






# Introduction to Database using Access

## “Sheet 4” (Lecture 6: Reports)

### 1. Complete the following sentences:

- a.  In the Query tools this icon is used to .....
- b.  In external tools this icon is used to .....
- c.  In external tools this icon is used to .....
- d.  In report design tools this icon is used to .....
- e.  In report design tools this icon is used to .....

### 2. Circle the right answer:

- a. .... command shows you how your report will appear on the printed page. **[Print – Print preview – Import]**
- b. The .... makes it easy to create reports using fields from multiple tables or queries.  
**[Report – Report wizard - Report design]**
- c. .... are the upper and lower parts of the report, where you can logo, page number, and many other different formatting objects.  
**[Headers and footers- buttons- labels]**
- d. A ..... is a set of colors and fonts that applies to the entire database to give it a consistent, and professional look.  
**[theme- report- form]**

### 3. True [T] or false [F]:

- a. When creating a report some data will be located on the other side of the page break, and it's not possible to fix it. [ ]
- b. Just like tables and queries. Reports can be sorted and filtered. [ ]
- c. When deleting fields in reports it will affect the table you got your data from. [ ]
- d. It is better to convert your report first to PDF file before printing. [ ]
- e. In the Report Wizard you may sort up to 4 fields. [ ]

4. Access offers options to save your report with different file formats. Give three different file formats examples.

5. It's better to create reports using Report wizard command than Report command. Explain when?