

Computerised Accounting Practical

Model # O002

Project No:

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

Question

A) Create STUDENT table in database with the following fields.

Field Name	Data type	Field width
STUD_NO	Text	5
STUD_NAME	Text	25
SEX	Text	1
PLACE	Text	20
CLASS	Text	10

(Hint: Classes are Science, Commerce and Humanities)

- a) Enter six records with imaginary details.
- b) Prepare of report of students from commerce class.

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. Against the length enter the Field lengths as given in the question.

Step-3 : Save the Table in the name '**Tbl_Students**' and close the window.

Step-4 : Open the table '**Tbl_Students**' in Data View mode and enter imaginary details for any six students. Then close the table

Step-5 : Create a Query in **Design View**, add the table **Tbl_Students** to the query design

Step-6 : Add all the fields of **Tbl_Students** to query design grid.

Step-7 : In the criteria field of the CLASS enter the text '**Commerce**' to display only Commerce Students.

- Step-8: Click on Save Query button (Or Press Ctrl+S) to save the query. Save the query in the name '**QRY_Students**'.
- Step-9: 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-10: In Field Selection step, under **Tables or Queries**, select QRY_Students. Then press Add All button (>>) to all fields to report. Then click Next button.
- Step-11: 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-12: In **Grouping Level** section click Next button, as we don't require any grouping level here.
- Step-13: In **Sort Option**, select any sorting order, if necessary, and click Next button
- Step-14: In **Choose Layout** section, select **Tabular** in the lay out. Change Page Orientation if necessary and click Next button.
- Step-15: In Create Report section, give the title of report as '**QRY_Students**' and select '**Modify Report layout**' and the click **Finish** button. This will open Report Design window.
- Step-16: 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-17: Double click on the Label Field inserted and in the property window edit the Label as 'List of Commerce' Students' and press enter.
- Step-18: Select the **footer section** and go to the menu **Insert→ Page Numbers** and select appropriate styles for Page Number and click OK button
- Step-19: Click on **Execute Report** button to view the Report

Output

List of Commerce Students				
STUD_NO	STUD_NAME	SEX	PLACE	CLASS
101	ARUN	M	MALAPPURAM	COMMERCE
103	SABIR	M	THRISSUR	COMMERCE
106	SAJITH	M	WYNAD	COMMERCE