

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.

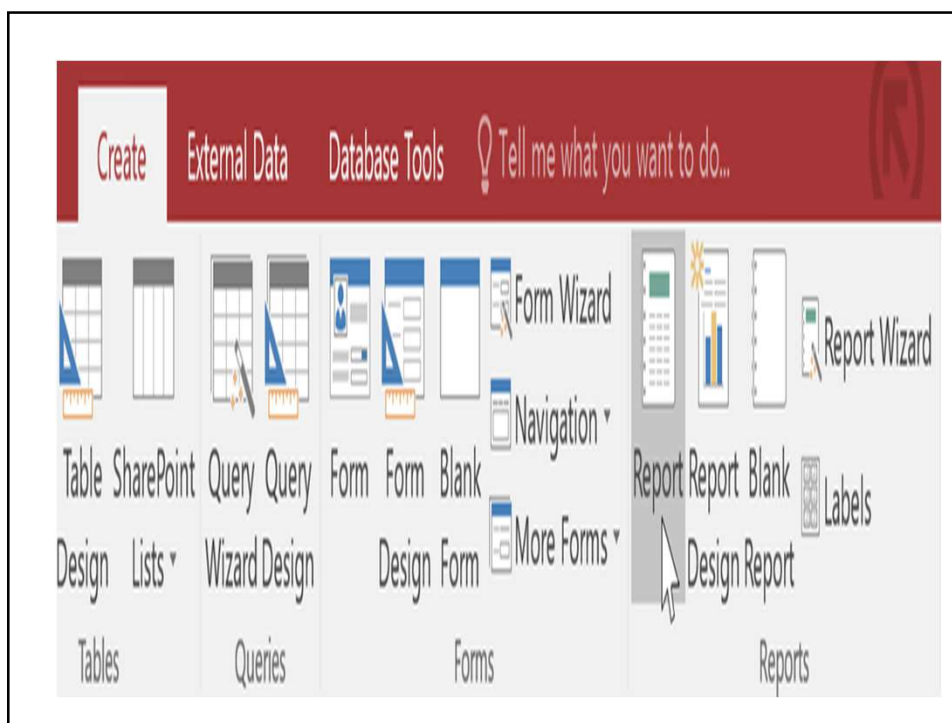
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Throughout this tutorial, we will be using a sample database. If you would like to follow along, you'll need to download our Access 2016 sample database. You will need to have Access 2016 installed on your computer in order to open the example

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.

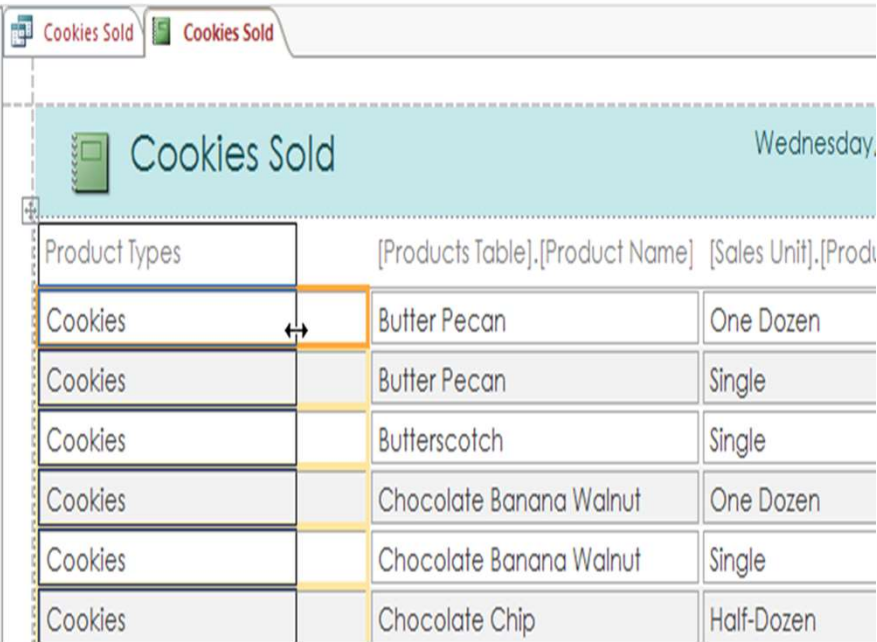
Cookies Sold			
Product Types	Products Table.Product Name	Sales Unit.Product Name	SumOfQuan
Cookies	Fudge Brownie	One Dozen	7
Cookies	Fudge Chocolate	Single	6
Cookies	Ginger Shortbread	One Dozen	6
Cookies	Chocolate Chip	Single	5
Cookies	Butterscotch	Single	3
Cookies	Fudge Brownie	Single	3
Cookies	Cranberry 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.

