

1 Reports

5.02 Understand database queries, forms, and reports used in business.

2 Reports

- ◆ A report object is used to organize, summarize, and print some or all of the data from one or more database tables or queries.
- ◆ Reports are used to present data in an attractive format with user selected fonts, colors, shading, borders, graphics, and other enhancements.
- ◆ The report object can be used to present yearly sales reports, catalog inventory, prepare labels, or produce invoices and receipts.

3 Advantages of Reports

- ◆ Reports can group data from multiple tables, use the data in calculations, and add headings and other format enhancements to clarify database information.
 - Alphabetical, such as an index.
 - Category, such as music genre.
 - Sales by region, sales associate, or sales quarter.
- ◆ Once created, a report object can be saved and updated.
- ◆ Reports can be printed in landscape or portrait orientation.

4 Report Elements

- ◆ Lines and borders – used for decoration.
- ◆ Controls –text boxes for displaying numbers, names, or labels.
- ◆ Labels – used to display descriptive text.
- ◆ Text boxes – used to display data and may contain expressions for data calculation.
- ◆ Calculated column/field – created when a formula is used.
 - One time or running sum
 - Sum of quantities ordered

5 Report Elements (continued)

- ◆ **Header Section**
 - **Report header** appears once at the beginning of the report. Items such as company name, address, and logo belong in this section.
 - **Page header** appears on every page of the report. Contents such as field names belong in this section. Field Names can be changed and can be centered.
- ◆ **Detail section – contains most of the report details.**
- ◆ **Footer Section**
 - **Report footer** appears once, at the end of a report.
 - **Page footer** appears on every page. This section would be appropriate for a page number.

6 Review of Database Objects

- ◆ Tables – used to setup database and input information. Can alter the data in a database.
- ◆ Queries – used to search and display certain pieces of information.
- ◆ Forms – used for easier input. Can alter the data in the database.
- ◆ Reports – used to organize and present data. It is presented in a easier format. All or certain fields may be displayed. Cannot alter the data in the database.