G.C.E. O/L Grade 10 ICT · Lesson 9

9.8 Database Reports: Report Wizard, Grouping and Printing

A **report** presents data from a table or query in a **formatted, printable** layout – a class mark list, a list of overdue library books, or a sports-meet results sheet. Reports can **group** records (by class), **sort** them (by name) and calculate **totals and averages**. In this note you will create reports with the **Report Wizard**, add grouping and sorting, check **Print Preview** and **print**.

1. Form vs report

Form	Report
On screen, for entering and editing	Mainly for printing and presenting
Usually one record at a time	Many records, grouped and summarised
Data can be changed	Data is read-only

2. Report Wizard

- Access: **Create › Report Wizard**. Base: **Reports › Use Wizard to Create Report**.
- **Step 1 – fields**: choose tblStudent (or a query) and move ClassID, AdmNo, StudentName, ICTMarks.
- **Step 2 – grouping**: add a group level on **ClassID**.
- **Step 3 – sorting**: sort by **StudentName Ascending**; **Summary Options** › tick **Avg** for ICTMarks.
- **Step 4 – layout**: Stepped / Block / Outline, Portrait or Landscape.
- **Step 5 – title**: 'ICT Marks by Class – Term 2, 2026' › Finish (opens in Print Preview).

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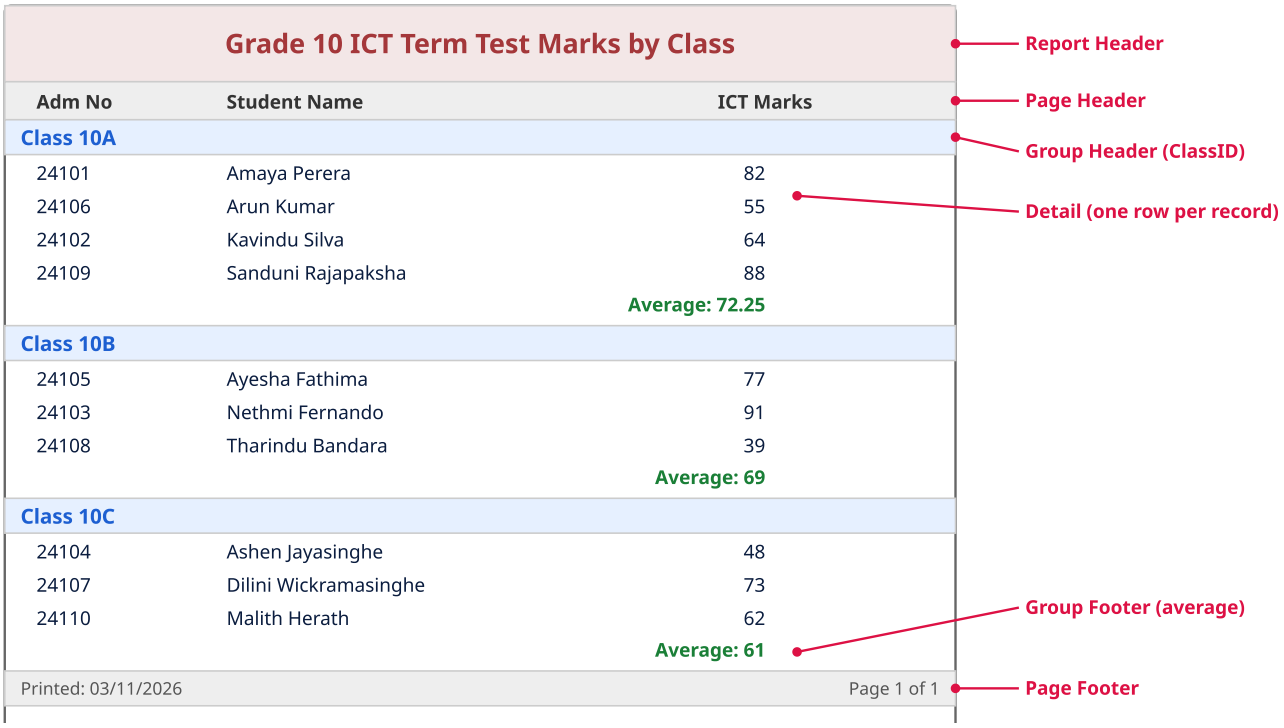


Figure 9.9: Report grouped by ClassID, sorted by StudentName, with the class average in each group footer.

