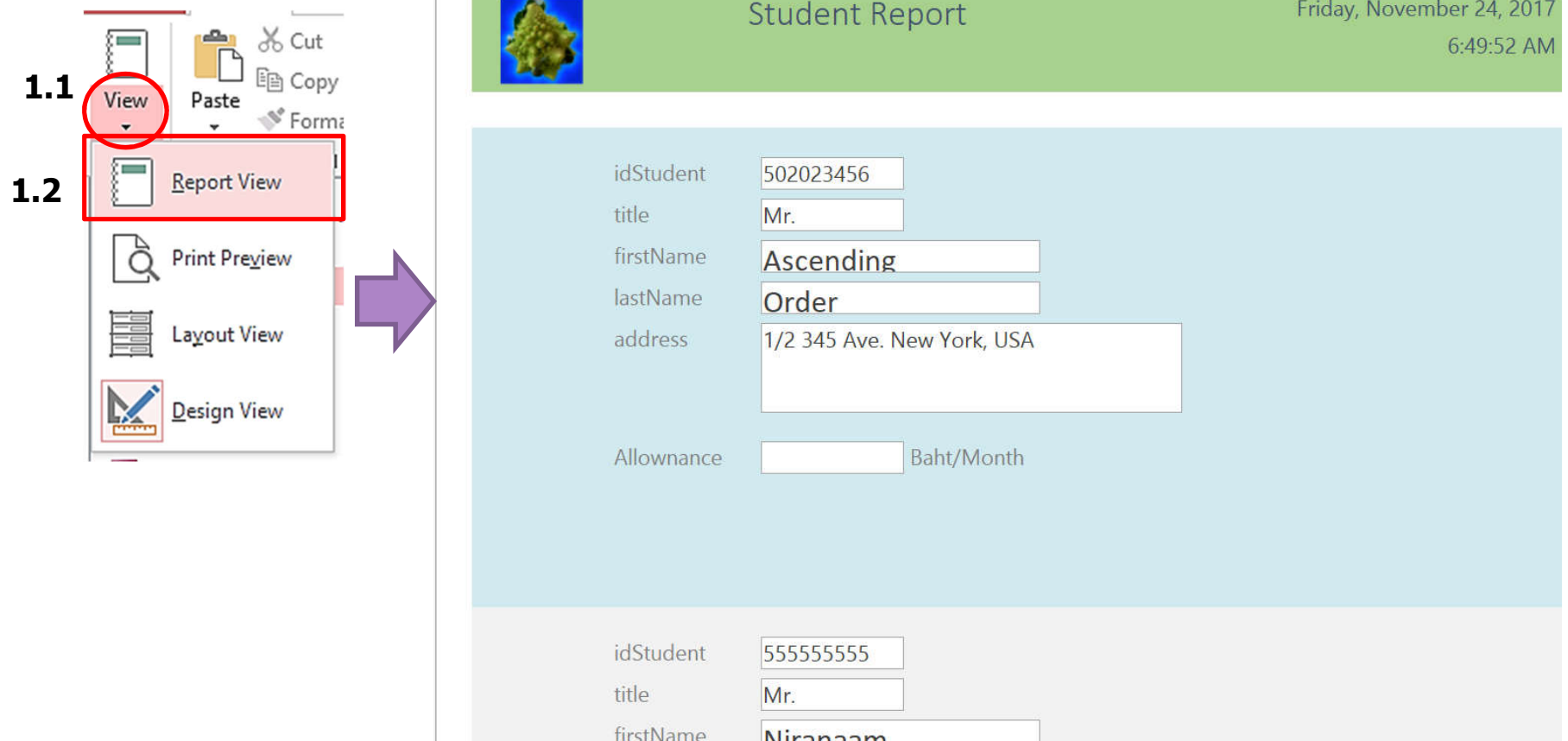
address 1/2 345 Ave. New York, USA

Allowance Baht/Month

idStudent 55555555

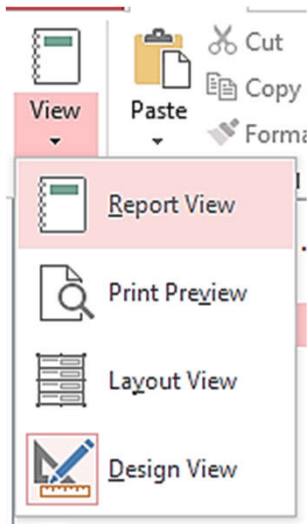
title Mr.

firstName Niranaam



(2.4) Report Design (cont.)

Furthermore:



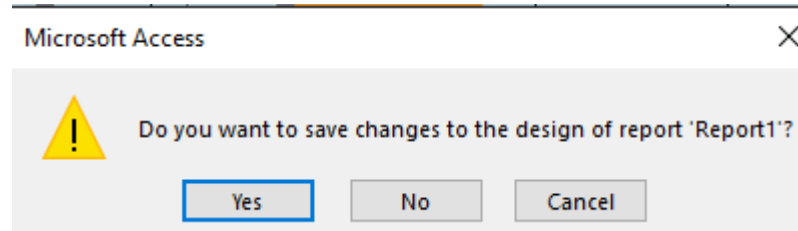
- Click **Print Preview** to see how the report will look like before printing.
- One big question: does it fit the paper?
- Click **Design View** to adjust the report design further

You can switch between the view and work on the report until you get what you want

(2.4) Report Design (cont.)

When you want to exit this report, click Close (x)

- **You will be prompted whether you want to save this report or not**



If you click Yes:

- **You will be asked to name the report**