

# استاذ المادة الدكتور حسين جمعة البياتي

## Introduction To Creating Reports:

If you need to share information from your database with someone but don't want that person actually working with your database, consider creating a report. Reports allow you to organize and present your data in a reader-friendly, visually appealing format. Access makes it easy to create and customize a report using data from any query or table in your database.

In this lesson, you will learn how to create, modify, and print reports.

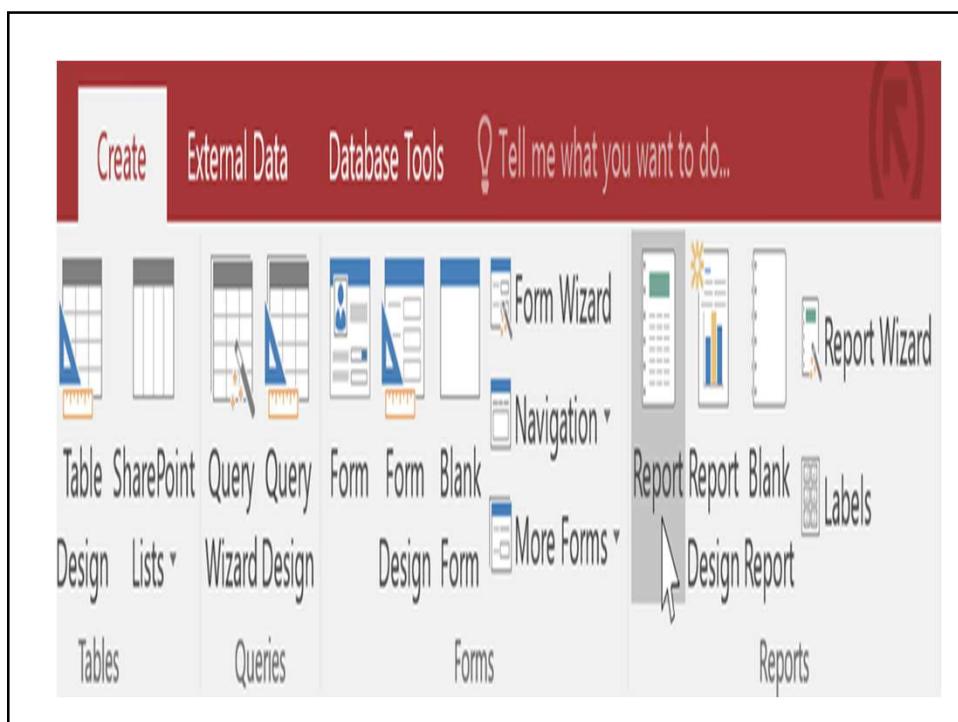
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Throughout this tutorial, we will be using a sample database. If you would like to follow along, you'll need to download our Access 2016 sample database. You will need to have Access 2016 installed on your computer in order to open the example.

Reports give you the ability to present components of your database in an easy-to-read, printable format. Access lets you create reports from both tables and queries.

1. Open the table or query you want to use in your report. We want to print a list of cookies we've sold, so we'll open the Cookies Sold query.

Product Types	Products Table.Product Name	Sales Unit.Product Name	SumOfQuan
Cookies	Fudge Brownie	One Dozen	7
Cookies	Fudge Chocolate	Single	6
Cookies	Ginger Shortbread	One Dozen	6
Cookies	Chocolate Chip	Single	5
Cookies	Butterscotch	Single	3
Cookies	Fudge Brownie	Single	3
Cookies	Cranberry Walnut	One Dozen	3
Cookies	White Chocolate Macademia Nut	Half-Dozen	3
Cookies	Snickerdoodle	Single	3

