MANA 120   *College of Business Administration*
Access Tutorial Exercise 8   *Marquette University*
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Exercise 8
Create Reports

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

Figure 1: Order Report (partial)

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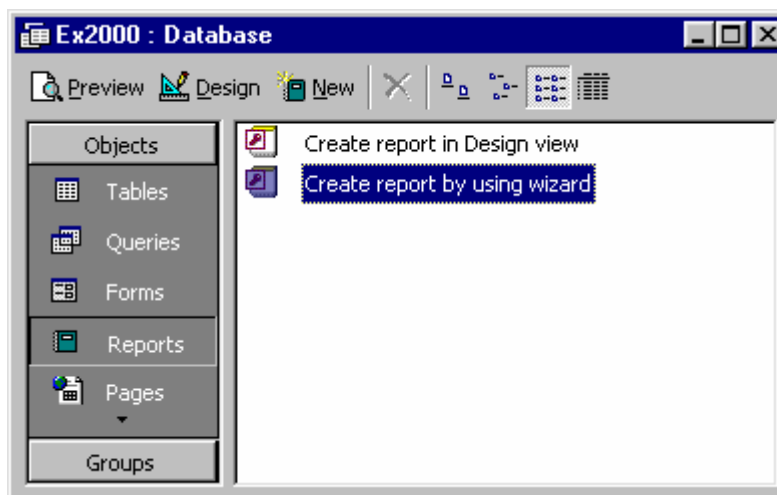

Figure 2: Database Window

2.   Choose the fields you want to display on the report, then click <u>N</u>ext> button.
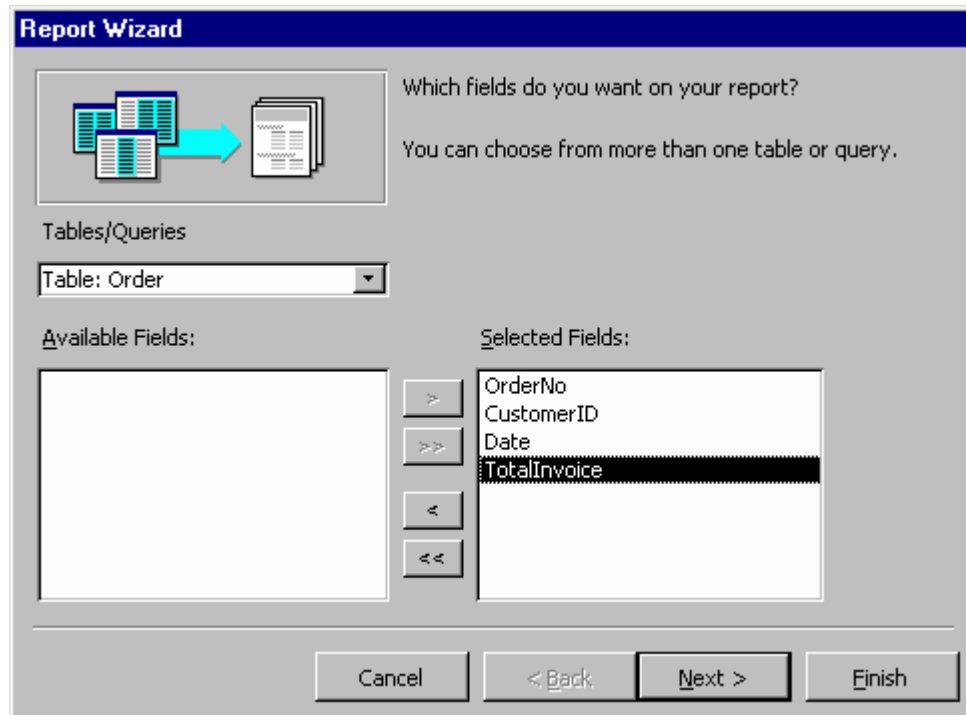

