

# WORKING WITH QUERIES, FORMS AND REPORTS

Class VIII , Ch-3  
PERIOD-3

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**CHANGING YOUR TOMORROW**

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# LEARNING OUTCOMES

- Learn what is report
- Learn utility of report
- Learn the steps to create report
- Learn how to format a report
- Exporting a report
- recap

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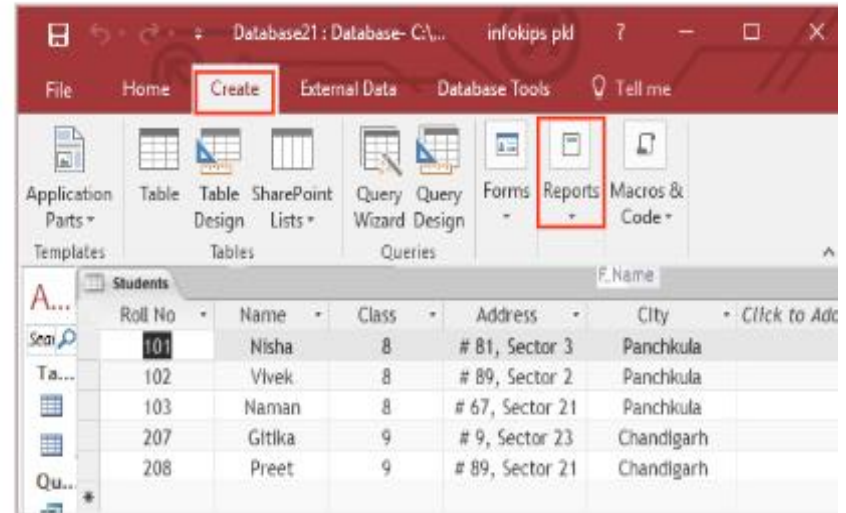
## ➤ REPORTS

A report is an effective way to organise and summarise data for viewing or printing. A report can be created exactly in the same way as you have created a form. The only change is that after selecting the **Create** tab, click on **Report** in the **Reports** group. Access creates a report and places all fields of the selected table in the report.

Four new tabs appear on the Ribbon as soon as Report is created:

**Design, Arrange, Format, and Page Setup.**

- Click on the **Save** option on the **Quick Access Toolbar** to save the report.
- The Report object gets added in the **Navigation Pane**.



**Figure 3.19: Creating a Report**

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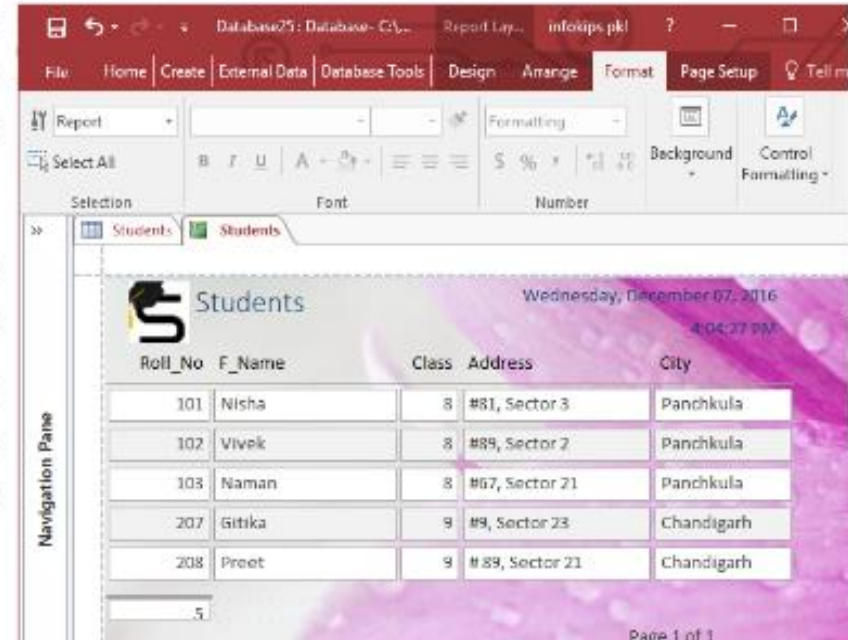
Following are the four different types of views in which a report can be displayed:

**Report View:** You can view data of the report in this view but cannot make any modification in the design.

**Print Preview:** This view allows you to see how the report will look like when printed.

**Layout View:** It provides a view that closely resembles what the report will actually look like to the user. In this view, you can also edit the design of the report to some extent such as change the size of various controls.

**Design View:** This view displays only the structure of the report that can be modified and customised as per the requirement. This view does not display the underlying data, but displays the expressions that are used to generate the content. For example, you may find Date () function on the Header section of the report but not the actual date.

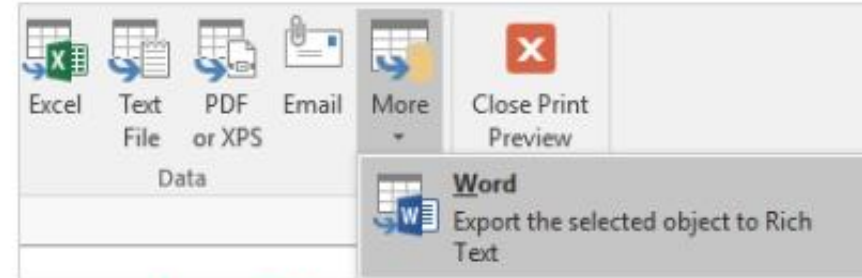


## FORMATTING A REPORT

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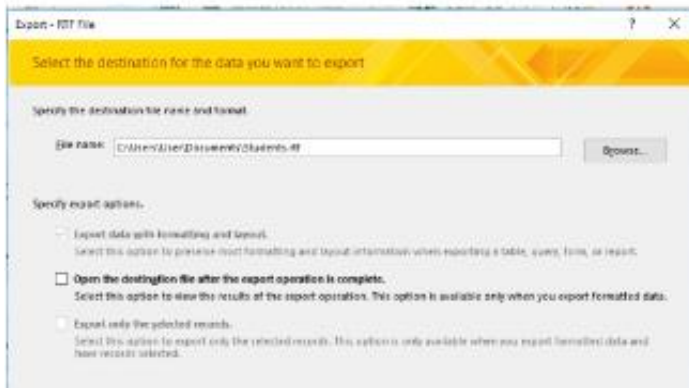
## ➤ EXPORTING A REPORT

- Click on the drop-down arrow of the **View** button on the **Home** tab and select **Print Preview** from the drop-down list of options.
- The report will be opened in the **Print Preview** layout and the ribbon will display the commands related to the Print Preview layout.



**Figure 3.22: Selecting Word Application**

- On the **Data** group, click on the drop-down arrow of the **More** button and select **Word**.
- The **Export-RTF File** dialog box will appear on the screen. Select the location where you want to save the report and give a valid name to the report. You will also find some export options. select the options as per your requirement.
- Click **OK**.



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# Recap



- A Query is a database object that helps you to retrieve and view information from one or more database tables that meet a specific condition or criteria that is specified by you.
- Microsoft Access provides various types of queries: Select, Parameter, Crosstab, Action, and SQL query.
- Relationships are links that associate a field in one table with the same field in another table.
- Access provides two ways to create a query –through the Query Wizard and Query Design.
- The Criteria property contains the condition on the basis of which the records will be filtered in the Query output.
- A Form is a piece of paper on which a user fills the required information in the specific fields.
- Report is an effective way to organise and summarise the data for viewing or printing.

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# Home Assignment

- L. Q. 4 to 6 from Page 39 and 40

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# THANKING YOU

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