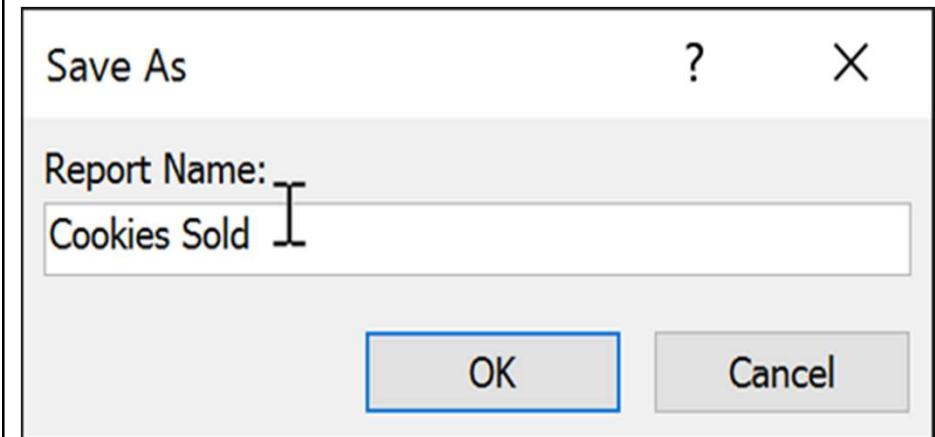


2. Select the Create tab on the Ribbon. Locate the Reports group, then click the Report command.
3. Access will create a new report based on your object.
4. It's likely that some of your data will be located on the other side of the page break. To fix this, resize your fields. Simply select a field, then click and drag its edge until the field is the

The screenshot shows a Microsoft Access report window titled "Cookies Sold". The report header includes the title and the date "Wednesday, 12/30/2019". The main body of the report displays a table with the following data:

Product Types	[Products Table].[Product Name]	[Prod
Cookies	Butter Pecan	One Dozen
Cookies	Butter Pecan	Single
Cookies	Butterscotch	Single
Cookies	Chocolate Banana Walnut	One Dozen
Cookies	Chocolate Banana Walnut	Single
Cookies	Chocolate Chip	Half-Dozen

5.To save your report, click the Save command on the Quick Access Toolbar. When prompted, type a name for your report, then click OK.



Just like tables and queries, reports can be sorted and filtered. Simply right-click the field you want to sort or filter, then select the desired option from the menu.

## Deleting fields:

You might find that your report contains some fields you don't really need to view. For instance, our report contains the Zip Code field, which isn't necessary in a list of orders. Fortunately, you can delete fields in reports without affecting the table or query where you grabbed your data.

To delete a field in a report:

1. Click any cell in the field you want to delete, then press the Delete key on your keyboard.

The screenshot shows a Microsoft Access report window titled "Cookies Sold". The report header includes two icons: a blue one labeled "Cookies Sold" and a green one labeled "Cookies Sold". The main title "Cookies Sold" is displayed above the table. To the right of the table, the date "Wednesday," is shown. Below the title, the subtitle "Product Types" is followed by the source "[Products Table].[Product Name] [Sales Unit].[Product Name]". The table itself has three columns: "Product Types", "Sales Unit", and "Quantity". The "Product Types" column contains the value "Cookies" for all rows. The "Sales Unit" column contains values like "Butter Pecan", "Butterscotch", "Chocolate Banana Walnut", etc. The "Quantity" column contains values like "One Dozen", "Single", "Half-Dozen", etc. The first row of the table is highlighted with a yellow selection bar. A cursor is visible over the second row of the table.

Product Types	Sales Unit	Quantity
Cookies	Butter Pecan	One Dozen
Cookies	Butter Pecan	Single
Cookies	Butterscotch	Single
Cookies	Chocolate Banana Walnut	One Dozen
Cookies	Chocolate Banana Walnut	Single
Cookies	Chocolate Chip	Half-Dozen
Cookies	Chocolate Chip	One Dozen
Cookies	Chocolate Chip	Single
Cookies	Cranberry Walnut	One Dozen

## 2.The field will be deleted.

When you delete a field, be sure to delete its header as well. Simply select the header and press the Delete key.



Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]
Butter Pecan		One Dozen
Butter Pecan		Single
Butterscotch		Single
Chocolate Banana Walnut		One Dozen
Chocolate Banana Walnut		Single
Chocolate Chip		Half-Dozen
Chocolate Chip		One Dozen
Chocolate Chip		Single
Cranberry Walnut		One Dozen

## Printing and saving reports in Print Preview

While you can print reports using commands in Backstage view, you can also use Print Preview. Print Preview shows you how your report will appear on the printed page. It also allows you to modify the way your report is displayed, print it, and even save it as a different file type.

Click the buttons in the interactive below to learn about Print Preview.