Figure 3: Report Wizard

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)**.**
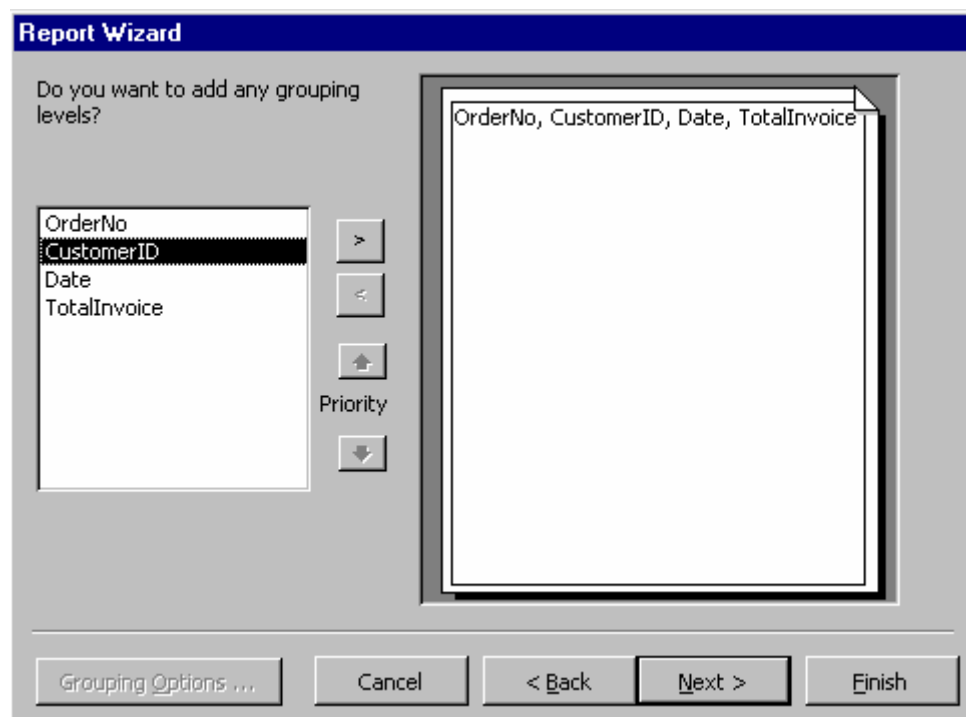