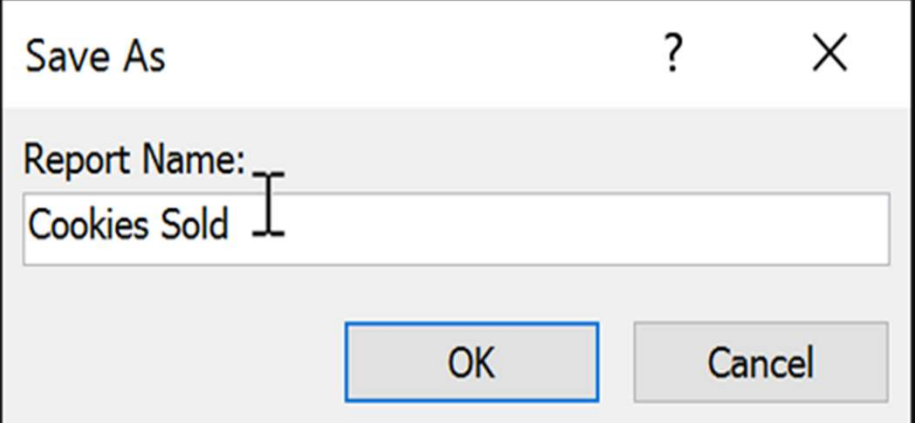
4. It's likely that some of your data will be located on the other side of the page break. To fix this, resize your fields. Simply select a field, then click and drag its edge until the field is the



The screenshot shows an Access report titled "Cookies Sold" with a light blue header. Below the header is a table with three columns: "Product Types", "[Products Table].[Product Name]", and "[Sales Unit].[Produ". The table contains six rows of data. The first row is highlighted with a blue border, and a double-headed arrow is visible on the right edge of the "Product Types" field, indicating it is being resized.

Product Types	[Products Table].[Product Name]	[Sales Unit].[Produ
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.



The screenshot shows a standard Windows-style dialog box titled "Save As". The title bar includes a question mark and a close button (X). The main content area has a label "Report Name:" followed by a text input field. The text "Cookies Sold" is entered into the field, and a vertical cursor is positioned at the end of the text. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

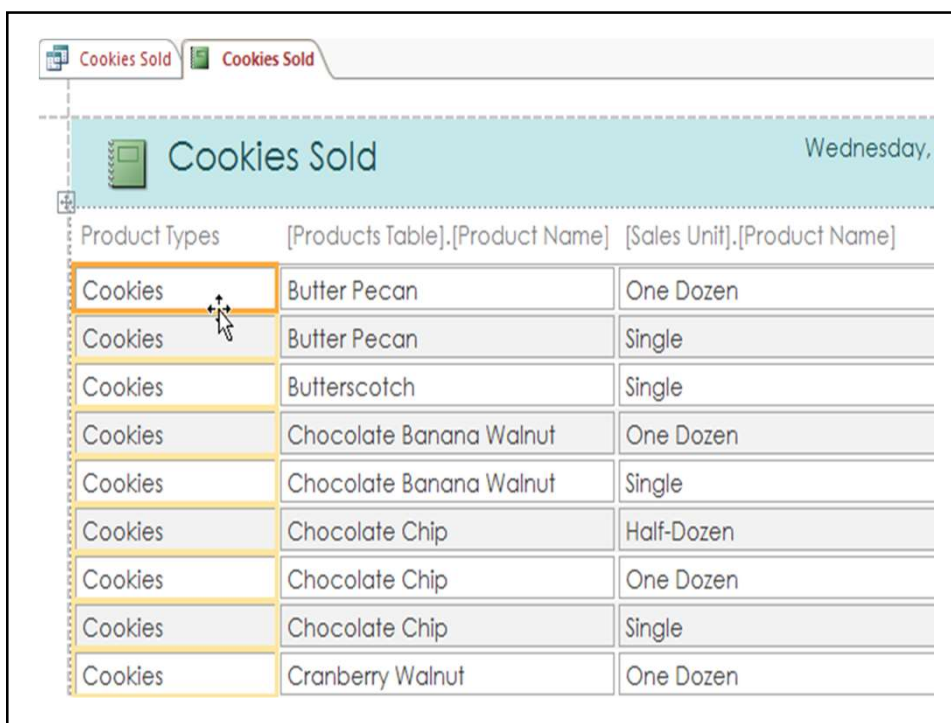
Just like tables and queries, reports can be sorted and filtered. Simply right-click the field you want to sort or filter, then select the desired option from the menu.

