

Exercise 8

Create Reports

Creating a report is similar to creating a form. You want to create an Order report like this.

OrderReport

28-Mar-02

OrderNo	10001
CustomerID	10010
Date	1/12/96
TotalInvoice	\$67,079.80

Figure 1: Order Report (partial)

1. On the Database Window, click the Reports tab and select *Create report by using wizard*.

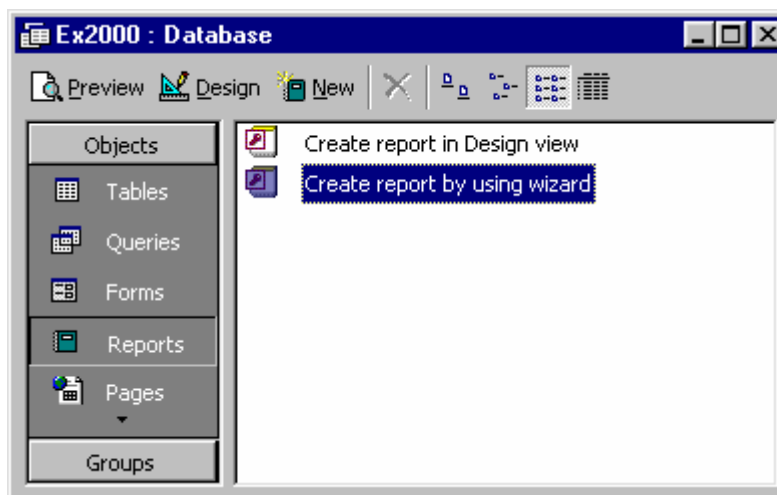


Figure 2: Database Window

2. Choose the fields you want to display on the report, then click Next> button.

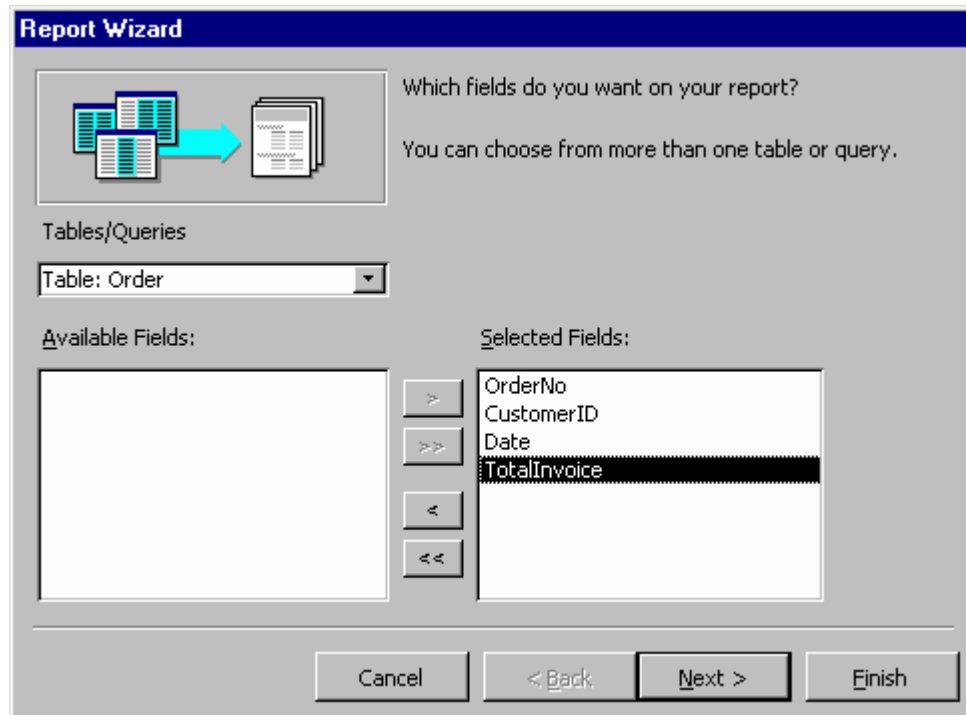


Figure 3: Report Wizard

3. Pick layers of grouping. In our case, we don't want any level of grouping. So click the **RIGHT ARROW** to move "CustomerID" back to the list (unless your dialog box already looks like Figure 4).

