

STUDENT DATABASE – Lesson #3

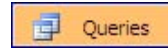
Creation of a report based on student houses

**Objectives:** You are going to create a report by which data about students' house can be displayed. Before the report is compiled the user will be asked which house to be reported. The data will be supplied to the report with a query.

You must have completed *Student #1*

1 Open the database *Students*. You have the table that was created in *Lesson #6*.

Click **Queries** in the left part of the database window.



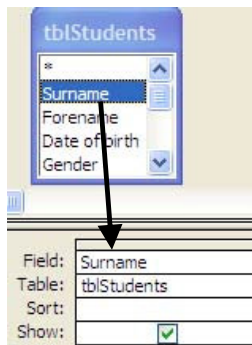
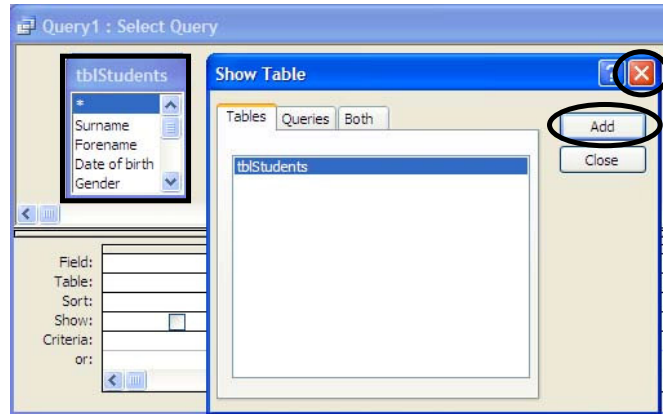
Double click on **Create Query in design view**.

2 The next few steps are quite easy but look difficult so you need to concentrate

Click on **Add ...**

...to get the field list to appear in the top part of the window...

...and then close the *Show Table* window.



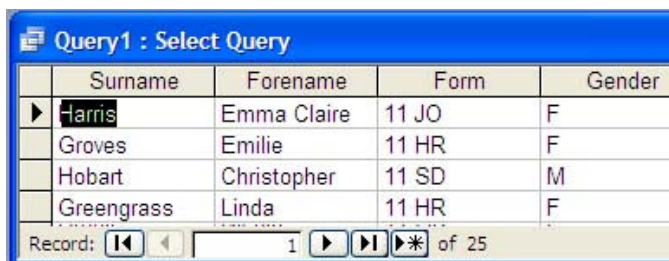
In the field list click on *Surname*. Keep your finger on the button and then drag down into the white *Field* row. Let go.

Now do the same for: *Forename, Form, House* and *Gender*.

Remove the tick from *House* because there is no need for *House* to be displayed if the report is about students in a chosen house. Type **E** in the **Criteria** row for *House* – this will select all the student in *House England*.


Field:	Surname	Forename	Form	Gender	House
Table:	tblStudents	tblStudents	tblStudents	tblStudents	tblStudents
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:					E

There should be 25. Let's see.... Click on the *Run Query* button  and you should get..



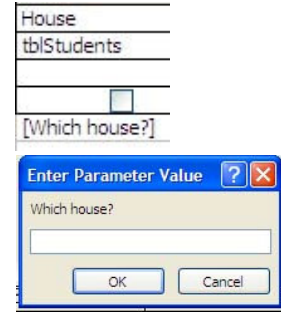
...which is exactly as we expect.

The query needs changing a bit so that the user will be asked the question... *What house?* instead of always sorting out just students in *England*.

**3** Go back to the design view of the query by pressing on 

Remove the “E” and replace it with **[Which house?]**

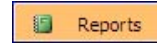
Now run the query again. This time you get a message box asking you to type in the *House* letter (W=Wales, I=Ireland, S=Scotland). Enter the house letter and click OK. The list – again with 25 students will appear but now from the house you have chosen.



Close the query and save it as **qryHouseList**

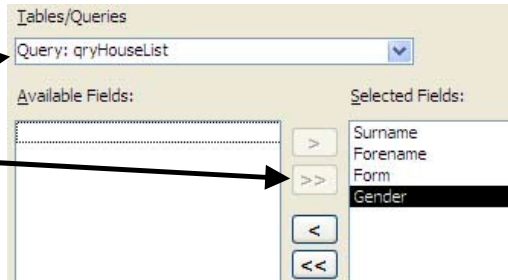
**4** Now to attach it to a report.

Click on **Reports** on the left panel of the database window.



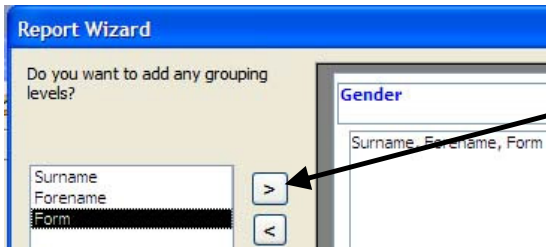
Double click on **Create Report by using wizard**.

Ensure the query just created is selected



All the fields are to be placed in the report so click on here to move them across to the right side

Click on *Next*.



Click on *Gender* in the left panel and then click on the right arrow to take *Gender* over to the right . This means that the students will be collected together by *Gender*.

Click on *Next*

In the pull down menu click on *Surname* so that names will be in alphabetical order. Click on *Next*.



Chose your layout, *Next*, and chose your style, *Next*.

Name the report **rptClassList**.

**5** The first thing that happens is that you are asked which house you want the list for. Type in the house letter you want to see and click *OK*.

You now see the report with the 25 students sorted into males and females. Within each group the students are listed alphabetically by surname.

Now go to design view and edit the title – just in the same way as you edited details on the form.

<b>House Listing</b>			
<i>Gender</i>	<i>Surname</i>	<i>Forename</i>	<i>Form</i>
F	Gristwood	Emily Louise	11 RD

Close and save the report.

**6** Now create and save a query (qryTutorList)that will display all the students that are in a particular tutor group. Attach this new query to a report which you need to save as (**rptTutorList**).

Close the database.