

# CGS 2545: Database Concepts Spring 2014

## LAB #3

**Includes Lab Assignment #3 – Due March 21<sup>st</sup>**

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# Lab #3

- The objective of this lab is to familiarize yourself with forms and reports in Access.
- Again, we will use the sample Northwind sample database from webCourses.

**NOTE:** In the slides that follow, if the call-out symbol is outlined in red, it means that there is something for you to try, if the call-out is outlined in blue, I am simply giving you some information about what is displayed on that page.



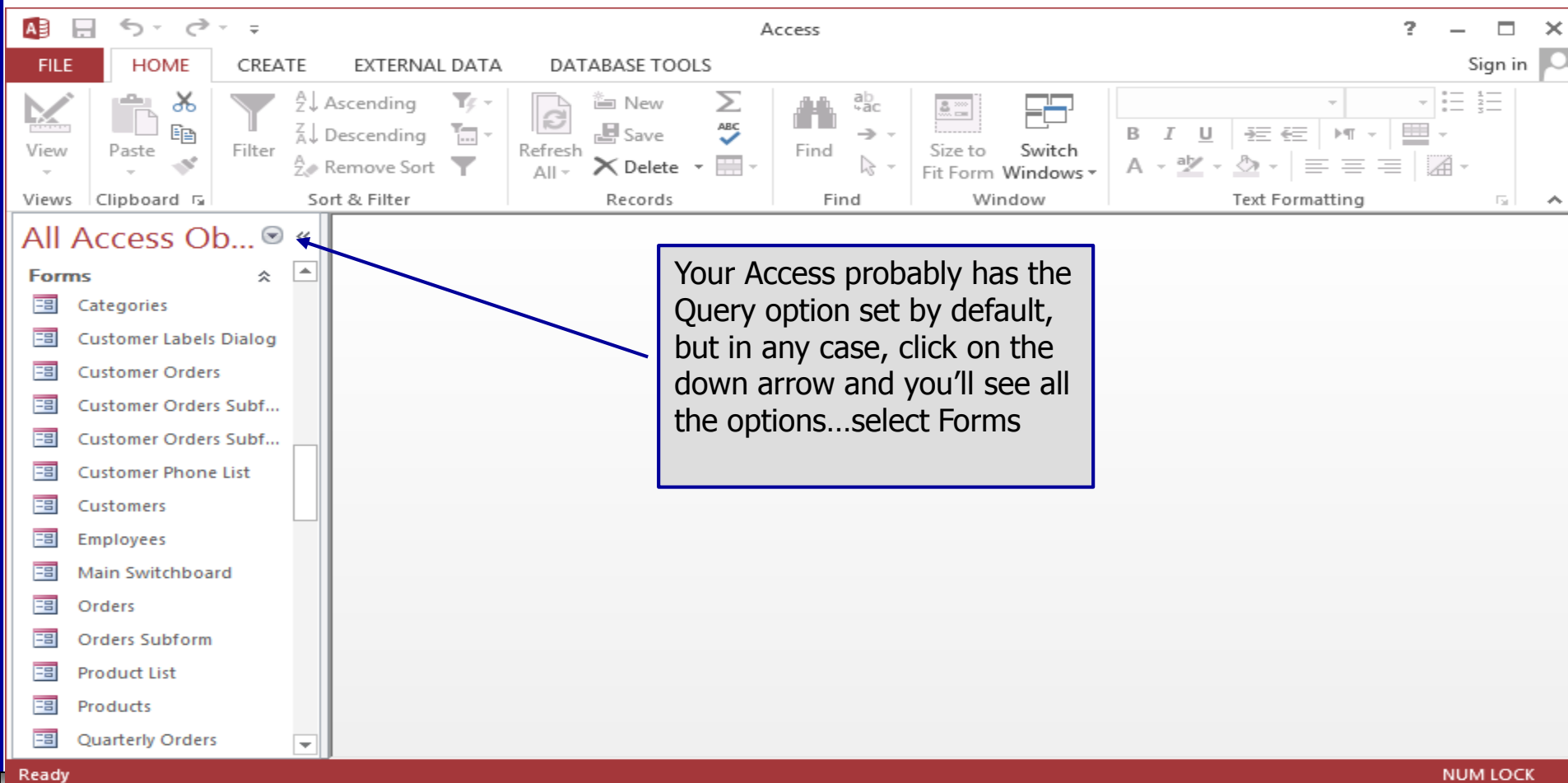
# Forms

- Forms are primarily designed to allow users to enter data into tables in a user-friendly format that requires little if any knowledge about the actual database.
- Forms are also a way to display the data in a table in a more user-friendly format than is available in the Table view which looks are raw data.
- Often forms are designed to resemble a paper form that is utilized by a company and thereby provide a sense of familiarity for the individuals who actually enter the data.
- All forms contain **controls** (objects) that accept and display data, perform a specific action, decorate the form, or add descriptive information. There are three types of controls:
  - A **bound control** (see page 6) has a data source (a field in an underlying table) and is used to enter or modify data in that field.
  - An **unbound control** has no data source. Unbound controls are used to display labels, titles, lines, graphics, or pictures.
  - A **calculated control** has as its data source an expression rather than a field.



# Forms

- To look at some of the already constructed forms in the Northwind database, start Access running on the database and close the main switchboard that appears in the main panel.



# Forms

The screenshot shows the Microsoft Access interface. The ribbon is set to the 'HOME' tab, with sub-tabs for 'CREATE', 'EXTERNAL DATA', and 'DATABASE TOOLS'. The ribbon includes groups for 'Views', 'Clipboard', 'Sort & Filter', 'Records', 'Find', 'Window', and 'Text Formatting'. The left-hand pane shows a list of forms under the heading 'All Access Objects'. The forms listed are: Categories, Customer Labels Dialog, Customer Orders, Customer Orders Subform, Customer Orders Subform, Customer Phone List, Customers, Employees, Main Switchboard, Orders, Orders Subform, Product List, Products, and Quarterly Orders. A blue arrow points from a text box to the 'Suppliers' form, which is not visible in the current list but is mentioned in the text as the last form in the list.

Ready

NUM LOCK

As you can see there are a lot of already constructed forms in this database.

Scroll down to the very last one which is the Suppliers form.

Double click the Suppliers form...you'll see the form on the next page.

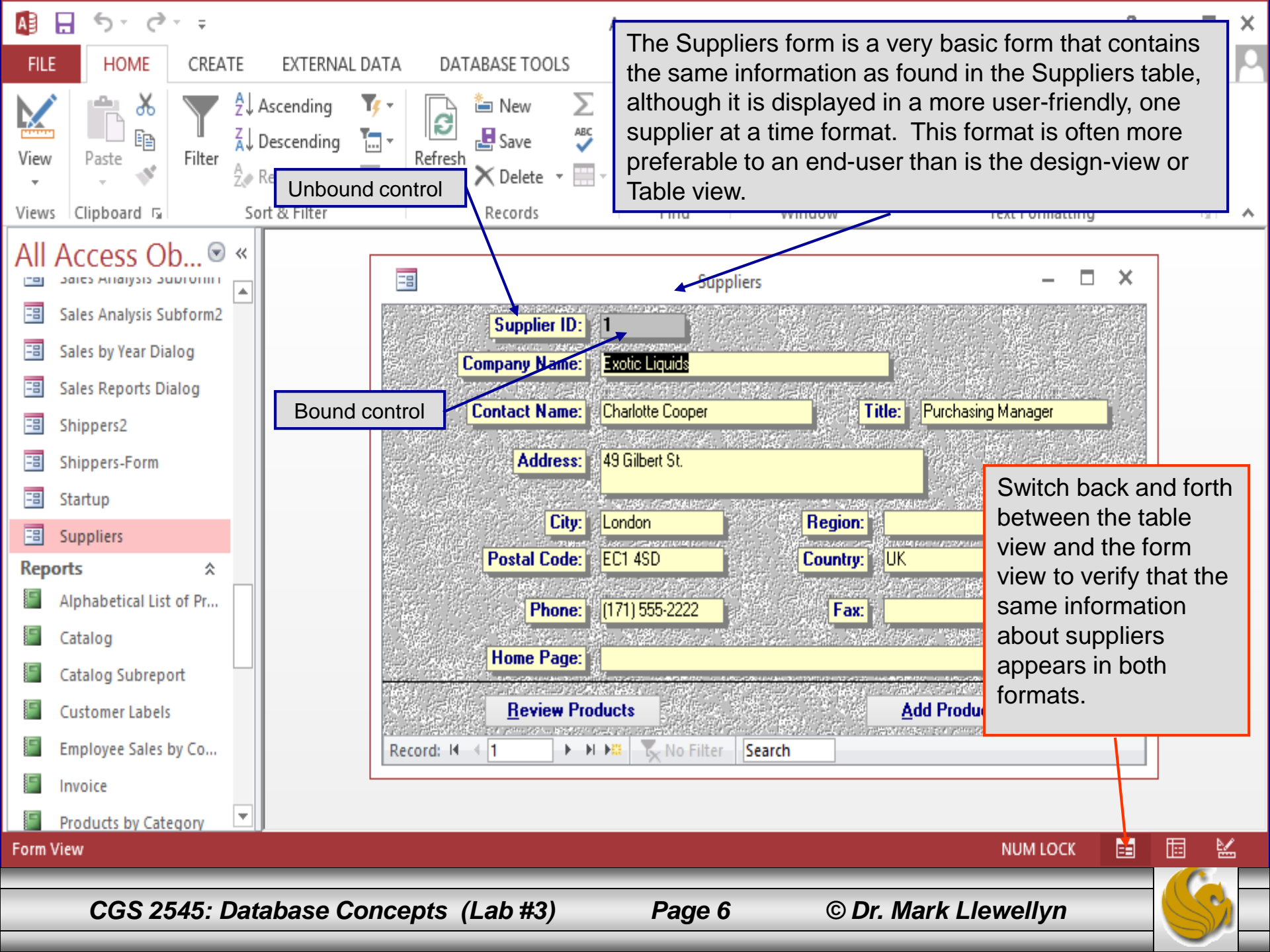


The Suppliers form is a very basic form that contains the same information as found in the Suppliers table, although it is displayed in a more user-friendly, one supplier at a time format. This format is often more preferable to an end-user than is the design-view or Table view.