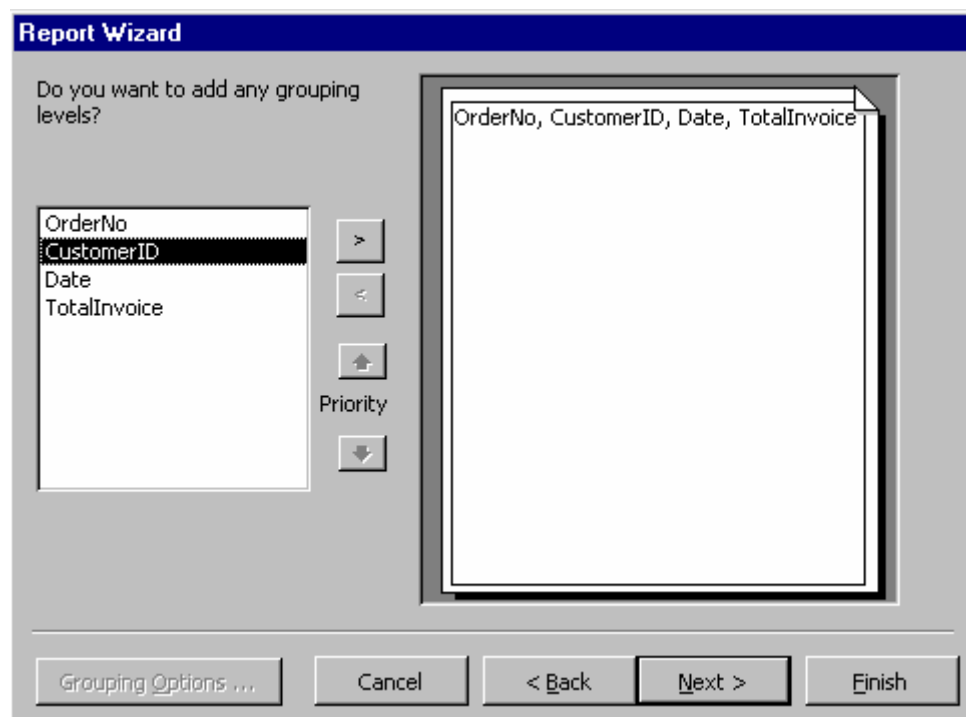


Figure 4: Report Wizard

4. Choose which field you want to sort by?

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1 OrderNo [A-Z] [Z-A]

2 [A-Z] [Z-A]

3 [A-Z] [Z-A]

4 [A-Z] [Z-A]

Cancel < Back Next > Finish

The dialog box shows a preview of a report with four columns labeled 1, 2, 3, and 4. Each column contains a list of records with a small 'A' and 'Z' icon next to it, indicating the sort order. The 'OrderNo' field is selected for the first column, and the 'A-Z' sort order is chosen.

Figure 5: Report Wizard

5. Choose the style you like.

Report Wizard

How would you like to lay out your report?

Layout

☒ Columnar

☐ Tabular

☐ Justified

Orientation

☒ Portrait

☐ Landscape

☒ Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

The dialog box shows a preview of a report with a single column of records. The 'Columnar' layout and 'Portrait' orientation are selected. The 'Adjust the field width' checkbox is checked.

