

Computerised Accounting Practical

Model # O001

Project No:

Title : **Creation of Reports (From Table)**

Question

Enter the following category list of students in Table_Category and make a report from this table sorted in the order of Category

AdmnNo	StudentName	Religion	Category
1001	Karthika	Hindu	OBC
1002	Ramesh	Hindu	NAIR
1003	Sreeshma	Hindu	SC
1004	Subair	Islam	OBC
1005	Preetha	Hindu	SC
1006	Divya	Hindu	NAIR
1007	Ameer	Islam	OBC
1008	Aswathi	Hindu	OBC

Procedure

- Step-1 : Open LibreOffice Base (**Application**→ **Office**→ **LibreOffice Base**)
- Step-2 : Create a Table in Design view by entering necessary fields and selecting appropriate field types.
- Step-3 : Save the Table in the name '**Table_Category**' and close the window.
- Step-4 : Open the table '**Table_Category**' in Data View mode and enter the details of students as given in the question. Then close the table
- Step-5: In the left pane of the database window, click on the Reports button and in right side, under, Tasks section click on '**Use Wizard to create a Report**'. This will open a Report Wizard.

- Step-6: In Field Selection step, under **Tables or Queries**, select the table **Table_Category**. Then press Add All button (>>) to all fields to report. Then click Next button.
- Step-7: In **Labelling Fields** section, change the labels of the fields as to be appeared in the report, if necessary, and then click Next button.
- Step-8: In **Grouping Level** section click Next button, as we don't require any grouping level here.
- Step-9: In **Sort Option**, select Category against sort by, and click Next button
- Step-10: In **Choose Layout** section, select **Tabular** in the lay out. Change Page Orientation if necessary and click Next button.
- Step-11: In Create Report section, give the title of report as '**Report_Category**' and select '**Modify Report layout**' and the click **Finish** button. This will open Report Design window.
- Step-12: In Report Design Window click on '**Page Header**' area and go to the menu **Insert**→ **Report Controls**→ **Label Field** to insert a Header for the report
- Step-13: Double click on the Label Field inserted and in the property window edit the Label as 'Category List of Students' and press enter.
- Step-14: Click on **Execute Report** button to view the Report

Output

Category List of Students

AdmnNo	StudentName	Religion	Category
1006	Divya	Hindu	Nair
1002	Ramesh	Hindu	Nair
AdmnNo	StudentName	Religion	Category
1007	Ameer	Islam	OBC
1008	Aswathi	Hindu	OBC
1004	Subair	Islam	OBC
1001	Karthika	Hindu	OBC
AdmnNo	StudentName	Religion	Category
1005	Preetha	Hindu	SC
1003	Sreeshma	Hindu	SC