3. Report sections

Report Header
Once at the start: school name, crest, title.

Page Header
Top of every page: column headings.

Group Header
Start of each group: 'ClassID 10A'.

Detail
One line per record.

Group Footer
End of a group: =Avg([ICTMarks]), =Count(*).

Page / Report Footer
Page numbers, date (=Now()); grand totals at the end.

4. The result

ClassID (group)	Students	First name (sorted A→Z)	Average ICT
10A	4	Amaya Perera	72.25
10B	3	Ayesha Fathima	69
10C	3	Ashen Jayasinghe	61

💡 A report always shows the **current** data: if Kavindu's mark is changed in the form, re-open the report and the 10A average changes. Base a report on a **query** to print only some records (e.g. Returned = No for an overdue list).

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5. Print Preview and printing

- **Print Preview** shows exactly how pages will print – zoom, one/two pages, next page.
- **Page Setup**: margins, Portrait/Landscape, paper size (A4).
- Fix columns cut off at the edge in **Layout/Design View** before printing.
- **Print** (Ctrl+P): choose printer, pages and copies. Or **Export › PDF** to share electronically.

> NEW 2026 **2026: dashboards and responsible sharing.** Schools now use **Looker Studio** (with Google Sheets) or Airtable interfaces as live, auto-updating reports. A marks report contains **personal data** – under **PDPA 2022** share it only with the class teacher and parents concerned, do not post it in a public WhatsApp group, and remove NIC/phone numbers that are not needed. AI tools can summarise a report, but a teacher must check the numbers.

Key Words

Report – Formatted, printable output of table or query data.	**Report Wizard** – Step-by-step tool that builds a report.
Grouping – Collecting records with the same value, e.g. ClassID.	**Sorting** – Arranging records in order within a report.
Summary Options – Wizard option for Sum, Avg, Min, Max.	**Report Header** – Section printed once at the start.
Page Header – Section at the top of every page.	**Detail** – Section printed once for each record.
Group Footer – Section at the end of each group, for subtotals.	**Print Preview** – Shows how the report will look on paper.
Page Setup – Margins, orientation and paper size.	**Layout** – Arrangement: Stepped, Block, Outline.

Sample Q&A

1. What is a report?

> **Answer:** A formatted, printable presentation of data from a table or query.

2. Give one difference between a form and a report.

> **Answer:** A form is for entering/editing on screen; a report is read-only for printing.

3. Where is the class average shown?

> **Answer:** In the Group Footer (=Avg([ICTMarks])).

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4. Which section repeats column headings on each page?

> **Answer:** Page Header.

5. Why use Print Preview?

> **Answer:** To check the layout before printing and save paper.

6. How do you print only overdue loans?

> **Answer:** Base the report on a query with Returned = No.

MCQ

1. The database object mainly used to print data is a…

A. Table
B. Relationship
C. Report
D. Form

2. In Access, the Report Wizard is on the… tab.

A. Create
B. Database Tools
C. Review
D. Home

3. In Figure 9.9 the report is grouped by…

A. ICTMarks
B. StudentName
C. AdmNo
D. ClassID

4. Within each class the students are sorted by…

A. DateOfBirth
B. StudentName Ascending
C. ICTMarks Descending
D. AdmNo Descending

5. The average ICT mark of class 10A in the report is…

A. 72
B. 72.25
C. 69
D. 61

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6. The average ICT mark of class 10B is…