Figure 6: Report Wizard

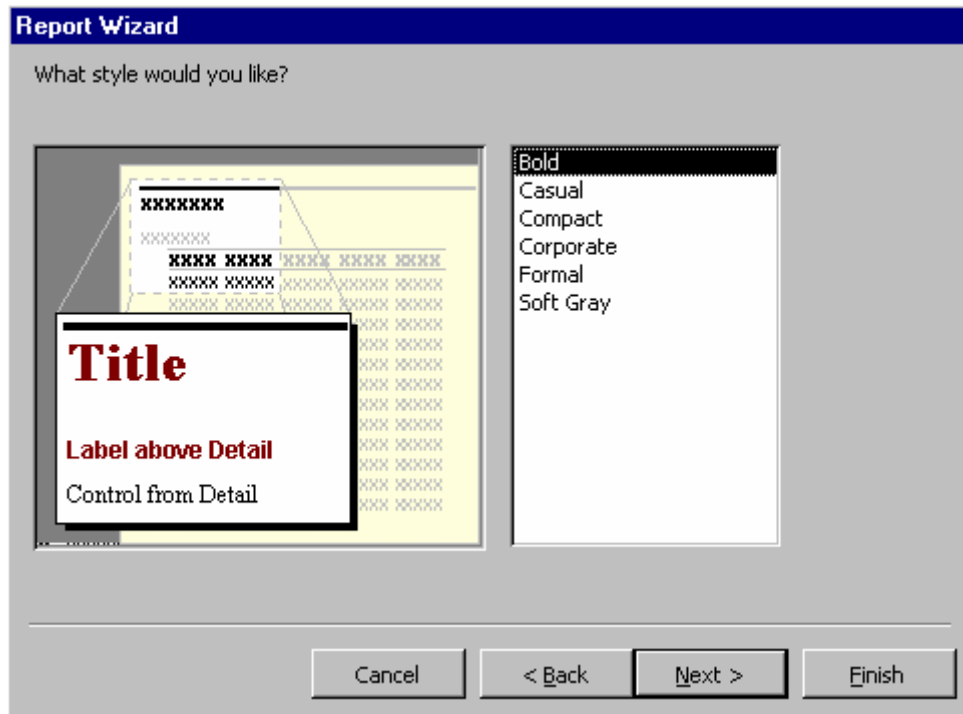


Figure 7: Report Wizard

6. Give a title to you form. If you want to re-design your form, choose the *Modify the report's design* option. Hit Finish.

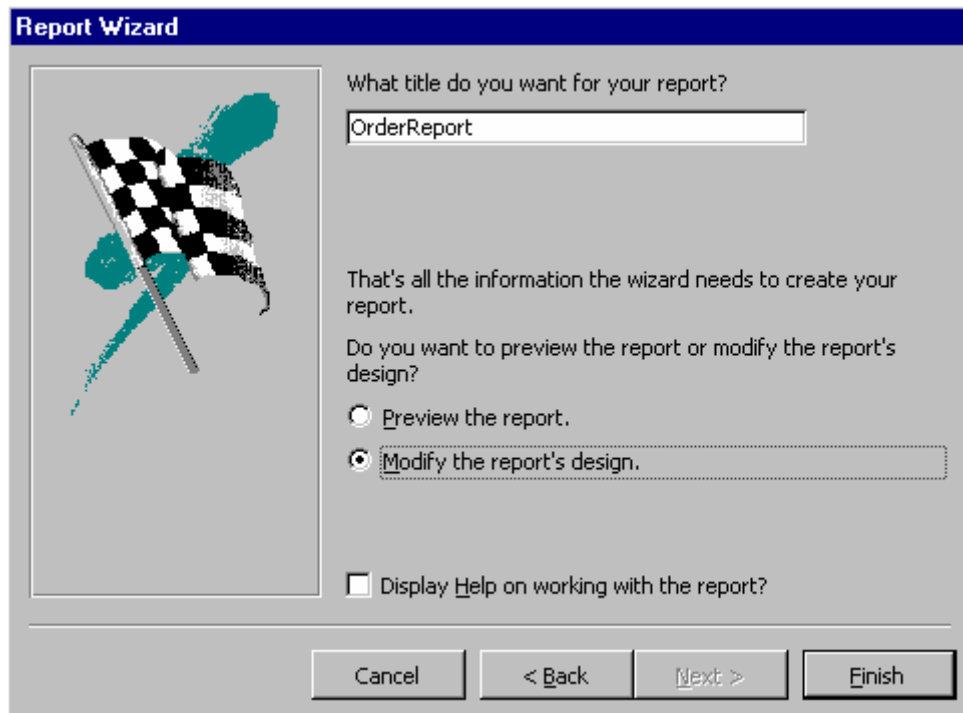


Figure 8: Report Wizard

7. You can modify your report in **DESIGN** view by moving items around grid.

Create Mailing Label

1. Click on the Report tab on your Database Window. Then hit the New Button.
2. Select the **Customers** table and choose **Label Wizard**. Click **OK**.

