OPEN MICROSOFT ACCESS:

In case of new data in next semester just follow the following steps.

Open microsoft Access, click new, then blank database, enter the name for database and click create

IMPORT MICROSOFT EXCEL WORKSHEETS AS TABLES IN MICROSOFT ACCESS.

Steps to import worksheets from an excel file to access database as tables.

For Summary table:

External data

Excel sheet and import the file named faculty upload by giving it the path where it is saved on the hard disk and click ok.

Select the worksheet named Summary to import it as table, click next

Check first row contains columns headings, click next.

Again click next.

click on choose my own primary key and select Rocket # as the primary key, Click Next

Name the table as Summary and click finish, ok, close

Double click on the summary table on the left panel to see the entries in the summary table.

For Details fall 2013 table:

External data

Excel sheet and import the file named faculty upload by giving it the path where it is saved on the hard disk and click ok.

Select the worksheet named details fall 2013 to import it as table, click next

Check first row contains columns headings, click next.

Again click next.

click on choose my own primary key and select Rocket # as the primary key, Click Next

Name the table as details fall 2013 and click finish, ok, close
Double click on the details fall 2013 table on the left panel to see the entries in the summary table.

For Details Spring 2014 table:

External data

Excel sheet and import the file named faculty upload by giving it the path where it is saved on the hard disk and click ok.

Select the worksheet named details Spring 2014 to import it as table, click next

Check first row contains columns headings, click next.

Again click next.

click on choose my own primary key and select Rocket # as the primary key, Click Next

Name the table as details Spring 2014 and click finish, ok, close

Double click on the details Spring 2014 table on the left panel to see the entries in the summary table.

CREATE REPORTS IN MICROSOFT ACCESS FROM TABLES

Steps to create a report from the tables in an access database.

For Summary Report.

Go to tab named as "create", choose report wizard

Select the table Summary

select all the fields that you want to be shown on your report from amongst all the available fields.

Don't do any grouping it is ok, click next

Do not do any sorting, it is ok, click next

Select Columnar as layout and landscape as orientation, check the box for "adjust the fields to fit on one page", click Next

Next.

Name the report "Summary"

and finish to preview your report
For details fall 2013 report:

Go to tab named as "create", choose report wizard

Select the table details fall 2013

select all the fields that you want to be shown on your report from amongst all the available fields.

Don't do any grouping it is ok, click next

Do not do any sorting, it is ok, click next

Select **TABULAR** as layout and landscape as orientation, check the box for "adjust the fields to fit on one page", click Next

Next.

Name the report "Details fall 2013"

and finish to preview your report


For details Spring 2014 report:

Go to tab named as "create", choose report wizard

Select the table details Fall 2014

select all the fields that you want to be shown on your report from amongst all the available fields.

Don't do any grouping it is ok, click next

Do not do any sorting, it is ok, click next

Select **TABULAR** as layout and landscape as orientation, check the box for "adjust the fields to fit on one page", click Next

Next.

Name the report "Details Spring 2014"

and finish to preview your report
How to arrange the fields appearing in the report to proper format.

In Access, right click on your "Summary " report and hit design view.

Now, you can drag values to any place that you want them to appear on the final view.

Use the column on the right most to drag any entity, in order to avoid losing any data during the process and if they do not separate from each other during dragging and dropping, just cut and paste that particular entity and then drag it to wherever you want it.

Steps for Sub forms and sub reports

Now, the details reports that you have generated need to appear as sub forms on the summary report.

Open the summary report in design view,

Click design tab, and click the icon that says sub form/sub report.

Click on the summary report for where you want the details sub form to appear on the screen.

A sub form wizard will open, select the fields that you want to show on the sub form.

For both the details tables use the tabular layout.

Repeat it for each details table.

You can again do drag and drop to wherever you want them to appear.

Other general steps.

Insert page break at the bottom, where you want your view to end.

You can change the font colors and sizes and the background colors in the same way as in word, in the design view. There is also a property sheet that appears on the right side in design view, where you can change any thing on your view that you want to.

For boarders and separating lines, go to design and select line and click on the place and drag it to the length you want to see it on your final view.

When done with all the settings in the design view, in the panel on the left click on summary report, it will generate the required report according to your settings.

If need to make any changes, go back to the design view and do it, unless you are satisfied.