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Shakti Utthan Ashram, Lakhisarai – 811311 (Bihar)

Chapter:- 3. ADVANCED FEATURES OF ACCESS 2013

CLASS- VIIITH

SUBJECT:- IT

SUB TEACHER :- VIKASH KR. RAJAK

DATE :- 01/06/2020

Topic :- Creating a Report, Formatting a Report.

➤ **Creating a Report:-**

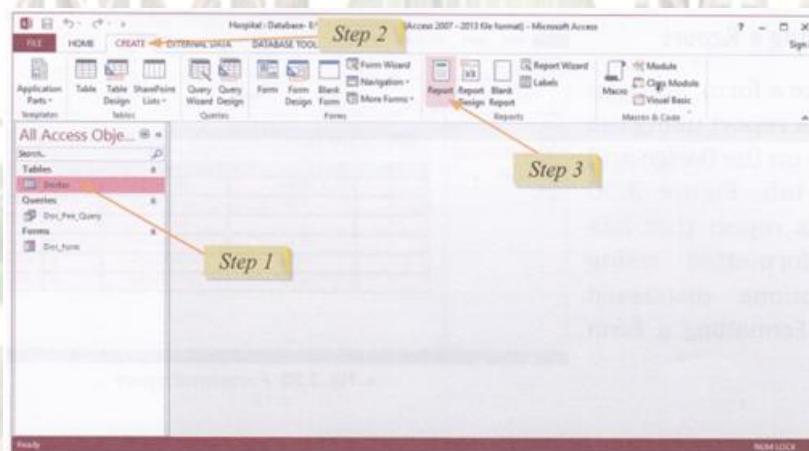
Follow these steps to create a report.

Step 1:- Click on the table or the query for which we want to create a report.

Step 2:- Click on the Create tab.

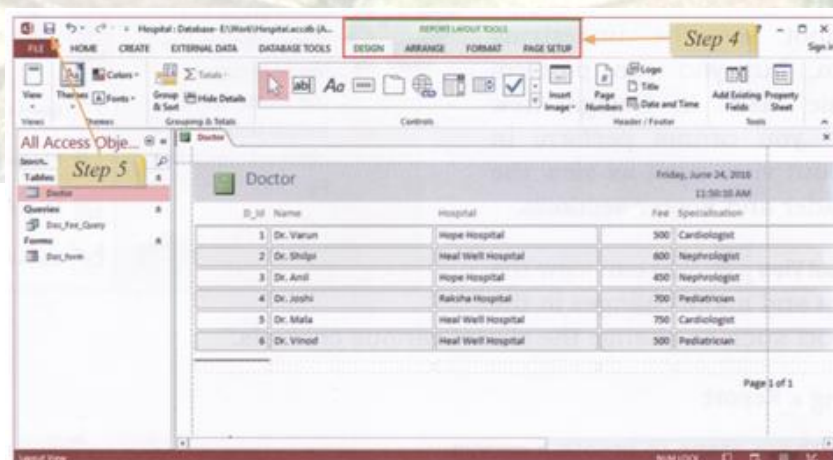
Step 3:- Click on the Report option in the Reports group.

Step 4:- The report is created and opens in the Layout view. Four new tabs—**Design, Arrange, Format and Page Setup** appear in the Ribbon



Creating a report (Steps 1 to 3)

Step 5:- Click on the Save option in the Quick Access Toolbar or the Save option on the File tab to save the report. We will notice that the Report object gets added to the Navigation Pane.



Creating a report (Step 4)

➤ Formatting a Report:-

Just like a form, we can format a report using the options on the Design and Format tab. Figure shows a report that has been formatted using the options discussed under Formatting a Form section.

ID	Name	Hospital	Fee	Specialization
1	Dr. Varun	Hope Hospital	300	Cardiologist
2	Dr. Shiba	Heart Well Hospital	400	Nephrologist
3	Dr. Anil	Hope Hospital	400	Nephrologist
4	Dr. Susha	Kalsha Hospital	700	Pediatrician
5	Dr. Shiba	Heart Well Hospital	700	Cardiologist
6	Dr. Vinod	Heart Well Hospital	500	Pediatrician

Formatted report

➤ Printing Reports:-

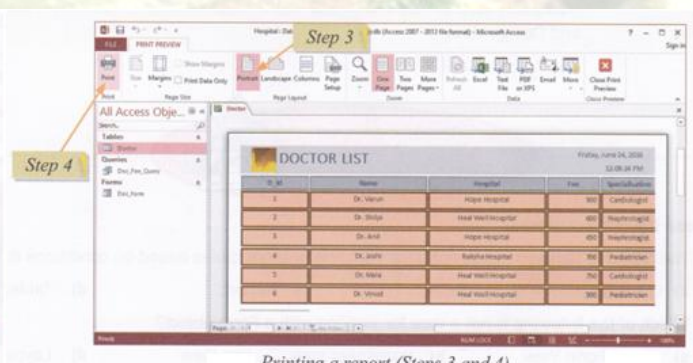
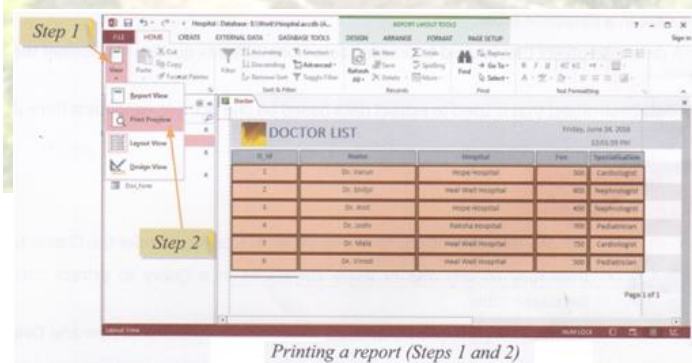
We can print reports using the Print option under the File tab or by using the Print Preview view of a Report. This view shows how the report will appear on a page. It also lets us choose the page orientation, page setup and so on.

Step 1:- Click the down arrow under View option in the Views group on the Home tab or the Design tab.

Step 2:- Click on the Print Preview option. The report is displayed in the manner in which it would appear on a page.

Step 3:- Choose appropriate values for Page Size, Margin and Orientation from the Ribbon.

Step 4:- Click on the Print command to print the report.



✍ Homework (Based on study material of 31-05-20)

1. How can we formatting a form?
2. What is Report?
3. What is Print Preview?
4. What is Layout View?