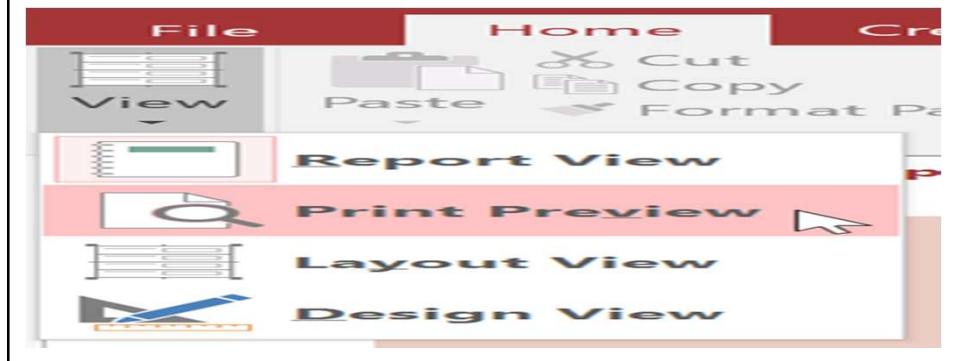
The screenshot shows the Microsoft Word ribbon with the "Print Preview" tab selected. The main area displays a "Bakery Menu Report" with three items under the "Cakes" category:

- French Vanilla**: Oo la la! Some people might say this cake has a certain je ne sais quoi... but we "sais quoi"-- lots of vanilla. \$22.00
- Strawberry Swirl**: A dizzying swirl of strawberries and crème. Hold on tight! \$22.00
- Cookies n' Cream**: Like dipping oreos and milk, but a cake, and not at all soggy. \$22.00

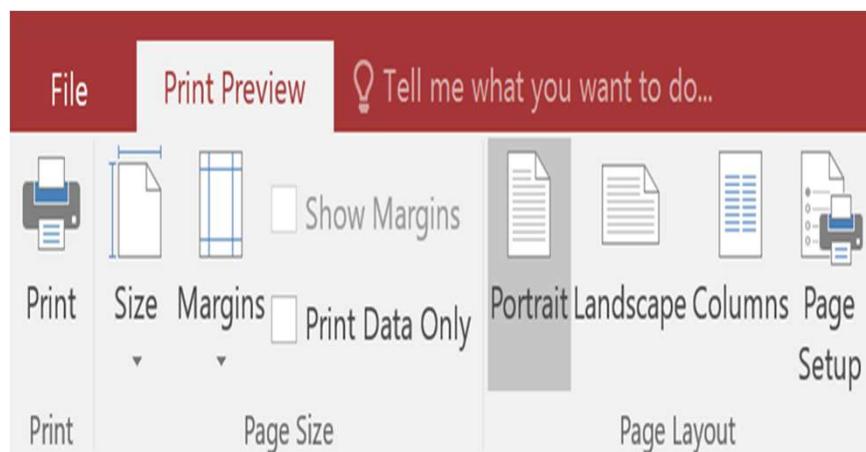
The "Navigation Pane" on the left lists "Bakery Menu Report". The status bar at the bottom indicates "Ready".

### To print a report:

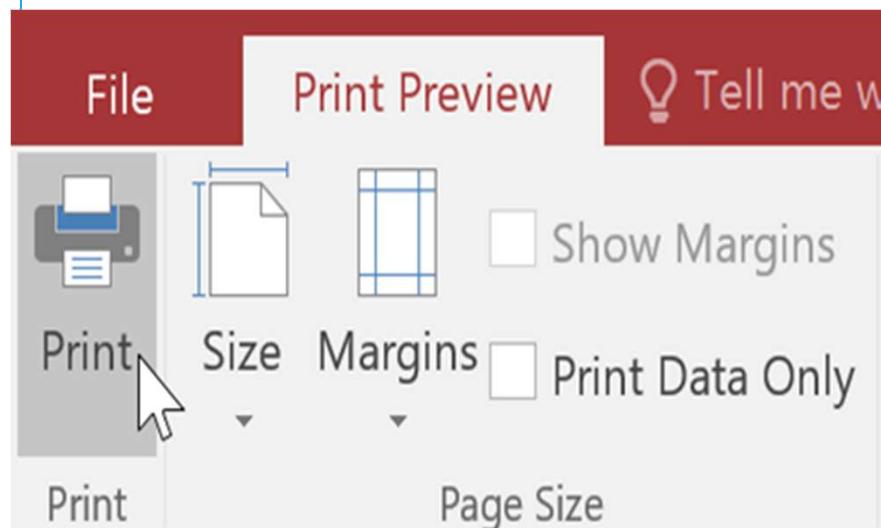
- From the Home tab, click the View command, then select Print Preview from the drop-down list. Your report will be shown as it will appear on the printed page.



