APPLICATION DEVELOPMENT
WITH REPORTS

ISE305 – DATABASE DESIGN & PRACTICE
SOME SLIDE MATERIAL FROM WATSON

Reading & Reference

• Reports
  • http://www.youtube.com/watch?v=bEo2nW4Rzts (first 14 minutes)
  • http://www.youtube.com/watch?v=CogDFvMONts
  • http://www.youtube.com/watch?v=boIihRMFpFk
Hierarchical Reports

- A good way to format and print your Access data
- Use nesting (or indentation) to provide a visually appealing layout
- Includes sub-totals

Vocabulary
- Group: sorted field; usually indented
- Detail line: innermost field

Complex reports are an important part of your project grade – be sure you develop complex reports (e.g., sub-totals, grouping)

Report Components

- Report sections
  - Report header
  - Page header
  - Group header
  - Detail
  - Page footer
  - Report footer

- Report layouts
  - Tabular – resembles a spreadsheet
  - Stacked – report contains too many fields for tabular
  - Mixed
Creating a Report

- Select a table or query as your data source
- Click Create tab, Reports group, click Report or Report Wizard
- Report is in tabular form with all fields

Report Wizard

- Specify
  - Grouping
  - Sorting
- Results might not display perfectly
- Use Design View to modify report
Report Design View

• Adjust
  • Field properties
  • Fields
  • Position

Organizing a Report

• In Layout View, you can immediately see the effect of a change
Sorting Report Fields

- You can also sort by fields

Add Sub Totals and Grand Totals

- Click More to allow selection of totals
Options

- To get more control, you can create a blank report
- On the Create tab, in the Reports group, click Blank Report
- To simplify the generation of the report, you can use the Report Wizard
- Change Look & Feel in Layout View