Readings and References

- Reference
  - MS Access Help files
    - Section “Reports and Report Snapshots”

Views as Tables

- Recall that the result of a query is a table
- We have been presenting the table to the user in simple tabular form

...so we developed Forms for controlling the display of data for the user who is reviewing or updating specific records.
Views as Forms

A form is primarily used to enter or display data in a database.

Last lecture we developed Forms for better display to the user while updating the table.

Forms are pretty but not very compact

Users like to have reports densely packed with information and logically arranged …

… so this lecture we will develop Reports for compact display of multiple records.

A Report is another face for a table (or query)

• The report lets the designer arrange the data, label it, provide some control over events, etc
  » the presentation
  » multiple presentations are possible depending on the specific needs of each user
• Underlying data comes from a table or a query
  » the content
  » single source of data ensures consistency

How does a report get built?

The New Report wizard can build a complete report for you.
But this wizard is kind of naïve …

Better looking report, but you still probably want to tweak it …

You might want to use the Report Wizard instead since it gives you more control.

But you probably want to tweak it …
Explore the Design capabilities

- Properties of the various controls can be set
- Controls and labels can be moved around
- Images and patterns can be applied
- Totals, averages, subtotals etc can be calculated
- Information can be grouped by selected fields
- Etc, etc – there is a lot of flexibility in how these reports get generated