Activity 18.8

Producing reports
In this activity you will learn how to:

- produce reports to display all the required data and labels in full
- set report titles, use headers and footers, align data and labels appropriately.

A database report is the printout of the output from a database. Reports are professional-looking documents and you have more control over their appearance rather than simply printing out query results.

1. Load Microsoft Access and open the file Personnel_database.
2. Click on Create and then look for the Reports section shown here:

   ![Reports section](image)

   Click on Report Wizard.

3. The first window of the Report Wizard appears: This report is going to be based on one of the queries you have already produced and saved.

   ![Report Wizard window](image)

   Use the drop-down arrow to find the query: Query High pay.
   
   The window shows the fields that are used in that query and as we want all these fields in the report click on >> to add all the fields in one go and click on Next.
The following window appears.

Check that by Employees has been selected and click Next.

A window appears asking about grouping. Grouping is not needed for IGCSE so skip past this by clicking Next.

The next window asks if you want to sort a field or fields. This is not necessary for this report so click on Next.

A new window appears. You will be told in the examination paper which orientation to use. Here you will need to change the orientation to Landscape. In the Layout section check that Tabular has been selected like this:

Click on Next.
9 The next window appears where you can change the style of the report:

Select Office if it has already not been selected and click on Next.

10 The next window appears where you need to change the title of the report to ‘Details for all employees earning over 40000’. Also ensure that Modify the report’s design has been selected:

Click on Finish.
The design of the report now appears:

Notice the way the report is divided into sections:
- Report header – this is used for a title and any other information for the whole report as it only appears once at the start of the document. You have to obey the examination instructions as to what to put into the header.
- Page header – this appears at the top of each page and is used to hold the fieldnames.
- Detail – this shows the rows of data.
- Page footer – this is used to hold details such as the date the report was produced, who produced it, page numbers, etc. Always obey the examination instructions carefully as to what to put into the footer.

You have been asked to enter your own name on the right in the footer. Room needs to be made in the Page Footer section for this. To create this room move the cursor onto the light blue bar below the Page Footer section and you will see it change to a double headed arrow like that shown here:

Press the left mouse button down and keeping it pressed down, drag down so that it now looks like this:

Check that Design is selected and then look at the controls section:

You need to create a Label to contain your name.
Left-click on the label and move the cursor to the position shown here:

Keeping the left mouse button pressed down, drag the cursor to create the label to look like this:

Enter your own name into the label:

Click on your name to select it like this.

The name needs to be right aligned. To do this click on Home and then on the right align button.

Your name is now right aligned like this.

Click on Home and then View to view the report. You can see from the report that the data in the columns for Forename and Surname need more space between them. It is important to always check carefully that all the field names and the data in the columns under them are fully shown. You can also see that some of the columns of data would look better if they were nearer to each other.

Return to the design of the report by clicking on the drop-down arrow and then clicking on Design View.

Click on the Forename box in the page header section to select it like this.
Click on the right border of the box and keeping the left mouse button pressed down, drag to the right until the box looks like this:

<table>
<thead>
<tr>
<th>Report Header</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details for all employees earning over 40000</td>
</tr>
</tbody>
</table>

Notice that the forename box in the detail section underneath the fieldname is adjusted automatically.

In a similar way to the above, reduce the widths of the other fields as shown here. Also line up the boxes containing the page numbers and your name in the page footer so that the right side of the box is aligned with the right side of the box for the Dept field.

Click on and then on Report View to see how the report now looks.
Notice that the boxes for the date, page number and your name are not aligned with the other boxes on the left and right sides of the report. Click on each one and adjust it so that it looks like this:

13 The title of the report is to be centralised. To do this, click inside the box in the report header to select it:

Line up the left of the box with all the other items on the page and then stretch the box so it is lined up on the right with the other items. When this has been done it will look like this:

To centralise the text in this box click on and the heading will now be in a central position like this:
14 Click on Home and then View to view the report. Your report should look like this:

```
Details for all employees earning over 40000

<table>
<thead>
<tr>
<th>Forename</th>
<th>Surname</th>
<th>Position</th>
<th>Salary</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raol</td>
<td>Ncube</td>
<td>Director</td>
<td>€87,000</td>
<td>Exc</td>
</tr>
<tr>
<td>Grace</td>
<td>Hughes</td>
<td>Director</td>
<td>€78,000</td>
<td>Exc</td>
</tr>
<tr>
<td>Amor</td>
<td>Nanas</td>
<td>Network manager</td>
<td>€67,000</td>
<td>Net</td>
</tr>
<tr>
<td>Bianca</td>
<td>Schastok</td>
<td>Systems analyst</td>
<td>€56,500</td>
<td>Sys</td>
</tr>
<tr>
<td>Mustafa</td>
<td>Karwad</td>
<td>Systems analyst</td>
<td>€54,000</td>
<td>Sys</td>
</tr>
<tr>
<td>Chloe</td>
<td>Burns</td>
<td>Security analyst</td>
<td>€52,000</td>
<td>Net</td>
</tr>
<tr>
<td>Mohamed</td>
<td>Bugalia</td>
<td>Programmer</td>
<td>€48,000</td>
<td>Prg</td>
</tr>
<tr>
<td>Yuvraj</td>
<td>Singh</td>
<td>Web designer</td>
<td>€47,000</td>
<td>Web</td>
</tr>
<tr>
<td>Nakul</td>
<td>Borade</td>
<td>Web designer</td>
<td>€45,000</td>
<td>Web</td>
</tr>
<tr>
<td>Hassan</td>
<td>Sheata</td>
<td>Network engineer</td>
<td>€43,000</td>
<td>Eng</td>
</tr>
<tr>
<td>Yasmin</td>
<td>Singh</td>
<td>Web designer</td>
<td>€43,000</td>
<td>Web</td>
</tr>
<tr>
<td>Abdullah</td>
<td>Nordin</td>
<td>Web designer</td>
<td>€42,000</td>
<td>Web</td>
</tr>
<tr>
<td>Ahmed</td>
<td>Fathy</td>
<td>Network engineer</td>
<td>€41,800</td>
<td>Eng</td>
</tr>
<tr>
<td>Vyoma</td>
<td>Pathak</td>
<td>Technician</td>
<td>€41,000</td>
<td>Net</td>
</tr>
<tr>
<td>Alex</td>
<td>Gomaz</td>
<td>Artist</td>
<td>€41,000</td>
<td>Web</td>
</tr>
</tbody>
</table>

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Close the report by clicking on the X positioned at the top right of the report and the following appears:

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Microsoft Office Access

Do you want to save changes to the design of report 'Details for all employees earning over 40000'?

Yes  No  Cancel
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Click on Yes and the report will be saved using the filename you entered earlier.