Unbound control

Bound control

Switch back and forth between the table view and the form view to verify that the same information about suppliers appears in both formats.



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Sort & Filter Records Find Window

Ascending Descending Remove Sort Refresh All Delete Find Size to Fit Form Windows Switch

Sign in

Try some of the other forms. This one includes a picture of the employee. (but the image might be missing from the sample database !!)

- All Access Objects
- Customer Orders
- Customer Orders Subform1
- Customer Orders Subform2
- Customer Phone List
- Customers
- Employees
- Main Switchboard
- Orders
- Orders Subform
- Product List
- Products
- Quarterly Orders
- Quarterly Orders Subform1
- Sales Analysis
- Sales Analysis Subform1
- Sales Analysis Subform2

Employees

### Nancy Davolio

Company Info Personal Info

**Employee ID:** 1

**First Name:** Nancy

**Last Name:** Davolio

**Title:** Sales Representative

**Reports To:** Fuller, Andrew

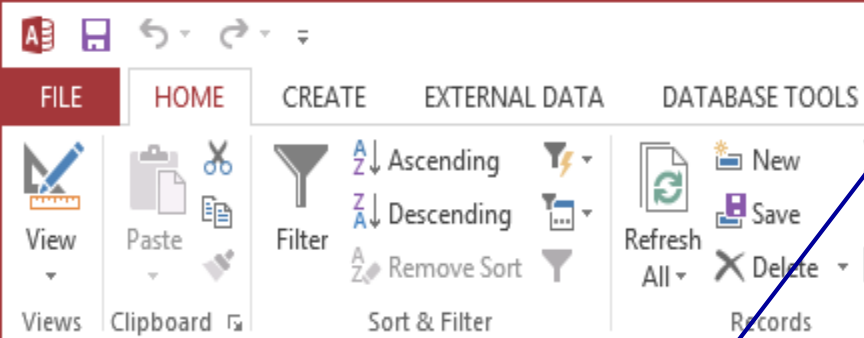
**Hire Date:** 01-May-1992

**Extension:** 5467

Add/Change Remove

Record: 1 of 9 No Filter Search





The Orders form was designed to look like the order form that the company would normally use. Again, compare this with the Table (Datasheet) view of the orders table.

Which view would you rather see?

Notice that the form contains more information that is available in the Order table.

Where did the other information in this table come from?

- All Access Objects
- Customer Orders
- Customer Orders Subform1
- Customer Orders Subform2
- Customer Phone List
- Customers
- Employees
- Main Switchboard
- Orders**
- Orders Subform
- Product List
- Products
- Quarterly Orders
- Quarterly Orders Subform1
- Sales Analysis
- Sales Analysis Subform1
- Sales Analysis Subform2

**Bill To:** Alfreds Futterkiste  
Obere Str. 57  
Berlin 12209  
Germany

**Ship To:** Alfreds Futterkiste  
Obere Str. 57  
Berlin 12209  
Germany

**Salesperson:** Suyama, Michael

**Ship Via:**  Speedy  United  Federal

**Order ID:** 10643    **Order Date:** 25-Aug-1997    **Required Date:** 22-Sep-1997    **Shipped Date:** 02-Sep-1997

Product	Unit Price	Quantity	Discount	Extended Price
Spegesild	\$12.00	2	25%	\$18.00
Chartreuse verte	\$18.00	21	25%	\$283.50
Rössle Sauerkraut	\$45.60	15	25%	\$513.00
*			0%	

**Subtotal:** \$814.50  
**Freight:** \$29.46  
**Total:** \$843.96

Record: 1 of 831    No Filter    Search

Select or type a customer's name.

NUM LOCK    [Table Icon]    [Form Icon]    [Print Icon]



- All Access Objects
- Customer Orders
  - Customer Orders Subform...
  - Customer Orders Subform...
  - Customer Phone List
  - Customers
  - Employees
  - Main Switchboard
  - Orders
  - Orders Subform**
  - Product List
  - Products
  - Quarterly Orders
  - Quarterly Orders Subform...
  - Sales Analysis
  - Sales Analysis Subform1
  - Sales Analysis Subform2
  - Sales by Year Dialog
  - Sales Reports Dialog
  - Shippers2
  - Shippers-Form
  - Startup

Order

Bill To: Alfreds Futterkiste  
 Obere Str. 57  
 Berlin 12209  
 Germany

Ship Via:  Speedy  United  Federal

Salesperson: Suyama, Michael

Order ID: 10643 Order Date: 25-Aug-1997 Required Date: 22-Sep-1997 Shipped Date: 02-Sep-1997

Product	Unit Price	Quantity	Discount	Extended Price
Spegesild	\$12.00	2	25%	\$18.00
Chartreuse verte	\$18.00	21	25%	\$283.50
Rössle Sauerkraut	\$45.60	15	25%	\$513.00
*			0%	

Subtotal: \$814.50  
 Freight: \$29.46  
 Total: \$843.96

Record: 1 of 831 No Filter Search

The answer is, this form is a more complicated form that includes a subform. In this case the subform uses the Order Details table to add this additional information to the form. We'll deal with this type of form in more detail in a later lab.

Orders Subform

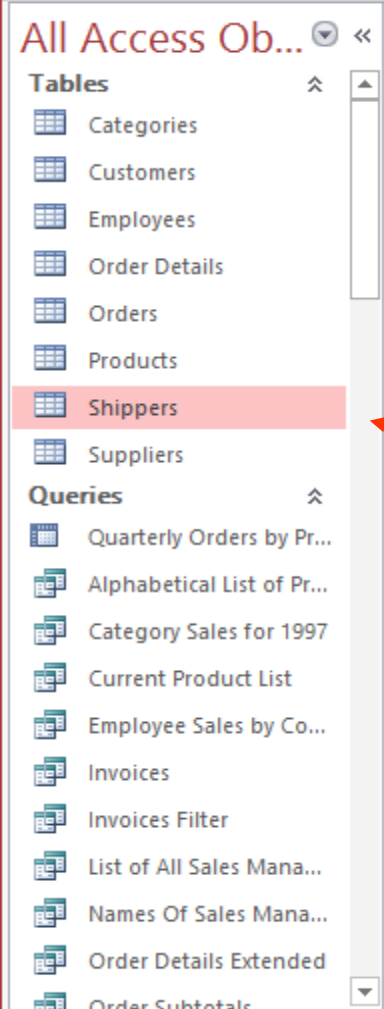
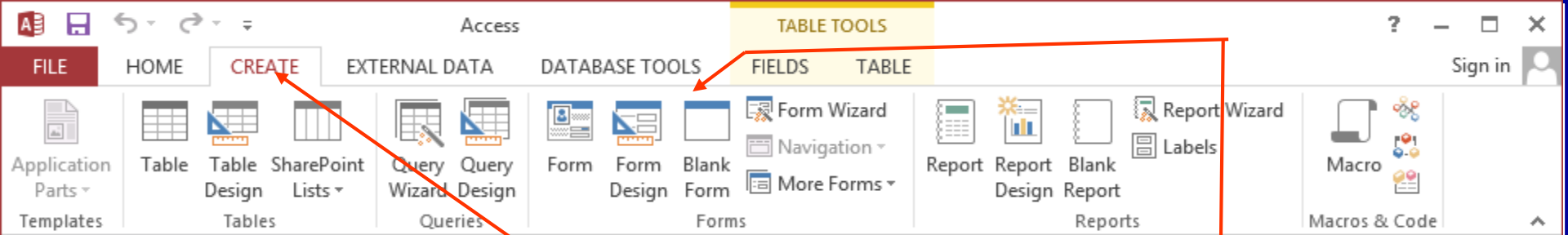
Product	Unit Price	Quantity	Discount	Extended
Queso Cabrales	\$14.00	12	0%	
Singaporean Hokkien Fried Mee	\$9.80	10	0%	



# Creating A Simple Form

- Before we look at reports, let's create a simple form.
- Remember that the basic reason for creating a form is to allow a user to enter data into a table in a more user-friendly environment although it also enhances the viewing of the data as well.
- Forms are based on tables so to create a form, go back to the Tables view of the database (select Tables from the left panel).
- Let's build a simple form based on the Shippers table.
- From the Table view, select the Shippers table then select Create tab as shown on the next slide.





Shipper I	Company Name	Phone	Click to Add
+	1 Speedy Express	(503) 555-9831	
+	2 United Package	(503) 555-3199	
+	3 Federal Shipping	(503) 555-9931	
+	4 Mark's Parcel Ser	(407)823-2790	
*	(New)		

1. Expand Tables view and select Shippers table.
2. Click the Create tab.
3. You can see various options in Forms section.



