Reports

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Reports can be created either using a Wizard or in Design View.

Steps with a Wizard.

Select Wizard and click New.

Dialog Box appears.

Click Report Wizard, give the file name.

Select a table, in the next dialog, select the fields, and click next.

You can group the report. In the Students table, you can group by Class and within class print all the names of the students.

You can sort the names in ascending order of the last names..

Select one of the different options and choose portrait or landscape.

Select Print Template.

Change the Print Report Name if you want.   Either choose preview or modify.
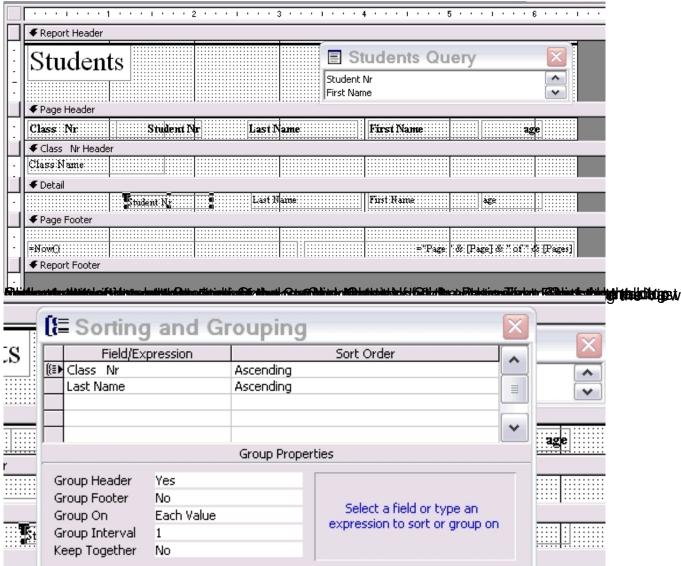
Students

Class Nr	Last Name	Student Nr	First Name	age
1				
	Hazare	3	Rafiq	4
	Njatt	1	Ravo	5
	Singh	2	Pratap	5
2				
	Oberaci	4	Suresh	6
	Shakar	5	Pramila	6
	Shetty	6	Laxmi	6
3				
	D'Mello	8	Peter	7
	Gomes	7	Rita	7

Students

Class Nr	Student Nr	Last Name	First Name	age
Lower KG				
	3	Hazare	Rafiq	4
	1	Njatt	Ravo	5
	2	Singh	Pratap	5
Senior Kg				
	4	Oberaci	Suresh	6
	5	Shakar	Pramila	6
	6	Shetty	Laxmi	6
Standard 1				
	8	D'Mello	Peter	7
	7	Gomes	Rita	7

Student Report in Design View

Report with Sub Reports

Design View

Main report has Date as a unique field.   Prepare the report as the Calendar as the source.

In the detail, click Sub report from the menu bar wizard and draw a   rectangle in the detail space, and the wizard will point out the other reports you   have prepared. Choose the one which has date, and define this link with the main form.   Then for with the handles space the report.

Creating Report with a Wizard

1. In the Database window, click **Reports** under **Objects**.

2. Click the **New** button on the Database window toolbar.

3. In the **New Report** dialog box, click the wizard that you want to use. A description of the wizard appears in the left side of the dialog box.

4. Click the table or query that contains the data you want to base your report on.

Note Microsoft Access uses this table or query as the default record source for the report. However, you can change the record source in the wizard and select fields from other tables and queries.

5. Click **OK**.

6. If you clicked **Report Wizard**, **Chart Wizard**, or **Label Wizard** in step 3, follow the directions in the wizard dialog boxes. If you click
AutoReport: Tabular
or
AutoReport: Columnar
, Microsoft Access automatically creates your report.

If the resulting report doesn't look the way you want, you can change it in Design view.

You can use Microsoft Access Help, and look for Contents. Go down to working with Reports, and learn more from there.

Sub Reports

A sub report is a report that's inserted in another report. When you combine reports, one of them must serve as the main report. A main report is either bound or unbound; that is, it is or isn't based on a table, query, or SQL statement.

Data from unrelated record sources in a main report with two sub reports

An unbound main report can serve as a container for unrelated sub reports that you want to combine.

Data from one record source in a main report and sub report

You bind the main report to an underlying table, query, or SQL statement when you want to insert sub reports that contain information that's related to the data in the main report. For example, you can use the main report to show detail records, such as every sale in a year, and then use a sub report to show summary information, such as the total sales for each quarter.

Create a sub report

How you create a sub report depends on whether you want to create a sub report in an existing report or add an existing report to another existing report to create a report and sub report.

Create a sub report in an existing report

If the sub report will be linked to the main report, make sure you've set up the table relationships correctly before using this procedure.

1. Open the report you want to use as the main report in **Design view**.

2. Make sure the **Control Wizards** tool in the toolbox is pressed in.

3. Click the **Subform/Subreport** tool in the toolbox.

4. On the report, click where you want to place the subreport.

5. Follow the directions in the wizard dialog boxes.

When you click the **Finish** button, Microsoft Access adds a subreport control to your report. It also creates a separate report that is displayed as the subreport.