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 titled "Cookies Sold" with a sub-header "Cookies Sold" and the date "Wednesday, [Date]". The report displays a table with three columns: "Product Types", "[Products Table].[Product Name]", and "[Sales Unit].[Product Name]". The first row is highlighted in orange, and a mouse cursor is pointing at the "Cookies" cell in the first column.

Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]
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.

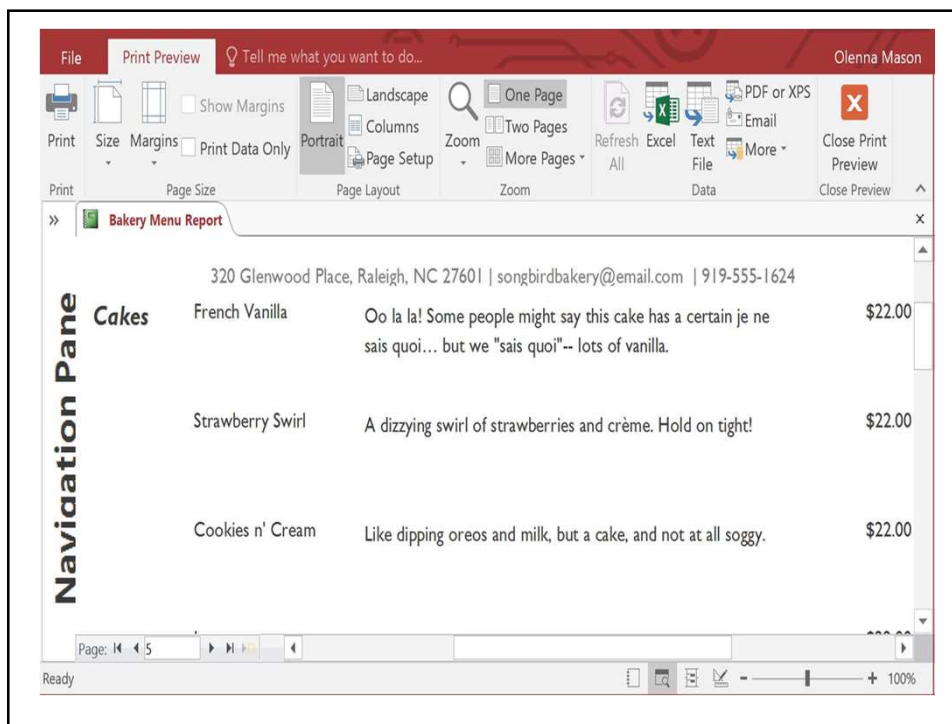
The screenshot shows a report titled "Cookies Sold" with a table of data. The table has three columns: "Product Types", "[Products Table].[Product Name]", and "[Sales Unit].[Product Name]". The "Product Types" column header is highlighted with an orange box and a mouse cursor. The table contains the following data rows:

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.