Access **TABLE TOOLS**

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS FIELDS TABLE

Application Parts Templates Table Design Tables Query Wizard Queries Form Design Forms Form Wizard Navigation More Forms Reports Report Design Reports Macro

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers**
- Suppliers

Queries

- Quarterly Orders by Pr...
- Alphabetical List of Pr...
- Category Sales for 1997
- Current Product List
- Employee Sales by Co...
- Invoices
- Invoices Filter
- List of All Sales Mana...
- Names Of Sales Mana...
- Order Details Extended
- Order Subtotals

Shippers

Shipper I	Company Nam	Phone	Click to A
1	Speedy Express	(503) 555-9831	
2	United Package	(503) 555-3199	
3	Federal Shipping	(503) 555-9931	
4	Mark's Parcel Ser	(407)823-2790	
*	(New)		

Record: 1 of 4 No Filter Search

1. The various options available for creating the new form. Moving the cursor over them will give you a general idea what the form would look like. Try it.

2. Let's choose this simple form that let's you show one record at a time.



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Application Parts Templates Table Table Design Tables SharePoint Lists Query Wizard Queries Form Form Design Forms Blank Form Navigation More Forms Report Report Design Reports Report Wizard Labels Macro Macros & Code

All Access Ob...

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Pr...
- Alphabetical List of Pr...
- Category Sales for 1997
- Current Product List
- Employee Sales by Co...
- Invoices
- Invoices Filter
- List of All Sales Mana...
- Names Of Sales Mana...
- Order Details Extended

Shippers

Shipper I	Company Nam	Phone	Click to Add
1	Speedy Express	(503) 555-9831	
2	United Package	(503) 555-3199	
3	Federal Shipping	(503) 555-9931	
4	Mark's Parcel Ser	(407)823-2790	
*	(New)		

Record: 1 of 4 No Filter Search

Click this option and you'll see the form on the following page appear in a new window.

Number automatically assigned to new shipper. NUM LOCK

- All Access Ob...
- Tables
- Categories
  - Customers
  - Employees
  - Order Details
  - Orders
  - Products
  - Shippers
  - Suppliers
- Queries
- Quarterly Orders by Pr...
  - Alphabetical List of Pr...
  - Category Sales for 1997
  - Current Product List
- Order Details Extended

Shippers

Shippers

Shipper ID: 1

Company Name: Speedy Express

Phone: (503) 555-9831

Order I	Customer	Employee	Order Dat	Required Dat	Shipped Dat	Freight
10249	Tradição Hipermercados	Suyama, Michael	05-Jul-1996	16-Aug-1996	10-Jul-1996	\$11.6
10251	Victuailles en stock	Leverling, Janet	08-Jul-1996	05-Aug-1996	15-Jul-1996	\$41.3
10258	Ernst Handel	Davolio, Nancy	17-Jul-1996	14-Aug-1996	23-Jul-1996	\$140.5
10260	Old World Delicatessen	Peacock, Margaret	19-Jul-1996	16-Aug-1996	29-Jul-1996	\$55.0
10265	Blondel père et fils	Fuller, Andrew	25-Jul-1996	22-Aug-1996	12-Aug-1996	\$55.2
10267	Frankenversand	Peacock, Margaret	29-Jul-1996	26-Aug-1996	06-Aug-1996	\$208.5
10269	White Clover Markets	Buchanan, Steven	31-Jul-1996	14-Aug-1996	09-Aug-1996	\$4.5
10270	Wartian Herkku	Davolio, Nancy	31-Aug-1996	29-Aug-1996	02-Aug-1996	\$136.5

1 of 250

1 of 4

The newly created form, shown with data from the first row of the underlying table.

Clicking on "Form View" will also show this screen.



- All Access Obj... <<
- Tables**
- Categories
  - Customers
  - Employees
  - Order Details
  - Orders
  - Products
  - Shippers**
  - Suppliers
- Queries**
- Quarterly Orders by Pr...
  - Alphabetical List of Pr...
  - Category Sales for 1997
  - Current Product List
  - Employee Sales by Co...
  - Invoices
  - Invoices Filter
  - List of All Sales Mana...
  - Names Of Sales Mana...
  - Order Details Extended

Shippers

Shippers

Shipper ID: 1

Company: [ ]

Phone: [ ]

Order ID	Order Description	Customer Name	Order Date	Required Date	Shipped Date	Freight
10249	Tradição Hipermercados	Soyama, Michael	05-Jul-1996	16-Aug-1996	10-Jul-1996	\$11.6
10251	Victuailles en stock	Leverling, Janet	08-Jul-1996	05-Aug-1996	15-Jul-1996	\$41.3
10258	Ernst Handel	Davolio, Nancy	17-Jul-1996	14-Aug-1996	23-Jul-1996	\$140.5
10260	Old World Delicatessen	Peacock, Margaret	19-Jul-1996	16-Aug-1996	29-Jul-1996	\$55.0
10265	Blondel père et fils	Fuller, Andrew	25-Jul-1996	22-Aug-1996	12-Aug-1996	\$55.2
10267	Frankenversand	Peacock, Margaret	29-Jul-1996	26-Aug-1996	06-Aug-1996	\$208.5
10269	White Clover Markets	Buchanan, Steven	31-Jul-1996	14-Aug-1996	09-Aug-1996	\$4.5
10270	Wartian Herkku	Davolio, Nancy	11-Aug-1996	29-Aug-1996	02-Aug-1996	\$136.5

Record: 1 of 250

Record: 1 of 4

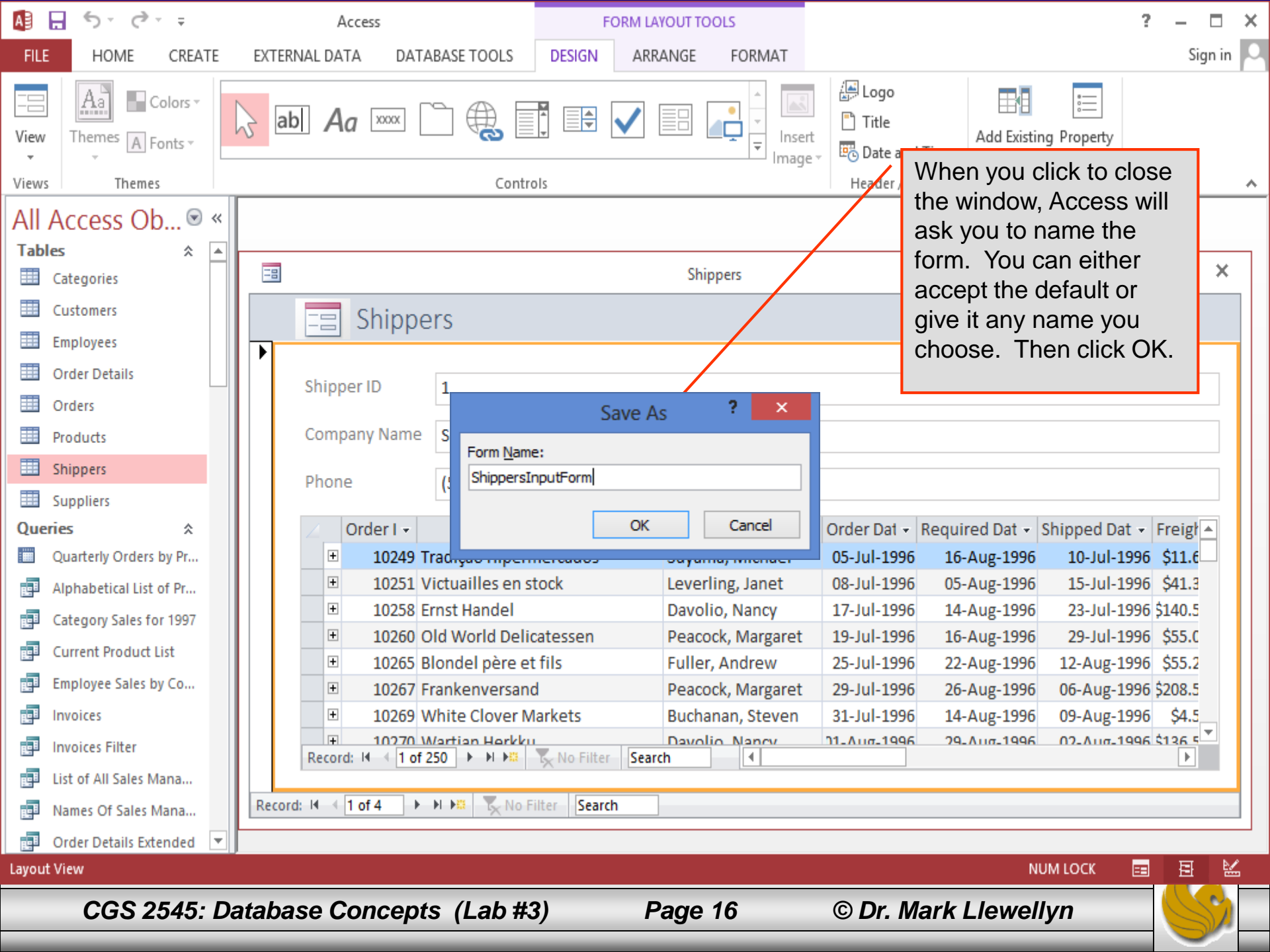
Microsoft Access

Do you want to save changes to the design of form 'Shippers'?

Yes No Cancel

Click to close the window and the following window will appear. Select YES.





When you click to close the window, Access will ask you to name the form. You can either accept the default or give it any name you choose. Then click OK.

