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## Computerised Accounting Practical Model

### Question, Procedure and Output

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#### Title : Creation of Reports

#### Question

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Create an Access Report named **Report-OBC** to show only the list of OBC Students from the following table named **TblStudent**

| AdmnNo | StudentName | Religion | Category |
|--------|-------------|----------|----------|
| 1001   | Karthika    | Hindu    | OBC      |
| 1002   | Ramesh      | Hindu    | NAIR     |
| 1005   | Sreeshma    | Hindu    | SC       |
| 1006   | Subair      | Islam    | OBC      |
| 1007   | Preetha     | Hindu    | SC       |
| 1008   | Divya       | Hindu    | NAIR     |
| 1009   | Ameer       | Islam    | OBC      |
| 1010   | Aswathi     | Hindu    | OBC      |

#### Procedure

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- Step-1 : Open the MS Access software  
**Start → All Programs → Microsoft Office → Microsoft Office Access2007**
- Step-2 : Under New Database window, click on **Blank Database** icon. Give file name and select a suitable location to save the Database and click on **Create** button.
- Step-3 : Create the table **TblStudent** with the four fields viz. AdmnNo, StudentName, Religion and Category. Assign appropriate Data Types to the fields.
- Step-4 : Create a Query named **QueryOBC** and include all the fields from the **TblStudent**
- Step-5 : Enter the text "OBC" in the Criteria field of Category field in the Query design grid and save the Query.
- Step-6 : Then go to **Create** tab and in Report group, click on **Report Wizard**.
- Step-7 : In Report Wizard dialogue box, select **QueryOBC** under Tables/Queries.
- Step-8 : Then click on Add All Button (>>) to add all fields into the Report and click **Next** Button
- Step-9 : In next window, we can add any Grouping level. But here, as we are not adding any grouping level, click **Next** button.
- Step-10 : In next window, select AdmnNo as Sorting field and click **Next** button.

- Step-11 : In next window select '**Tabular**' as layout and '**Portrait**' as Orientation and click **Next** button.
- Step-12 : In next window select a suitable style for the report and click **Next** button.
- Step-13 : In next window enter "**Report-OBC**" as the title of report and click on **Finish** button. This will open the Report-OBC

## Output

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| <b>Report-OBC</b> |                    |                 |                 |
|-------------------|--------------------|-----------------|-----------------|
| <b>AdmnNo</b>     | <b>StudentName</b> | <b>Religion</b> | <b>Category</b> |
| 1001              | Karthika           | Hindu           | OBC             |
| 1006              | Subair             | Islam           | OBC             |
| 1009              | Ameer              | Islam           | OBC             |
| 1010              | Aswathi            | Hindu           | OBC             |