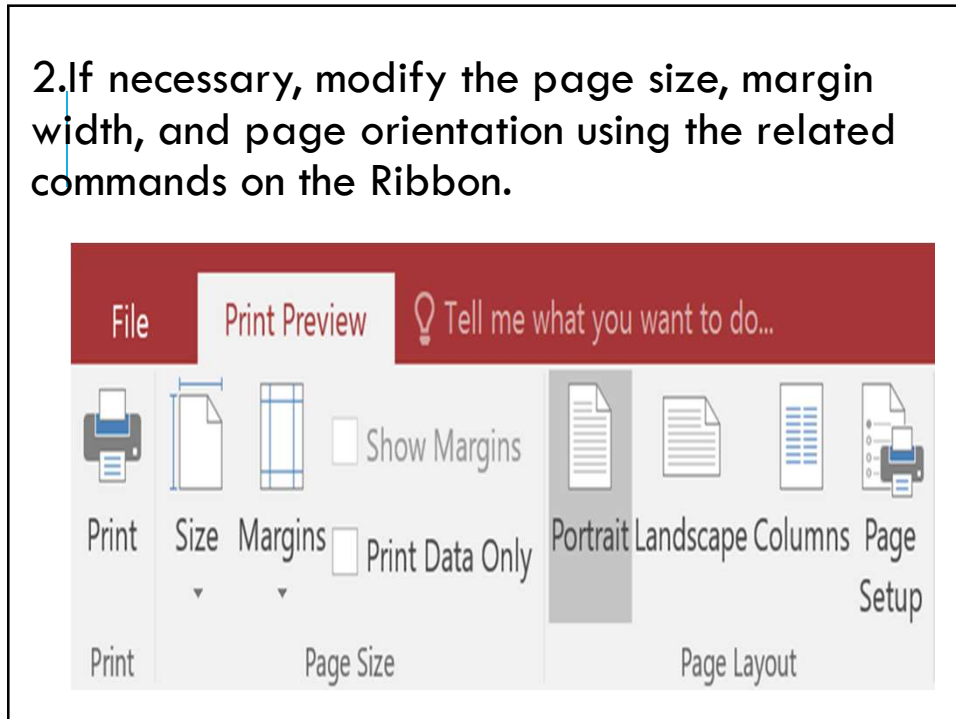


To print a report:

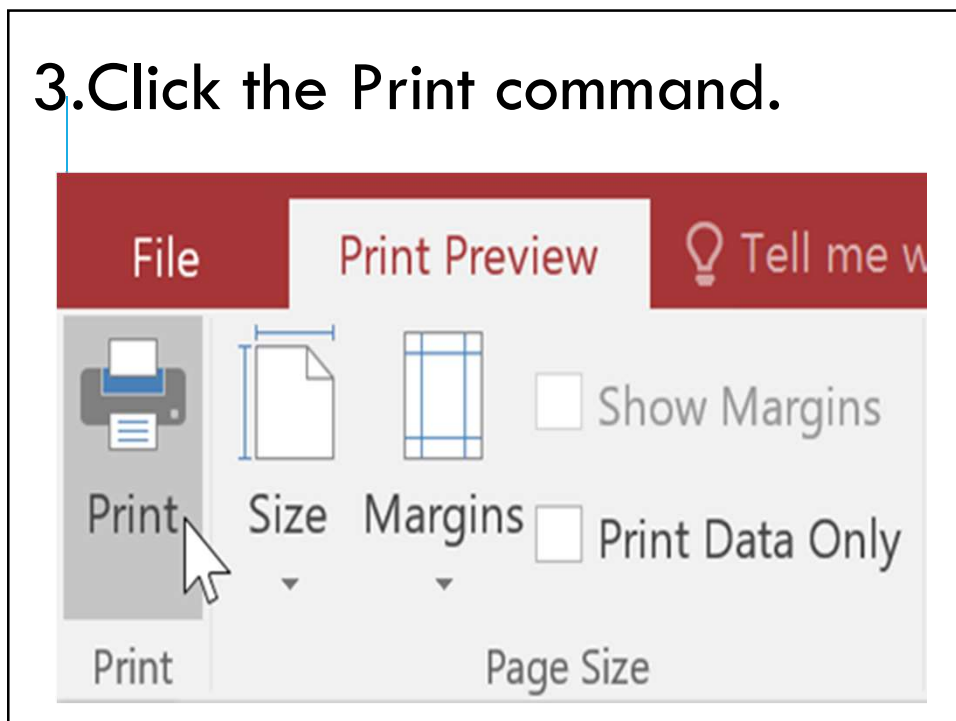
1. From the Home tab, click the View command, then select Print Preview from the drop-down list. Your report will be shown as it will appear on the printed page.



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.