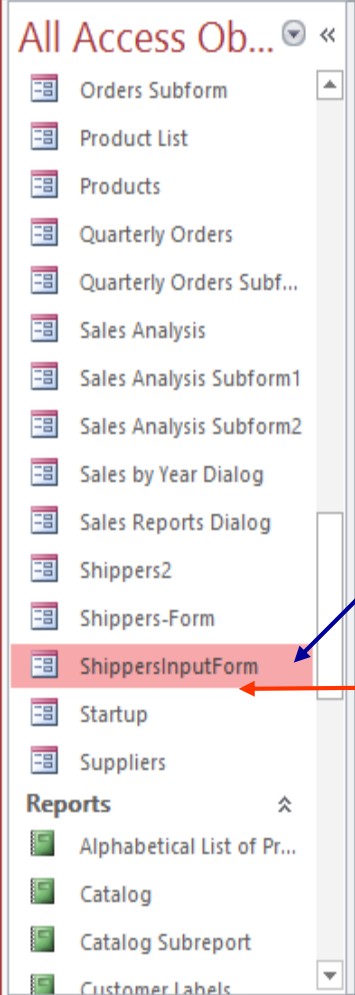
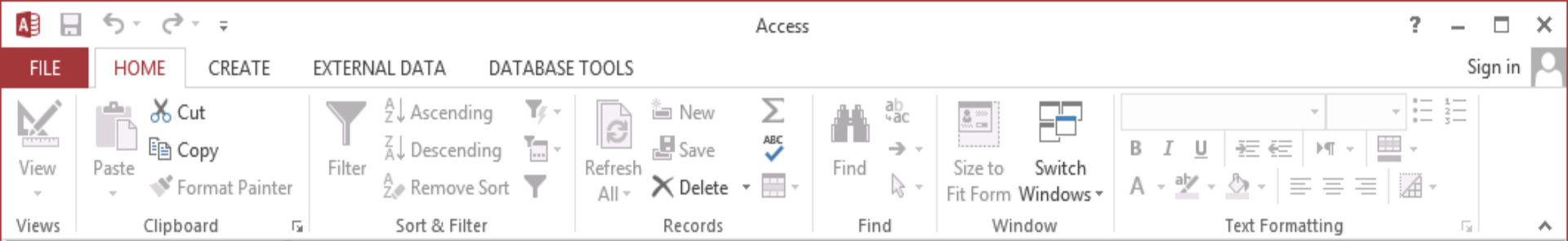
Save As

Form Name:  
ShippersInputForm

OK Cancel

Order I	Order Dat	Required Dat	Shipped Dat	Freight
10249	05-Jul-1996	16-Aug-1996	10-Jul-1996	\$11.6
10251	08-Jul-1996	05-Aug-1996	15-Jul-1996	\$41.3
10258	17-Jul-1996	14-Aug-1996	23-Jul-1996	\$140.5
10260	19-Jul-1996	16-Aug-1996	29-Jul-1996	\$55.0
10265	25-Jul-1996	22-Aug-1996	12-Aug-1996	\$55.2
10267	29-Jul-1996	26-Aug-1996	06-Aug-1996	\$208.5
10269	31-Jul-1996	14-Aug-1996	09-Aug-1996	\$4.5
10270	11-Aug-1996	29-Aug-1996	02-Aug-1996	\$136.5





From the Forms view, you should now see your newly created form.

Try entering the information for a new shipper using your form. Just click on the form, use the buttons at the bottom of the form to append a new entry to the bottom of the table (the ►☀ option). Enter the data, then click to close the window. The new data is now entered in the table. To verify, view either the table or the form.



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter Records Find Find Windows

Ascending Descending Remove Sort Refresh Save Delete All Find Size to Switch

Enter new shipper information by clicking this icon and you'll see the next page.

- All Access Objects
- Orders Subform
  - Product List
  - Products
  - Quarterly Orders
  - Quarterly Orders Subform
  - Sales Analysis
  - Sales Analysis Subform1
  - Sales Analysis Subform2
  - Sales by Year Dialog
  - Sales Reports Dialog
  - Shippers2
  - Shippers-Form
  - ShippersInputForm**
  - Startup
  - Suppliers
- Reports
- Alphabetical List of Products
  - Catalog
  - Catalog Subreport
  - Customer Labels

ShippersInputForm

Shippers

Shipper ID:

Company Name:

Phone:

Order ID	Customer	Employee	Order Date	Required Date	Shipped Date	Freight
10249	Tradição Hipermercados	Suyama, Michael	05-Jul-1996	16-Aug-1996	10-Jul-1996	\$11.6
10251	Victuailles en stock	Leverling, Janet	08-Jul-1996	05-Aug-1996	15-Jul-1996	\$41.3
10258	Ernst Handel	Davolio, Nancy	17-Jul-1996	14-Aug-1996	23-Jul-1996	\$140.5
10260	Old World Delicatessen	Peacock, Margaret	19-Jul-1996	16-Aug-1996	29-Jul-1996	\$55.0
10265	Blondel père et fils	Fuller, Andrew	25-Jul-1996	22-Aug-1996	12-Aug-1996	\$55.2
10267	Frankenversand	Peacock, Margaret	29-Jul-1996	26-Aug-1996	06-Aug-1996	\$208.5
10269	White Clover Markets	Buchanan, Steven	31-Jul-1996	14-Aug-1996	09-Aug-1996	\$4.5
10270	Wartian Herkku	Davolio, Nancy	31-Aug-1996	29-Aug-1996	02-Aug-1996	\$136.5

Record: 1 of 250

Record: 1 of 4

Number automatically assigned to new shipper. NUM LOCK

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Sort & Filter (Ascending, Descending, Remove Sort) Refresh All Records (New, Save, Delete) Find Find Window (Size to Fit Form, Switch Windows) Text Formatting (B, I, U, A, etc.)

- All Access Objects
- Orders Subform
  - Product List
  - Products
  - Quarterly Orders
  - Quarterly Orders Subform
  - Sales Analysis
  - Sales Analysis Subform1
  - Sales Analysis Subform2
  - Sales by Year Dialog
  - Sales Reports Dialog
  - Shippers2
  - Shippers-Form
  - ShippersInputForm**
  - Startup
  - Suppliers
- Reports
- Alphabetical List of Products
  - Catalog
  - Catalog Subreport
  - Customer Labels

Enter new shipper information here in the form.

ShippersInputForm

Shippers

Shipper ID: (New)

Company Name:

Phone:

Order I	Customer	Employee	Order Dat	Required Dat	Shipped Dat	Freight
*	(New)					\$0.00

Record: 1 of 1 | No Filter | Search

Record: 5 of 5 | No Filter | Search

Number automatically assigned to new shipper.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS Sign in

View Paste Copy Format Painter Filter Sort & Filter Records Find Find

- All Access Objects
- PRODUCTS
- Quarterly Orders
- Quarterly Orders Subform
- Sales Analysis
- Sales Analysis Subform1
- Sales Analysis Subform2
- Sales by Year Dialog
- Sales Reports Dialog
- Shippers2
- Shippers-Form
- ShippersInputForm
- Startup
- Suppliers
- Reports
- Alphabetical List of Products
- Catalog
- Catalog Subreport
- Customer Labels
- Employee Sales by Country
- Invoice

### ShippersInputForm

## Shippers

Shipper ID: 7

Company Name: Mark's Supply Ltd.

Phone: (407) 823-2790

Order ID	Customer	Employee	Order Date	Required Date	Shipped Date	Freight
* (New)						\$0.00

Record: 1 of 1

Record: 5 of 5

Enter new shipper information here in the form. Then close the form to save the data.

Note that ShipperID is an auto numbered field so you won't be able to enter a value in that field.

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **TABLE TOOLS** FIELDS TABLE

Sign in

View Paste Copy Format Painter

Filter Ascending Descending Remove Sort

Refresh All New Save Delete

Find Find

Size to Fit Form Switch Windows

Calibri 11

B I U

A a b

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers**
- Suppliers

Queries

- Quarterly Orders by Product
- Alphabetical List of Products
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

Shippers

Shipper ID	Company Name	Phone	Click to Add
1	Speedy Express	(503) 555-9831	
2	United Package	(503) 555-3199	
3	Federal Shipping	(503) 555-9931	
4	Mark's Parcel Service	(407) 823-2790	
5	Mark's Supply Ltd.	(407) 823-2790	
*	(New)		

Record: 5 of 5 No Filter Search

Number automatically assigned to new shipper. NUM LOCK

# Assessment Point #1

- At this point, examine some of the other pre-defined forms that are available and also try some of the other options available for creating a simple form using the shippers table as we just did.
- When you have looked at several different options, then continue on and we'll start looking at reports.



# Reports

- A report is typically a printed form (although it may remain in electronic form) that displays information from a database.
- All reports are based on an underlying table or a query. For now we'll concentrate on table based reports and look at query based reports later.
- A report displays the data or information in a more attractive fashion because it contains various headings and/or other decorative items that are not present in either a table or a query.



# Reports

- The **stacked report** is the simplest type of report available in Access. It lists every field for every record in a single column. The records in this type of report are also displayed in the same sequence as the records in the table on which the report is based.
- The **tabular report** displays fields in a row rather than in a column. Each record in the underlying table is printed in its own row. Unlike, the columnar report, only selected fields are displayed, so a tabular report is more concise than a columnar report. Additionally, tabular reports allow the designer a great deal of flexibility in how the information is to be displayed in terms of grouping and selection criteria.
- Let's begin by looking at some of the pre-defined reports in the sample database. From the left panel in Access choose Reports and you'll see the screen on the next page.



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Sign in

View Paste Cut Copy Format Painter Filter Sort & Filter Records Find Window Text Formatting

- All Access Obj...
- ShippersInputForm
  - Startup
  - Suppliers
  - Reports
    - Alphabetical List of Produ...
    - Catalog
    - Catalog Subreport
    - Customer Labels
    - Employee Sales by Country
    - Invoice
    - Products by Category**
    - Products-Report
    - Sales by Category
    - Sales by Category Subrep...
    - Sales by Year
    - Sales by Year Subreport
    - Sales Totals by Amount
    - Summary of Sales by Quar...
    - Summary of Sales by Year
  - Pages

Select the Products by Category form and look at what is displayed.



