

## Database Practical 4

1999-2000

**Objectives** To produce various types of reports based on tables and queries.

- (a) Make a copy (in the **d:\docs** directory) of the **Northwind** database, i.e. *all* the files with names beginning **Nwind** in the directory  
**e:\ OFFICE2000\_1\PFFiles\MSOffice\Office\Samples.**  
Open your copy of **Northwind**.
- (b) From the **Access Help**, choose and read through *Working with Reports => Reports: What they are and how they work*.
- (c) Work through *Working with Reports => Report Basics => Creating Reports => Create a report => Create a report with a wizard*. The stages are as follows:
- Use a **Report Wizard** choosing the **Suppliers** table as the data source.
  - Add the **Contact Name**, **Contact Title** and **Company Name** fields to the report.
  - Click on the **Finish** Button at this point. This will skip over some stages that we shall look at in the next example. Save your report and print one sample page of it for your practical file.
- (d) Also use a **Report Wizard** to create a report based on the **Orders** table:
- Add the **OrderID**, **CustomerID**, and **Freight** fields.
  - Group the report by **CustomerID**. (*Access will suggest that the report is so grouped.*)
  - Sort within groups by **OrderID**. (The aim is to show the amounts spent by each customer on freight, with a customer total.) Now click on the **Summary Options** button and choose to calculate a **Sum** on the Freight Field. **OK** it and move on.
  - Choose a layout and orientation.
  - Choose a style.
  - Give the report a sensible name.
  - Save your report and print the first and last pages for your file.
- (e) Work through *Working with Reports => Report Basics => Creating Reports => Sections of a report* which explains the layout. You should also look at *Working with Reports => Report Basics => Creating Reports => Ways to customize a report*. If you do not understand these Help pages, ask a demonstrator to go through it with you. The report facilities are similar to the corresponding facilities on a form. Note that controls are objects. Once they are selected (i.e. have black 'handles') they can be deleted by pressing the Delete key.

- (f) In your last report, move the controls in the summary section down the page a bit to create some space. Also arrange for each group to start on a new page (see *Working with Reports => Report Basics => Printing and Previewing => **Print each record, group, or section on a separate page***). Print a sample page of the modified report.
- (g) Read *Working with Reports => Calculating Totals and Using Expressions => Calculating Totals => **Calculate a total for one record in a report***. Also read *Working with Reports => Calculating Totals and Using Expressions => Calculating Totals => **Calculate a total or average for a group of or all records in a report***.
- (h) Open the **Employee Sales by Country** query in design view. Note that it is based on several related tables. Without disturbing the relationships, add the **Employee-ID** field from the **Employees** table to the query, and save the modification.
- (i) Now use your modified query to set up a report showing the sales attributed within each country to each employee. Note that to run the report you will have to supply the query on which it is based with a **Beginning Date** and an **Ending Date**. You should use **01 Sep 94** and **03 Jul 96** to include most of the records.
- Arrange the different orders in your subgroups so that the biggest in value come first.
  - Change the report layout so that the employees' names are shown only once.
  - Create an unbound text box control on your report to hold an **average (Avg)** for the **SaleAmount** for each employee (c.f. the Sum calculation).
- (j) Modify the visual appearance or totalling structure of your report if necessary. Run off a few pages on the laser printer for your file. (You should select pages to illustrate all the features of your report!)
- (k) If you have time to spare, spend some of it on examining the reports of the **Northwind** database in Design view and Print or Layout Preview.
- (l) ***Before signing off your practical,*** the demonstrator will ask to see some of your reports, perhaps in design view, perhaps in one of the previews.