A. 69
B. 61
C. 77
D. 72.25

7. The class average is placed in the…

A. Page Header
B. Report Header
C. Group Footer
D. Detail

8. The section printed once for every record is…

A. Report Header
B. Group Footer
C. Page Footer
D. Detail

9. The school name and title printed once at the top is in the…

A. Report Header
B. Group Header
C. Page Footer
D. Detail

10. The Report Wizard option to calculate Avg is…

A. Layout
B. Show Table
C. Page Setup
D. Summary Options

11. How many groups does the report in Figure 9.9 contain?

A. 4
B. 3
C. 10
D. 1

12. The first student listed in group 10C is…

A. Amaya Perera
B. Dilini Wickramasinghe
C. Ashen Jayasinghe
D. Malith Herath

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13. Before printing, the layout should be checked in…

A. Datasheet View
B. Print Preview
C. Relationships window
D. SQL View

14. Margins and Landscape orientation are set in…

A. Form Wizard
B. Query Design
C. Page Setup
D. Field Properties

15. A class marks report should be shared…

A. only with the teacher and parents concerned
B. in a public WhatsApp group
C. on the school Facebook page
D. with NIC numbers added

Structured Questions

1. Using Figure 9.9: (i) which field is used for grouping? (ii) what is the sort order? (iii) give the average of each class. (4 marks) *(4 marks)*

(i) ClassID (ii) StudentName Ascending (iii) 10A – 72.25, 10B – 69, 10C – 61.

Grade 10 ICT Term Test Marks by Class — Report Header

Adm No	Student Name	ICT Marks	
			Page Header
Class 10A			Group Header (ClassID)
24101	Amaya Perera	82	
24106	Arun Kumar	55	Detail (one row per record)
24102	Kavindu Silva	64	
24109	Sanduni Rajapaksha	88	
		Average: 72.25	
Class 10B			
24105	Ayesha Fathima	77	
24103	Nethmi Fernando	91	
24108	Tharindu Bandara	39	
		Average: 69	
Class 10C			
24104	Ashen Jayasinghe	48	
24107	Dilini Wickramasinghe	73	
24110	Malith Herath	62	Group Footer (average)
		Average: 61	
Printed: 03/11/2026		Page 1 of 1	Page Footer

Model answer

2. List the steps of the Report Wizard to create this report. (4 marks) *(4 marks)*

> Create › Report Wizard; select tblStudent fields; group by ClassID; sort by StudentName, Summary Options Avg ICTMarks; choose layout/orientation; title › Finish.

3. Name four report sections and what each contains. (4 marks) *(4 marks)*

> Report Header – title/school name; Page Header – column headings; Group Header – ClassID; Detail – each student; Group Footer – average; Page Footer – page number.

4. Give two differences between a form and a report. (2 marks) *(2 marks)*

> Form – entry/editing on screen, one record; report – printing/presenting, many records grouped and summarised, read-only.

5. The librarian wants a printed list of books not yet returned. Explain how. (2 marks) *(2 marks)*

> Create a query on tblBorrow with Returned = No (4 loans), make a report from it with the Report Wizard, check Print Preview and print.

Summary

- Report = formatted, printable, read-only output.
- Create › Report Wizard (Base: Use Wizard to Create Report).
- Wizard: fields → grouping → sorting/summary → layout → title.
- Group by ClassID; sort by StudentName.
- Sections: Report/Page/Group Header, Detail, Footers.
- Group Footer: =Avg([ICTMarks]) → 72.25, 69, 61.
- Print Preview and Page Setup before printing.
- Share personal data reports responsibly (PDPA 2022).

MCQ answer key – 9.8

1. **C** – Report.
2. **A** – Create.
3. **D** – Group by class.
4. **B** – A→Z.
5. **B** – (82+55+64+88)/4.
6. **A** – (77+91+39)/3.
7. **C** – Group Footer.
8. **D** – Detail.
9. **A** – Report Header.
10. **D** – Summary Options.
11. **B** – Class 11A has no students.

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12. **C** – Alphabetical.
13. **B** – Preview.
14. **C** – Page Setup.
15. **A** – PDPA 2022.

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