Access

FILE PRINT PREVIEW

Print Show Margins Print Data Only

Size Margins Page Size

Portrait Landscape Columns Page Setup

Page Layout

Zoom One Page Two Pages More Pages

Zoom

Refresh All Excel

Adjust the zoom here.

- All Access Obj...
- ShippersInputForm
  - Startup
  - Suppliers
  - Reports
    - Alphabetical List of Produ...
    - Catalog
    - Catalog Subreport
    - Customer Labels
    - Employee Sales by Country
    - Invoice
    - Products by Category
    - Products-Report
    - Sales by Category
    - Sales by Category Subrep...
    - Sales by Year
    - Sales by Year Subreport
    - Sales Totals by Amount
    - Summary of Sales by Quar...
    - Summary of Sales by Year

Products by Category

13-Mar-2014

**Products by Category**

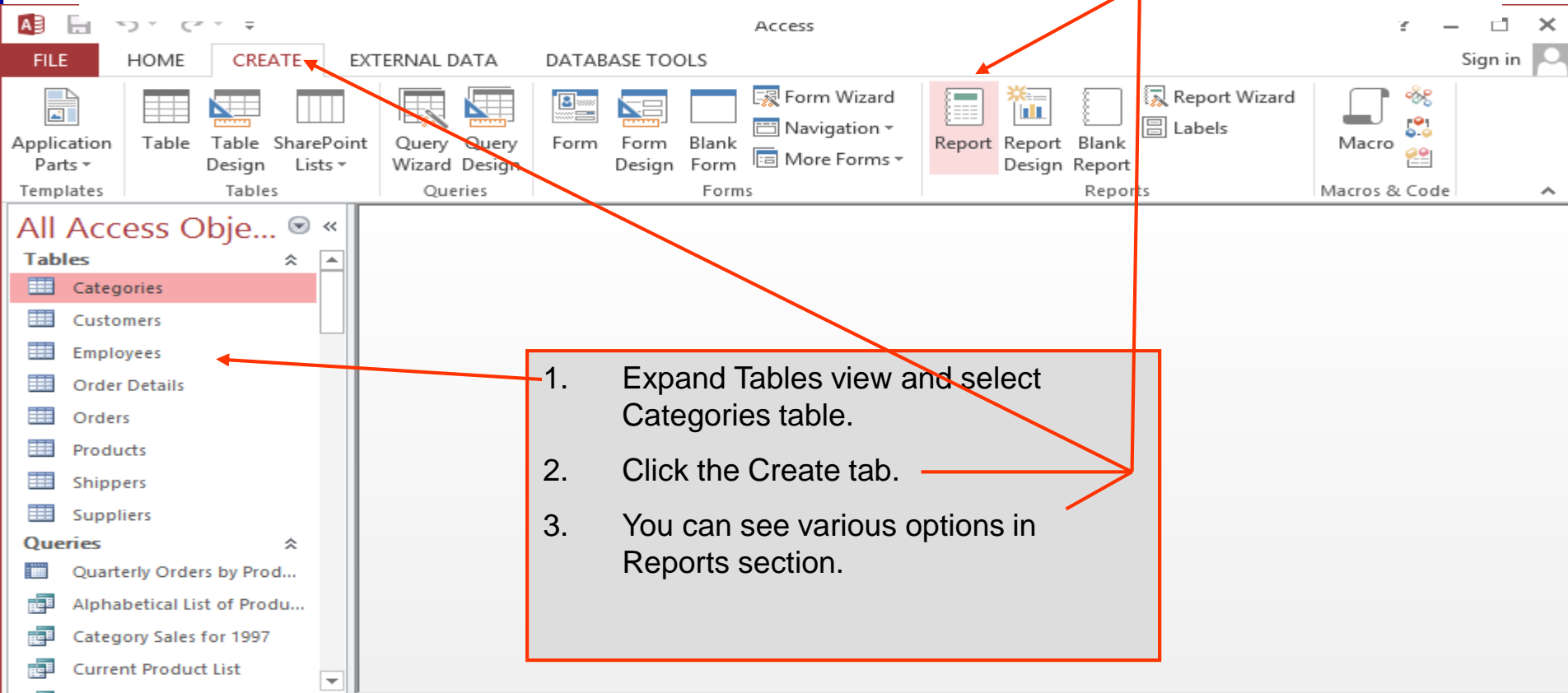
Category: Beverages		Category: Condiments		Category: ...
Product Name:	Units In Stock:	Product Name:	Units In Stock:	Produ
Chai	39	Aniseed Syrup	13	Chocol
Chang	17	Chef Anton's Cajun Seasoning	53	Cumbé
Chartreuse verte	69	Genen Shouyu	39	Maxilai
Côte de Blaye	17	Grandma's Boysenberry Spread	120	NaNuC
Ipoh Coffee	17	Gula Malacca	27	Pavlow
Lakkalikööri	57	Louisiana Fiery Hot Pepper Sauc	76	Schogg
Laughing Lumberjack Lager	52	Louisiana Hot Spiced Okra	4	Scottie
Outback Lager	15	Northwoods Cranberry Sauce	6	Sir Poc
Rhönbräu Klosterbier	125	Original Frankfurter grüne Soße	32	Sir Poc
Sasquatch Ale	111	Siroq d'érabie	113	Tarta

Page: 1 No Filter



# Creating A Simple Report

- Let's create a simple report based on a table in the sample database.
- Remember that the basic reason for creating a report is to see the data/information in a more user-friendly format.



The screenshot shows the Microsoft Access interface. The 'CREATE' tab is selected in the ribbon, and the 'Report' button is highlighted. In the 'All Access Objects' pane on the left, the 'Tables' view is expanded, and the 'Categories' table is selected. A red box highlights the 'Report' button and the 'Categories' table, with three numbered instructions explaining the steps to create a report.

1. Expand Tables view and select Categories table.
2. Click the Create tab.
3. You can see various options in Reports section.



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Sign in

Application Parts ▾  
Table  
Table Design  
SharePoint Lists ▾  
Query Wizard  
Query Design  
Form  
Form Design  
Blank Form  
Form Wizard  
Navigation ▾  
More Forms ▾  
Report  
Report Design  
Blank Report  
Report Wizard  
Labels  
Macro  
Macros & Code

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Product...
- Alphabetical List of Products...
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers

From Reports group  
Click on "Report"

Access

REPORT LAYOUT TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT PAGE SETUP

View Themes Colors Group & Sort Hide Details

Controls

Header / Footer

Tools

All Access Objects

Tables



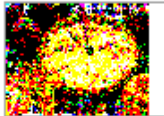
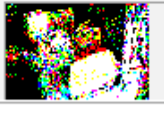
- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Product
- Alphabetical List of Products
- Category Sales for 1997
- Current Product List

Categories

Thursday, March 13, 2014 8:48:35 AM

Category ID	Category Name	Description	Picture
1	Beverages	Soft drinks, coffees, teas, beers, and ales	
2	Condiments	Sweet and savory sauces, relishes, spreads, and seasonings	
3	Confections	Desserts, candies, and sweet breads	
4	Dairy Products	Cheeses	

Your newly created report!

You should see this screen by clicking on "Report view" button here or the "Views" group on the menu ribbon.



# Assessment Point #2

- At this point create several different reports using the various options available on the reports creation menu.
- Choose from Design, Arrange, Format, and Page Setup and explore some of the options.
- Some of these options are shown on the next couple of pages, but you should try several different ones. Close each when you're done and don't save any of them at this point.



Access

REPORT LAYOUT TOOLS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT PAGE SETUP

Gridlines Stacked Tabular

Insert Above Insert Below Insert Left Insert Right

Select Layout Select Column Select Row

Merge Split Split

Vertically Horizontally

Move Up Move Down

Control Margins Control Padding

Position

All Access Objects

Tables



- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Product
- Alphabetical List of Products
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

Categories

Thursday, March 13, 2014 8:51:08 AM

Category Name	Description	Picture
Beverages	Soft drinks, coffees, teas, beers, and ales	
Condiments	Sweet and savory sauces, relishes, spreads, and seasonings	

Category ID 1

Category ID 2

Access **REPORT LAYOUT TOOLS**

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **DESIGN** ARRANGE FORMAT PAGE SETUP Sign in

View Themes Colors Fonts Group & Sort Hide Details Totals

ab| Aa XXXX

Insert Image

Page Numbers Logo Title Date and Time

Add Existing Fields Property Sheet

Views Themes Grouping & Totals Controls Header / Footer Tools

All Access Obj...