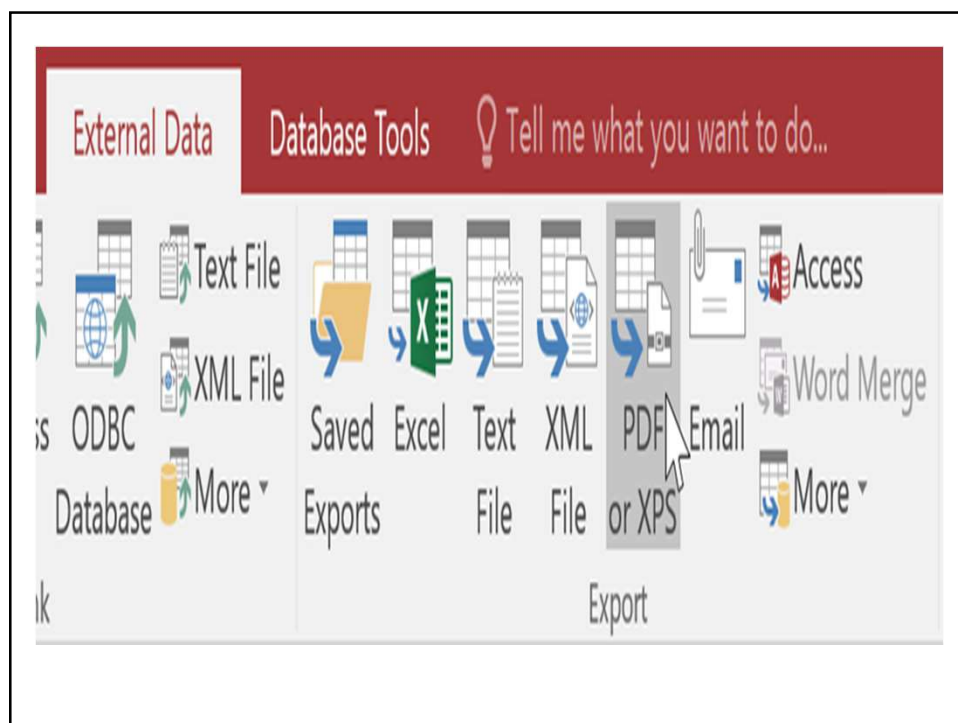
Access offers options to save your report as an Excel file, text file, PDF, HTML document, and more. Experiment with the different export options to find the one that best suits your needs.

To export a report:

1. From the Home tab, click the View command, then select Print Preview from the drop-down list.

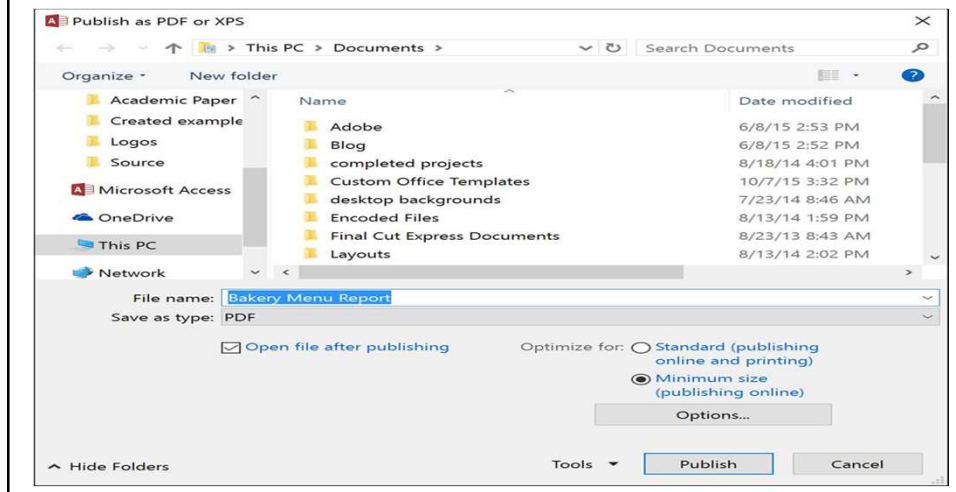
2. Locate the Data group on the Ribbon.

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.

Export - Text File

Select the destination for the data you want to export

Specify the destination file name and format.

File name:

Specify export options.

- Export data with formatting and layout.**
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
- Open the destination file after the export operation is complete.**
Select this option to view the results of the export operation. This option is available only when you export formatted data.
- Export only the selected records.**
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.