REPORTS AND FORMS: 

the finishing touches for Access reporting 

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QUERIES:
- Extract data from tables
- Support criteria
- Permit expressions
- Permit grouping
- Permit sorting
- Select specific fields
- Select specific records
- Join info from multiple tables

REPORTS:
- Prettify data from queries or tables
- Calculate totals
- Permit expressions
- Permit grouping
- Permit sorting
- Select specific fields
- Are based on one query or table
REPORT ELEMENTS

Item Status - Lost System Applied

location: Report Header
Page Header
PERM_LOCATION Header

Call NO:
BARCODE
Title
Enumeration
Chronology
Year

Page Footer
More()
Report Footer

HEADERS
DETAIL AREA
FOOTERS
LABELS
TEXT BOXES
LINES

Periodic Table of the Elements
REPORT OVERVIEW

RUN QUERY
DO REPORT HEADER
DO PAGE HEADER
DO LOCATION HEADER
★ DO DETAIL (FROM QUERY RESULTS) UNTIL:
1. NEW LOCATION ➔ DO LOCATION HEADER, RETURN TO ★
2. FILL PAGE ➔ DO PAGE FOOTER, GO TO NEXT PAGE, DO PAGE HEADER, RETURN TO ★
3. NO MORE RECORDS ➔ DO REPORT FOOTER, DO FINAL PAGE FOOTER AND EXIT
THE REPORT WIZARD MAKES IT EASY TO CREATE A FIRST DRAFT OF A REPORT
YOU CAN CHANGE THE SOURCE ON WHICH YOUR REPORT WILL BE BASED. THIS CAN BE A BIG HELP IN TESTING, SO YOU DON’T HAVE TO RUN A SLOW QUERY OVER AND OVER TO PERFECT A REPORT.
GROUPING
EXPRESSIONS
GROUP TOTALS
FORMAT ALIGN

FORMAT SIZE
CAN GROW
EVENT PROCEDURES
FORMS
What are forms good for?

- Data entry/data display
- Switchboard
Wizard (for data entry/data display—not useful for switchboards)
Form Properties
Command buttons
Event Procedures
Preview vs. Print
Parameters and combo boxes