**Tables**

- Categories
- Customers
- Employees
- Order Details
- Orders**
- Products
- Shippers
- Suppliers

**Queries**

- Quarterly Orders by Prod...
- Alphabetical List of Produ...
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

Orders

Order ID Customer Employee Order Date Required Date Shipped Date Ship Via

Orders Thursday, March 13, 2014 8:51:40 AM

Order ID	Customer	Employee	Order Date	Required Date
10248	Wilman Kala	Buchanan, Steven	04-Jul-1996	01-Aug-1996
10249	Tradição Hipermercados	Suyama, Michael	05-Jul-1996	16-Aug-1996
10250	Hanari Carnes	Peacock, Margaret	08-Jul-1996	05-Aug-1996
10251	Victuailles en stock	Leverling, Janet	08-Jul-1996	05-Aug-1996
10252	Suprêmes délices	Peacock, Margaret	09-Jul-1996	06-Aug-1996
10253	Hanari Carnes	Leverling, Janet	10-Jul-1996	24-Jul-1996
10254	Chop-suey Chinese	Buchanan, Steven	11-Jul-1996	08-Aug-1996

Records



Access **REPORT LAYOUT TOOLS** ? - □ ×

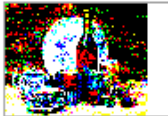


**FILE** HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN **ARRANGE** FORMAT PAGE SETUP Sign in

Gridlines Stacked Tabular Table  
 Insert Above Insert Below Insert Left Insert Right Rows & Columns  
 Select Layout Select Column Select Row  
 Merge Split Vertically Horizontally Merge / Split  
 Move Up Move Down Move  
 Control Margins Control Padding Position

- All Access Objects
- Tables
  - Queries
    - Quarterly Orders by Product
    - Alphabetical List of Products
    - Category Sales for 1997
    - Current Product List
    - Employee Sales by Country
    - Invoices
    - Invoices Filter
    - List of All Sales Managers
    - Order Details Extended
    - Order Subtotals
    - Orders Qty
    - Product Sales for 1997
    - Products Above Average Price
    - Products by Category
    - Quarterly Orders
    - Sales by Category
    - Sales by Year
    - Ten Most Expensive Products

Categories1

Thursday, March 13, 2014 8:53:34 AM

Category Name	Description	Picture
Beverages	Soft drinks, coffees, teas, beers, and ales	
Category ID 1		
Condiments	Sweet and savory sauces, relishes, spreads, and seasonings	
Category ID 2		
Confections	Desserts, candies, and sweet breads	

# Wizards

- You may have already notice on some of the various windows the wizards that are available in Access to help you create basic queries, forms, and reports.
- Now we are going to use both the form and report wizards to help us create a form and a report.
- The wizards make it fairly easy to create a semi-custom form or report with little headache, however, for a truly custom report only the design view will give the developer the true flexibility they need for customization. We'll examine this capability in a later lab.



# The Form Wizard

- The form wizard helps you to create a semi-custom form. Let's try one.

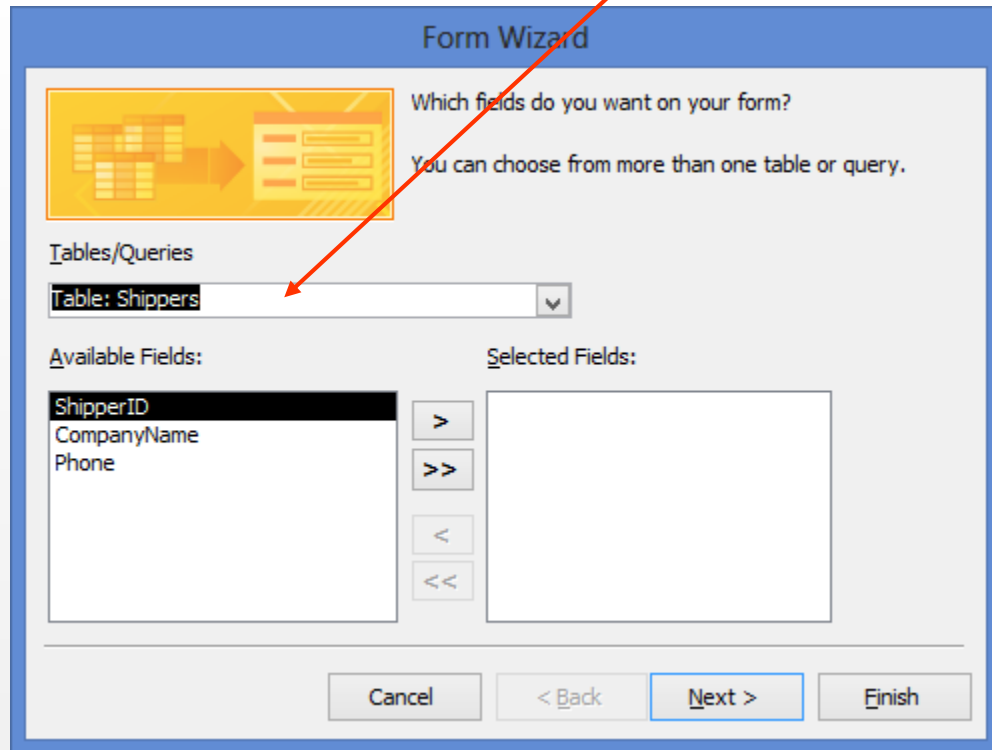
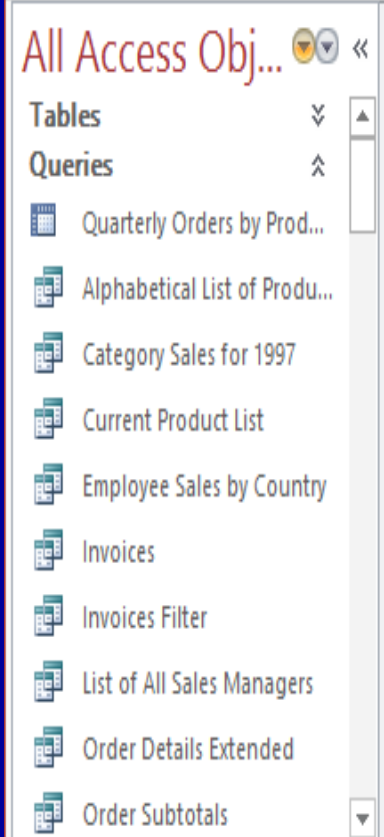
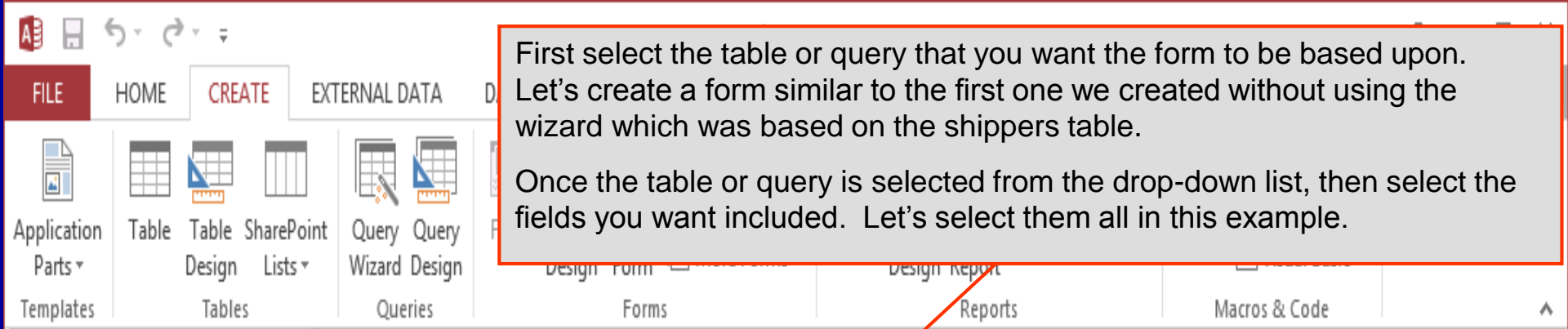
The screenshot shows the Microsoft Access ribbon with the 'CREATE' tab selected. The 'FORMS' group contains icons for 'Form Wizard', 'Navigation', and 'More Forms'. A red arrow points from a text box to the 'Form Wizard' icon. The 'All Access Objects' pane on the left shows a list of tables and queries.

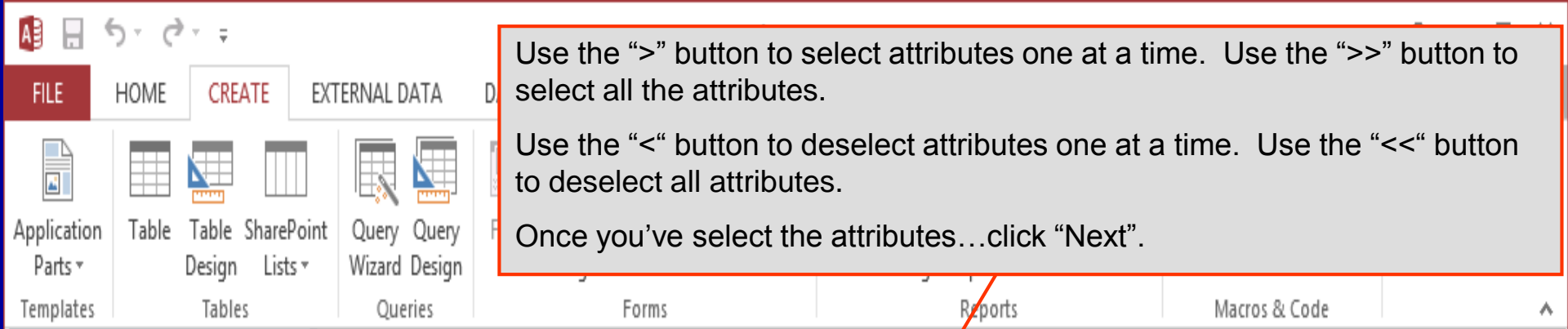
From the Create tab, select "More Forms" in Forms group. Choose "Form Wizard" from the pull-down menu.



First select the table or query that you want the form to be based upon. Let's create a form similar to the first one we created without using the wizard which was based on the shippers table.

Once the table or query is selected from the drop-down list, then select the fields you want included. Let's select them all in this example.