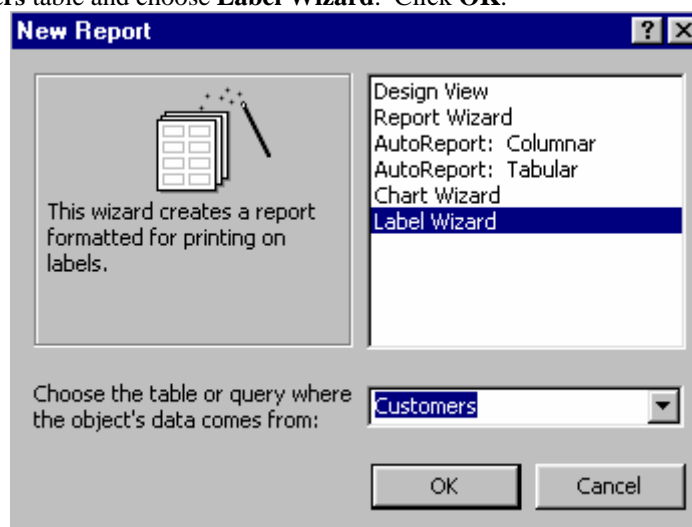


Figure 9: New Report Menu

3. Select the appropriate label size and font format.
4. In the screen below, select the fields you want to display on your table.
You can type in text, punctuation and blanks. Whatever you type in there will appear in all labels.

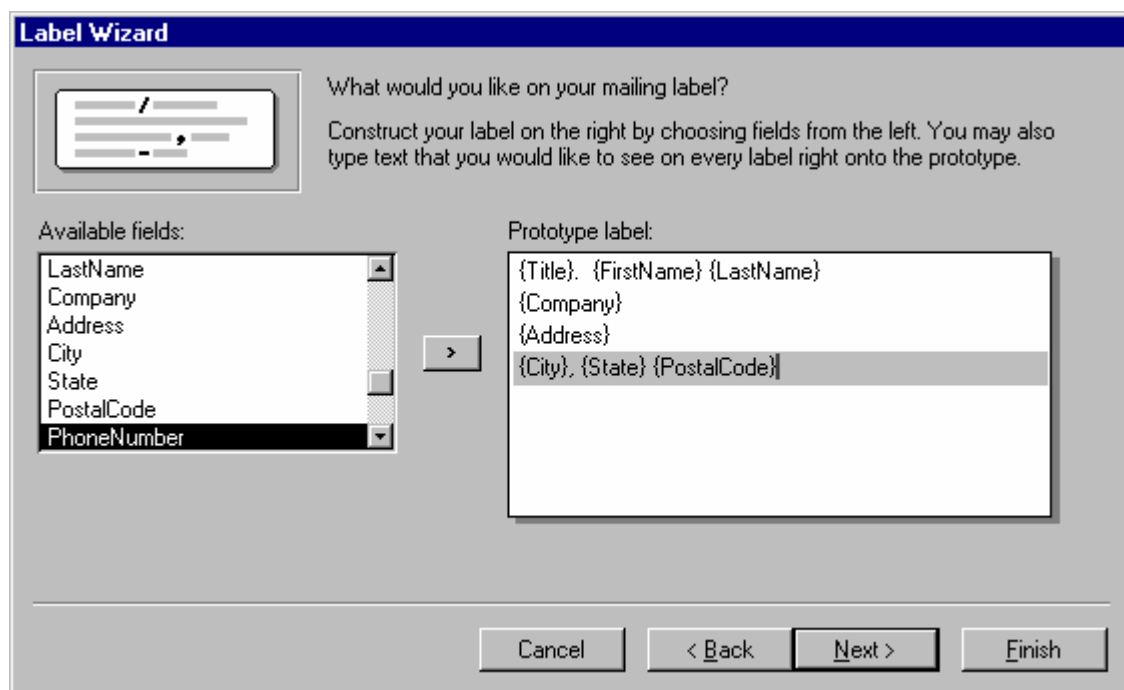


Figure 10: Label Wizard

5. Choose the field that you want to sort by.
6. Give the labels a name and save.