

Practicals 2022-2023



LibreOffice Base



PRACTICAL – 20

PREPARATION OF REPORT

Create STUDENT table in database with the following fields

Field name	Data type	Field length
STUD_NO	Text	5
STUD_NAME	Text	25
SEX	Text	1
PLACE	Text	20
CLASS	Text	10

(Hint : Classes are Science, Commerce and Humanities)

- Enter six records with imaginary details
- Prepare Report of students from **Commerce** Class.

AIM

To prepare a table with imaginary details and generation of Report by using LibreOffice Base.

PROCEDURE**Step 1 : Open LibreOffice Base**

Applications → Office → LibreOffice Base

Step 2 : Create New Database.

- ◆ Database Wizard → Create a new database → Next → Finish
- ◆ Save the new database with file name 'STUDENTDATA' and by selecting Desktop as location.

Practicals 2022-2023




LibreOffice Base

Step 3: Create Table

From the Database Panel, select the object **Tables** and from the Tasks window, select **Create Table in Design view**.

Create the following Field Name with appropriate field Type. Set Field lengths as given in the question.

	Field Name	Field Type
	STUD_NO	Text [VARCHAR]
	STUD_NAME	Text [VARCHAR]
	SEX	Text [VARCHAR]
	PLACE	Text [VARCHAR]
	CLASS	Text [VARCHAR]

Select and set **STUD_NO** field as **Primary Key**

Save the Table Design with a name ' **Table_Student** '

Step 4: Create Form

From the Database Panel, select the object **Forms** and from the Tasks window, select **Use Wizard to create Form**.

Through the Form Wizard, Select **Table_Student** and Add **Available Fields** to **Fields** in the Form. Select appropriate arrangement for the Main Form , Select style of the Form and Set name of the Form as **Form_Student** and Finish.

The form is now ready for data entry. Enter imaginary details of six students

STUD_NO	1
STUD_NAME	AKSHAYA
SEX	F
PLACE	CHARUMMOOD
CLASS	COMMERCE

Practicals 2022-2023



LibreOffice Base

Step 5: Create Query

From the Database Panel, select the object **Queries** and from the Tasks window, select **Create Query in Design View**.

A small window appears namely, **Add Table or Query**. Select the object **Table** and add table Table_Student to the Query window and Close the window. From the table, double click on all fields to add the same to **Query design grid**. In the **Criterion** field of the **CLASS**, enter the text 'COMMERCE' to display only Commerce Students.

Field	STUD_NO	STUD_NAME	SEX	PLACE	CLASS
Alias					
Table	Table_Student	Table_Student	Table_Student	Table_Student	Table_Student
Sort					
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Function					
Criterion					'COMMERCE'

Press **F5** key or **Run Query** button to display the result.

Save the Query with a file name **Query_Commerce**

Step 6: Create Report

From the Database Panel, select the object **Report** and from the Tasks window, select **Use Wizard to Create Report**.

In the Report Wizard window, Under field selection, Select Query_Commerce. Then press Add All button (>>) to add all fields in report. Then click Next button. In **Labelling Fields** section, change the labels of the fields as to be appeared in the report, if necessary, and then click Next button. In **Grouping Level** section click Next button, as we don't require any grouping level here. In **Sort** Option, select any sorting order, if necessary, and click Next button. In **Choose Layout** section, select Tabular lay out. Select Page Orientation (Landscape/Portrait) and click Next button. In Create Report stage, give the title of report as '**Rpt_Commerce**' and select 'Create Report Now' and click **Finish** button.

Practicals 2022-2023



LibreOffice Base

OUTPUT

ROLL No.	NAME OF STUDENT	SEX	PLACE	BATCH
1	AKSHAYA	F	CHARUMMOOD	COMMERCE
2	SANEESH KUMAR P.G	M	CHUNAKARA	COMMERCE
3	ADITHYAN	M	MAVELIKARA	COMMERCE
6	LEKSHMI	F	KARIMULACKAL	COMMERCE

harikumarmavelikara7@gmail.com*Prepared on 19.11.2022*