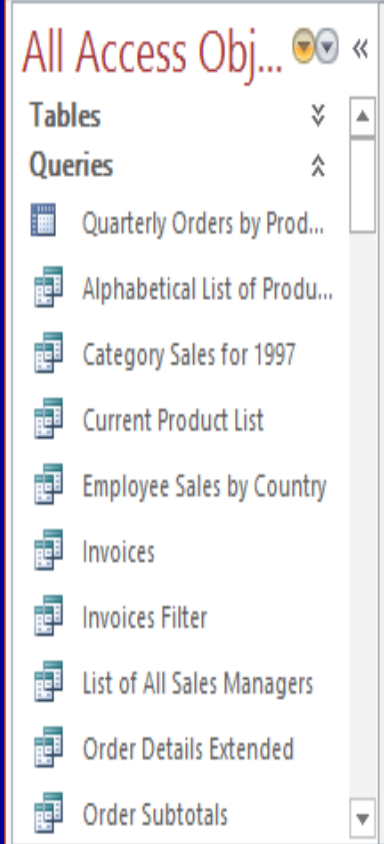




Use the “>” button to select attributes one at a time. Use the “>>” button to select all the attributes.

Use the “<” button to deselect attributes one at a time. Use the “<<” button to deselect all attributes.

Once you’ve select the attributes...click “Next”.



**Form Wizard**

Which fields do you want on your form?  
You can choose from more than one table or query.

Tables/Queries  
Table: Shippers

Available Fields:

Selected Fields:  
ShipperID  
CompanyName  
Phone

Buttons: Cancel, < Back, Next >, Finish

All of the fields have been included in the form.  
Click next.





Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts ▾  
Table Design  
Table Lists ▾  
SharePoint Lists ▾  
Query Wizard  
Query Design  
Form Design  
Form Design  
Blank Form  
Form Wizard  
Navigation ▾  
More Forms ▾  
Report  
Report Design  
Blank Report  
Labels  
Report Wizard  
Macro  
Module  
Class Module  
Visual Basic

Macros & Code

All Access Obj... ⌵ ⌶ ⏪

Tables ⌵ ⌶

Queries ⌶ ⌵

- Quarterly Orders by Prod...
- Alphabetical List of Produ...
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

### Form Wizard

What title do you want for your form?

ShippersForm

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

Open the form to view or enter information.

Modify the form's design.

Cancel < Back Next > Finish

Give your form a title.  
Allow the form to be opened.  
Then click Finish.

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS Sign in

View Filter Sort & Filter Records Find Window Text Formatting

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Prod...
- Alphabetical List of Produ...
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers

ShippersForm

Shipper ID	Company Name	Phone
<input type="text"/>	<input type="text" value="Speedy Express"/>	<input type="text" value="(503) 555-9831"/>
2	United Package	(503) 555-3199
3	Federal Shipping	(503) 555-9931
4	Mark's Parcel Service	(407)823-2790
7	Mark's Supply Ltd.	(407) 823-2790
*	(New)	

Record: 1 of 5 No Filter Search

Try adding a new row to the shippers table via the form you just created.

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Sign in

Views | Clipboard | Sort & Filter | Records | Find | Window | Text Formatting

- All Access Objects
- Quarterly Orders
  - Quarterly Orders Subform
  - Sales Analysis
  - Sales Analysis Subform1
  - Sales Analysis Subform2
  - Sales by Year Dialog
  - Sales Reports Dialog
  - Shippers2
  - ShippersForm**
  - Shippers-Form
  - ShippersInputForm
  - Startup
  - Suppliers
- Reports
- Alphabetical List of Produ...
  - Catalog
  - Catalog Subreport
  - Customer Labels

ShippersForm

Shipper ID	Company Name	Phone
1	Speedy Express	(503) 555-9831
2	United Package	(503) 555-3199
3	Federal Shipping	(503) 555-9931
4	Mark's Parcel Service	(407)823-2790
7	Mark's Supply Ltd.	(407) 823-2790
8	LightSpeed Shipping Service	(123) 456-7890
*	(New)	

Record: 1 of 6 | No Filter | Search

Number automatically assigned to new shipper. NUM LOCK

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **TABLE TOOLS** FIELDS TABLE

View Paste Copy Format Painter

Filter Sort & Filter Ascending Descending Remove Sort

Records Refresh Save Delete

Find Find

Window Size to Fit Form Switch Windows

Text Formatting Calibri 11 Bold Italic Underline

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers**
- Suppliers

Queries

- Quarterly Orders by Prod...
- Alphabetical List of Produ...
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers

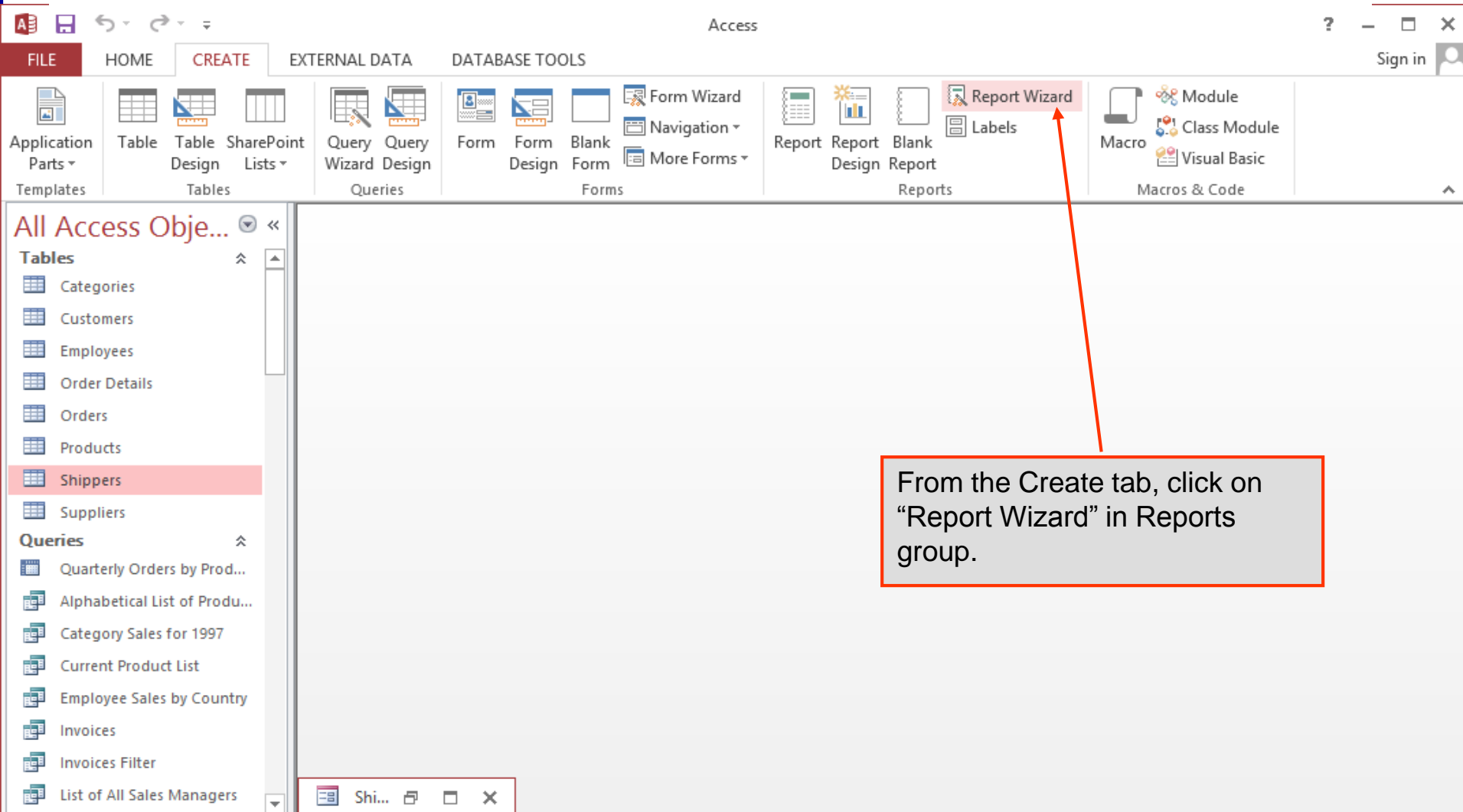
Shippers

Shipper I	Company Name	Phone	Click to Add
1	Speedy Express	(503) 555-9831	
2	United Package	(503) 555-3199	
3	Federal Shipping	(503) 555-9931	
4	Mark's Parcel Service	(407)823-2790	
7	Mark's Supply Ltd.	(407) 823-2790	
8	LightSpeed Shipping Service	(123) 456-7890	
*	(New)		

Record: 1 of 6 No Filter Search

The Shippers table with the new entry you just added via your form.

- The report wizard helps you to create a semi-custom report. Let's try one.



From the Create tab, click on "Report Wizard" in Reports group.



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Form Wizard Navigation More Forms Report Report Design Blank Report Report Wizard Labels Macro Module Class Module Visual Basic

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Product...
- Alphabetical List of Products...
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

### Report Wizard

Which fields do you want on your report?  
You can choose from more than one table or query.

Tables/Queries  
Table: Products

Available Fields:

- SupplierID
- CategoryID
- QuantityPerUnit
- UnitsOnOrder
- Discontinued

Selected Fields:

- ProductID
- ProductName
- UnitPrice
- UnitsInStock
- ReorderLevel

Buttons: Cancel, < Back, Next >, Finish

Select the Products table for the base of the report, then select some of the fields to be included in the report. Then click next.

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design Tables SharePoint Lists Queries Query Wizard Queries Form Form Design Forms Blank Form Form Wizard Navigation More Forms Reports Report Design Reports Report Wizard Labels Macro Module Class Module Visual Basic

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Prod...
- Alphabetical List of Produ...
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

Report Wizard

Do you want to add any grouping levels?

