Database Systems 1
Lab – Access Reports

Department of Information Technology
Database Systems 1 (IT215)
Fall 2025-2026
Lecturer: Soma Soleimanzadeh

1

Contents

- Report Wizard

- Report Views:

  o Report View

  o Print Preview

  o Layout View
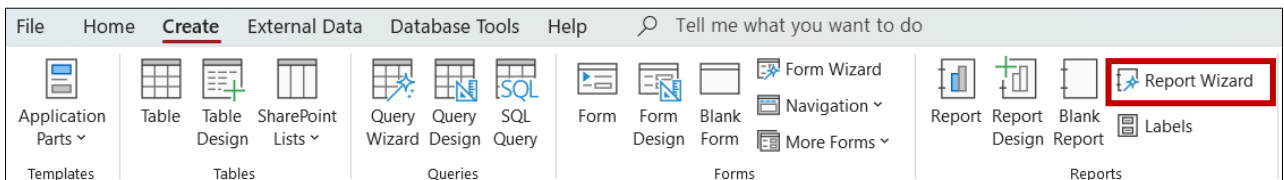
  o Design View

2

Access Reports

- **Reports** offer a way to view, format, and summarize the information in your Microsoft Access database.

- **Reports** can group information, perform additional calculations, and generate nicely-formatted printed copies.

Department Report

deptName	Cybersecurity
deptCode	CBS03
office	CBS210
budget	$7,000

deptName	IT
deptCode	IT01
office	IT210
budget	$5,000

deptName	Medical Analysis
deptCode	MA09
office	MA80
budget	$3,000

Wednesday, October 29, 2025   Page 1 of 1

Report Wizard

- The **Report Wizard** is a feature in Access that guides you through a series of questions and then generates a report based on your answers.
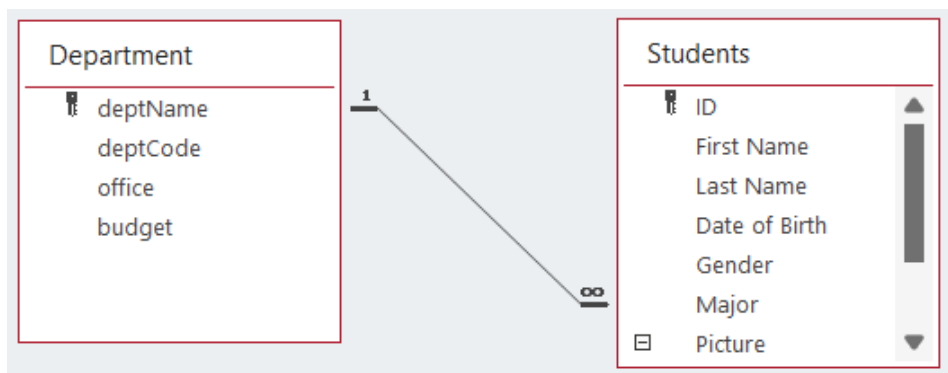
Tables

Department

Field Name	Data Type
deptName	Short Text
deptCode	Short Text
office	Short Text
budget	Currency

Student

Field Name	Data Type
ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Date of Birth	Date/Time
Gender	Short Text
Major	Short Text
Picture	Attachment

Relationships Between Tables

Department

- deptName
- deptCode
- office
- budget

1 ──── ∞

Students

- ID
- First Name
- Last Name
- Date of Birth
- Gender
- Major
- Picture

Report Properties

- **Report properties** in Microsoft Access are settings that control the appearance, behavior, and data source of a report and its components
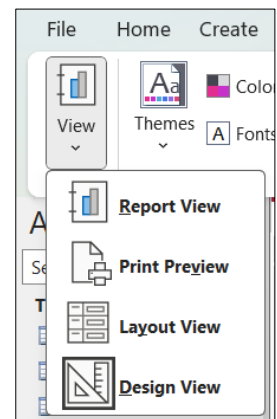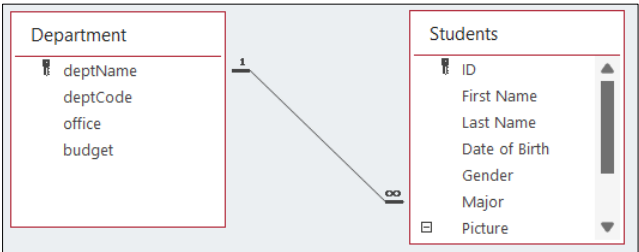

Report Views

- Microsoft Access reports have four main views:

  - **Report View** → for onscreen viewing of the report, but not for printing.

  - **Print Preview** → showing how the report would appear when printed

  - **Layout View** → formatted report with the ability to adjust the width, height, and position of the data fields.

  - **Design View** → for making structural changes without seeing the data.

Let's Create Reports

- Create a report for each table.
    - **Department** Report
    - **Student** Report

Department Report (without grouping)

Department Report

deptName	Cybersecurity
deptCode	CBS03
office	CBS210
budget	$7,000

deptName	IT
deptCode	IT01
office	IT210
budget	$5,000

deptName	Medical Analysis
deptCode	MA09
office	MA80
budget	$3,000

Wednesday, October 29, 2025   Page 1 of 1

Student Report (with grouping)

Grouping based on Major

Student Report					
Major	**ID**	**First Name**	**Last Name**	**Date of Birth**	**Gender**
Cybersecurity					
	2	Sara	Amin	10/6/2006	Female
	3	Kawa	Qadir	9/2/2005	Male
IT					
	4	Maryam	Kamal	5/2/2001	Female
	5	Shene	Kareem	11/7/2005	Female
Medical Analy:					
	1	Miran	Taha	3/3/2002	Male
Wednesday, October 29, 2025					Page 1 of 1

11