2. If necessary, modify the page size, margin width, and page orientation using the related commands on the Ribbon.



3. Click the Print command.



4.The Print dialog box will appear. Set any desired print options, then click OK. The report will be printed

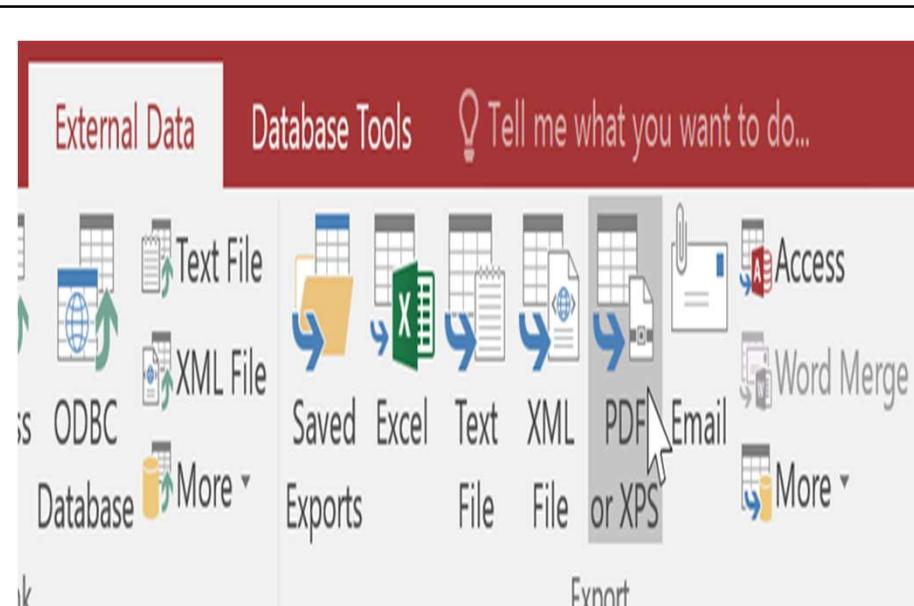
### **Saving reports**

You can save reports in other formats so they'll be viewable outside of Access. This is called **exporting** a file, and it allows you to view and even modify reports in other formats and programs.

Access offers options to save your report as an Excel file, text file, PDF, HTML document, and more. Experiment with the different export options to find the one that best suits your needs.

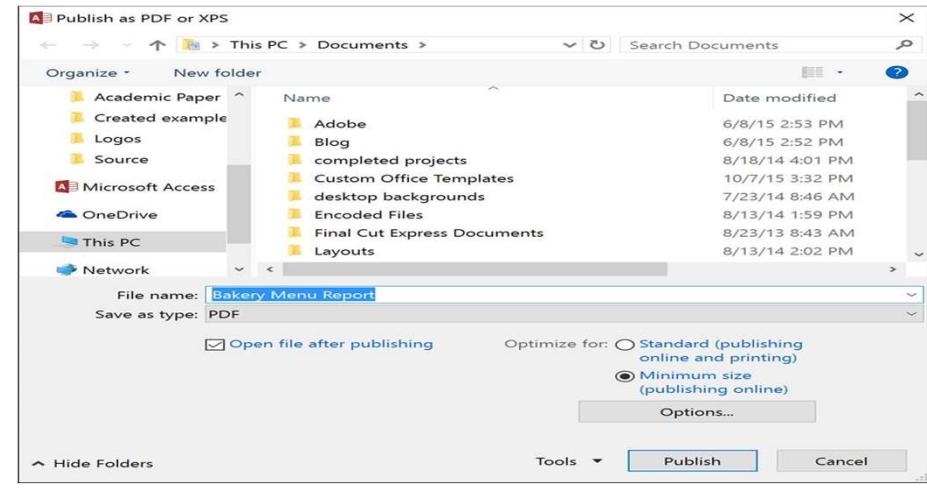
To export a report:

1. From the Home tab, click the View command, then select Print Preview from the drop-down list.
2. Locate the Data group on the Ribbon.
3. Select one of the file type options, or click More to see options to save your report as a Word or HTML file.



4.A dialog box will appear. Select the location where you want to save the report.

5.Enter a file name for the report, then click Publish.



6.A dialog box will appear to notify you that your file has been successfully saved. Click Close to return to your report.