ProductID  
ProductName  
UnitPrice  
UnitsInStock

ReorderLevel

ProductID, ProductName, UnitPrice, UnitsInStock

Grouping Options ... Cancel < Back Next > Finish

You can specify groupings within the report and set priority levels as to which fields are more important. Play around with this option a bit to see what is available.

Once you get things set, click next.

- All Access Objects
- Tables
- Categories
  - Customers
  - Employees
  - Order Details
  - Orders
  - Products
  - Shippers
  - Suppliers
- Queries
- Quarterly Order Summary
  - Alphabetical List of Products
  - Category Sales
  - Current Product Sales
  - Employee Sales
  - Invoices
  - Invoices Filter
  - List of All Sales
  - Order Details Extended
  - Order Subtotals

### Report Wizard

Do you want to add any grouping levels?

ProductID  
ProductName  
UnitPrice  
UnitsInStock

Priority

ReorderLevel

ProductID, ProductName, UnitPrice, UnitsInStock

Grouping Options ... Cancel < Back Next >

You can specify groupings within the report and set priority levels as to which fields are more important. Play around with this option a bit to see what is available. The one I defined is shown below.

Once you get things set, click next.

### Report Wizard

What sort order and summary information do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1	UnitsInStock	Ascending
2		Ascending
3		Ascending
4		Ascending

Summary Options ...

Cancel < Back Next > Finish



Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design Tables SharePoint Lists Queries Query Wizard Design Queries Form Form Design Forms Form Wizard Navigation More Forms Report Wizard Module

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Product
- Alphabetical List of Products
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

### Report Wizard

What sort order and summary information do you want for detail records?

You can sort records by up to four ascending or descending order.

1	UnitsInStock	Ascending
2	UnitPrice	Ascending
3		Ascending
4		Ascending

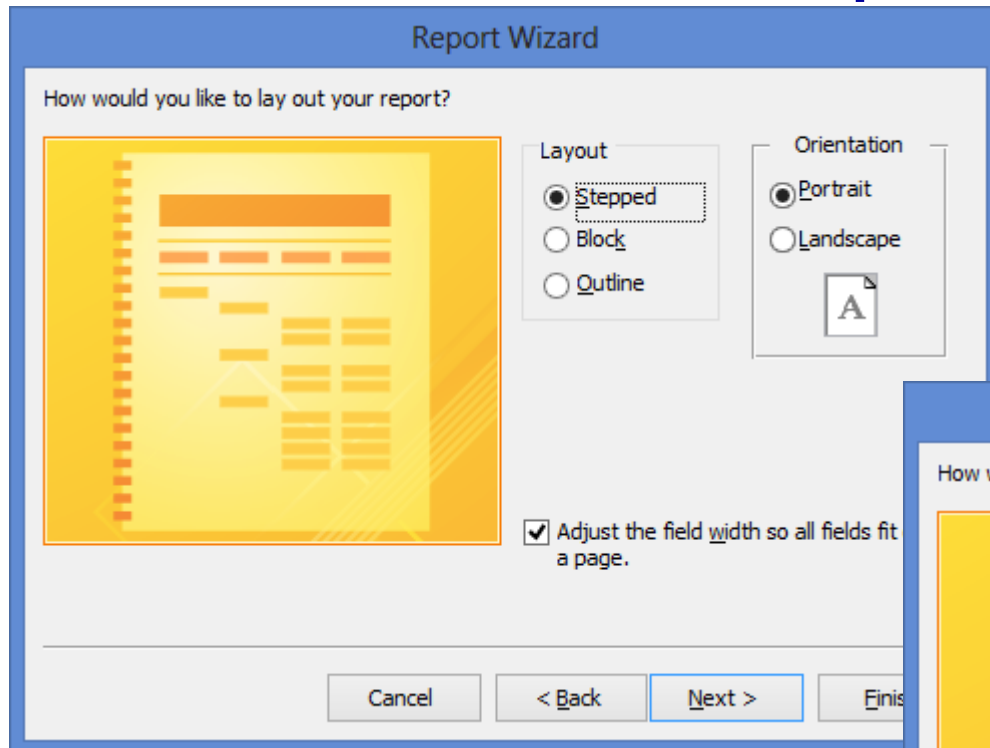
Summary Options ...

Cancel < Back Next > Finish

Once you've selected the groupings (if any), you have the options for sorting the data on up to four fields in the report as well as setting some of the summary options. Again, play around with this a bit to see how the reports vary with the different settings. (See below for example.)

When you get something you like, click next.

# The Report Wizard



Report Wizard

How would you like to lay out your report?

Layout

- Stepped
- Block
- Outline

Orientation

- Portrait
- Landscape

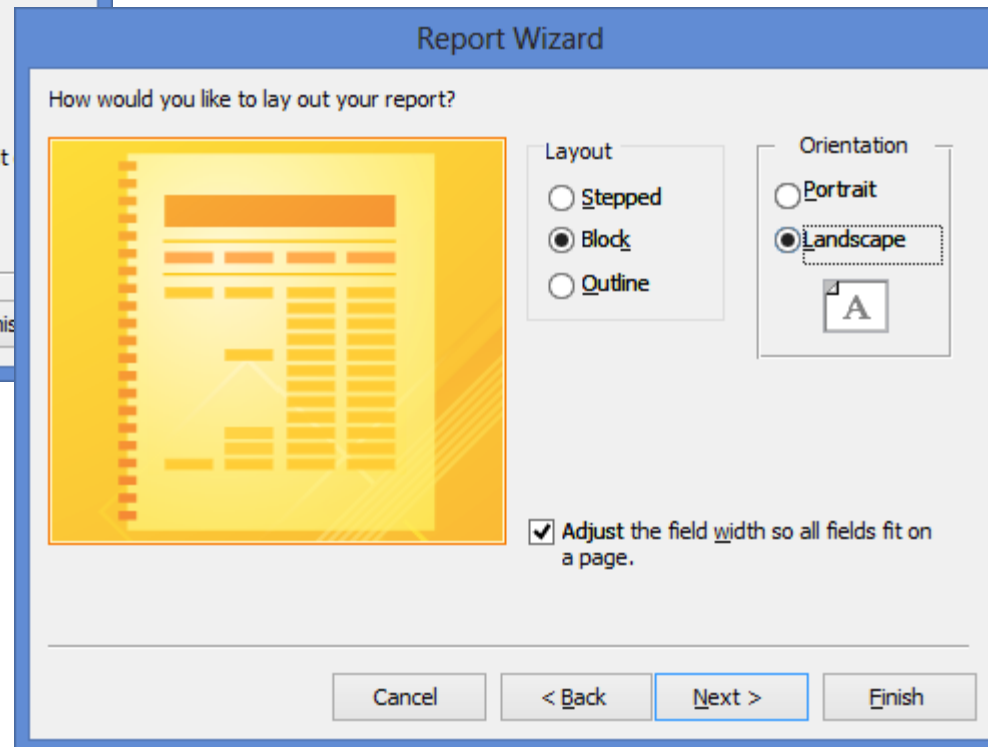
Adjust the field width so all fields fit a page.

Cancel < Back Next > Finish

Now you're ready to specify the layout of your report. Again, you have a lot of options to pick and choose from so try some out.

(See below for example.)

When you get something you like, click next.



Report Wizard

How would you like to lay out your report?

Layout

- Stepped
- Block
- Outline

Orientation

- Portrait
- Landscape

Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish



FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design Tables SharePoint Lists Queries Query Wizard Design Queries Form Form Design Blank Form Forms Form Wizard Navigation More Forms Report Wizard Module

As a last step you need to give your report a title.  
Once done, you can set the other options and click Finish.

All Access Objects

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Product
- Alphabetical List of Products
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

### Report Wizard

What title do you want for your report?

Products-Report

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Cancel < Back Next > Finish

Number automatically assigned to new shipper.

Access

FILE PRINT PREVIEW

Print Show Margins Print Data Only

Size Margins Page Size

Portrait Landscape Columns Page Setup

Page Layout

Zoom One Page Two Pages More Pages

Zoom

Refresh All

Excel Text File PDF or XPS

Data

Email More

Close Print Preview

Close Preview

All Access Obj...

Tables

- Categories
- Customers
- Employees
- Order Details
- Orders
- Products
- Shippers
- Suppliers

Queries

- Quarterly Orders by Prod...
- Alphabetical List of Produ...
- Category Sales for 1997
- Current Product List
- Employee Sales by Country
- Invoices
- Invoices Filter
- List of All Sales Managers
- Order Details Extended
- Order Subtotals

Products-Report

Preview of the report.

Products-Report

ReorderLevel	Units In Stock	Unit Price	Product ID	Product Name
0	0	\$21.35	5	Chef Anton's Gumbo Mix
0	0	\$32.80	53	Perth Pasties
0	0	\$39.00	17	Alice Mutton
0	0	\$123.79	29	Thüringer Rostbratwurst
6	6	\$40.00	8	Northwoods Cranberry Sauce
14	14	\$34.80	72	Mozzarella di Giovanni
15	15	\$31.23	26	Gumbär Gummibärchen
17	17	\$49.30	62	Tarte au sucre

Page: 1 No Filter

# Lab Assignment #3

Lab Assignment #3 – Due Friday March 21<sup>st</sup> by 11:59 pm (WebCourses time) – 25 points

Using the Form Wizard and the Report Wizard create one form (12 points) and one report (13 points) that are different from any of the pre-defined forms or reports available in the sample Northwind database.

Use the same copy/cut and paste method as in previous labs for your submission.

NOTE: Please use the following naming convention for your uploaded files:

HW03\_LastNameFirstName.doc or HW03\_LastNameFirstName.pdf