Figure 4: Report Wizard

4.   Choose which field you want to sort by?

Figure 5: Report Wizard

5.   Choose the style you like.
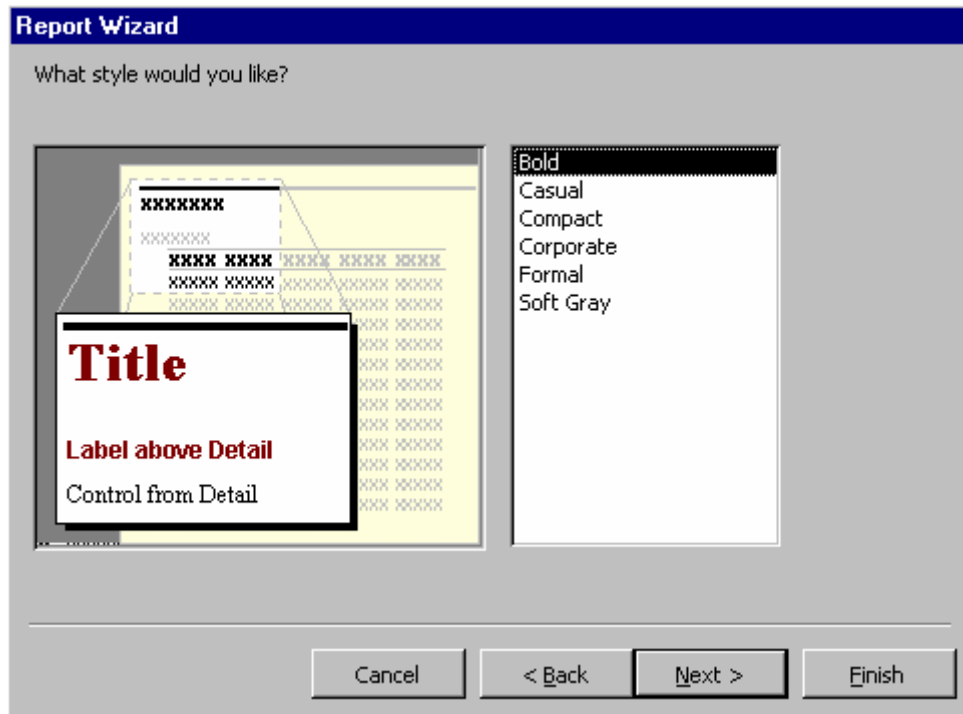
Figure 6: Report Wizard

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.
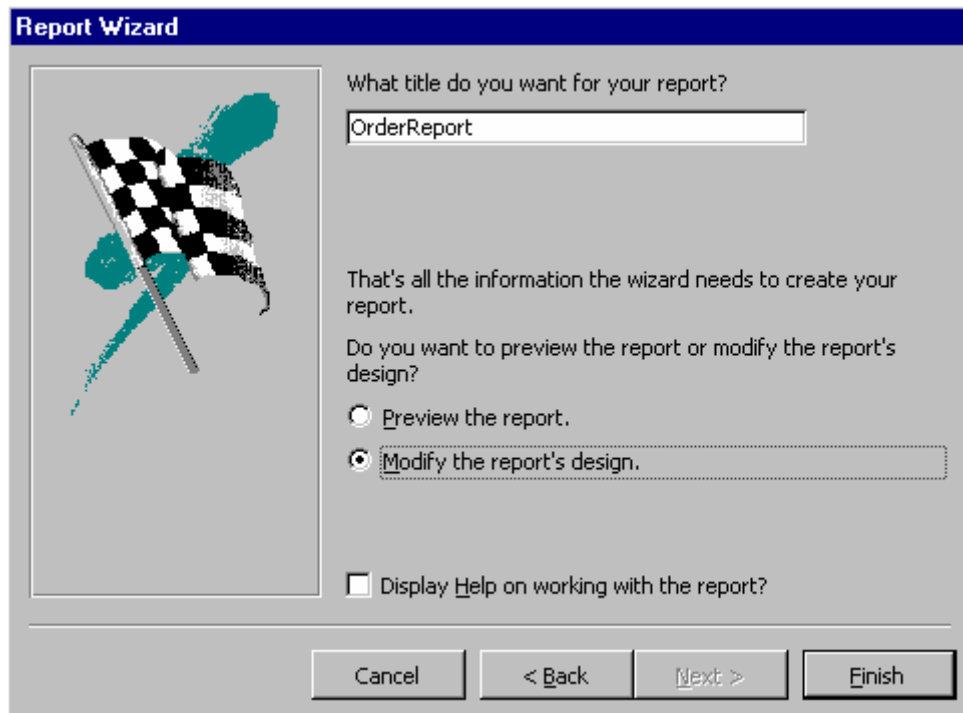

Figure 8: Report Wizard

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. [New]

2.   Select the **Customers** table and choose **Label Wizard**. Click **OK**.
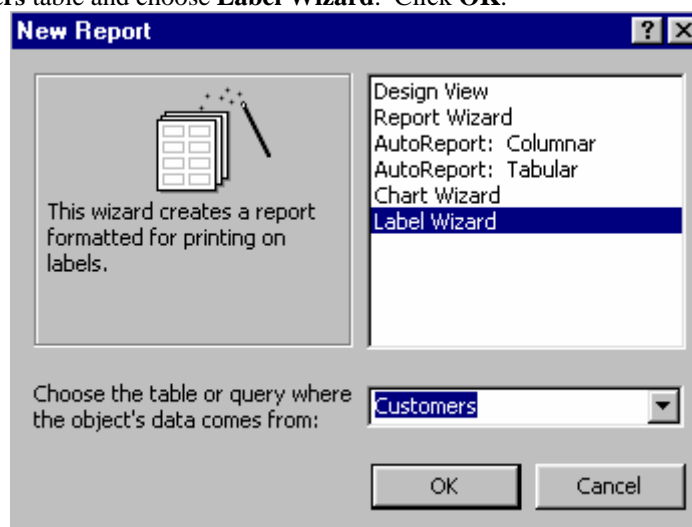

Figure 9: New Report Menu

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
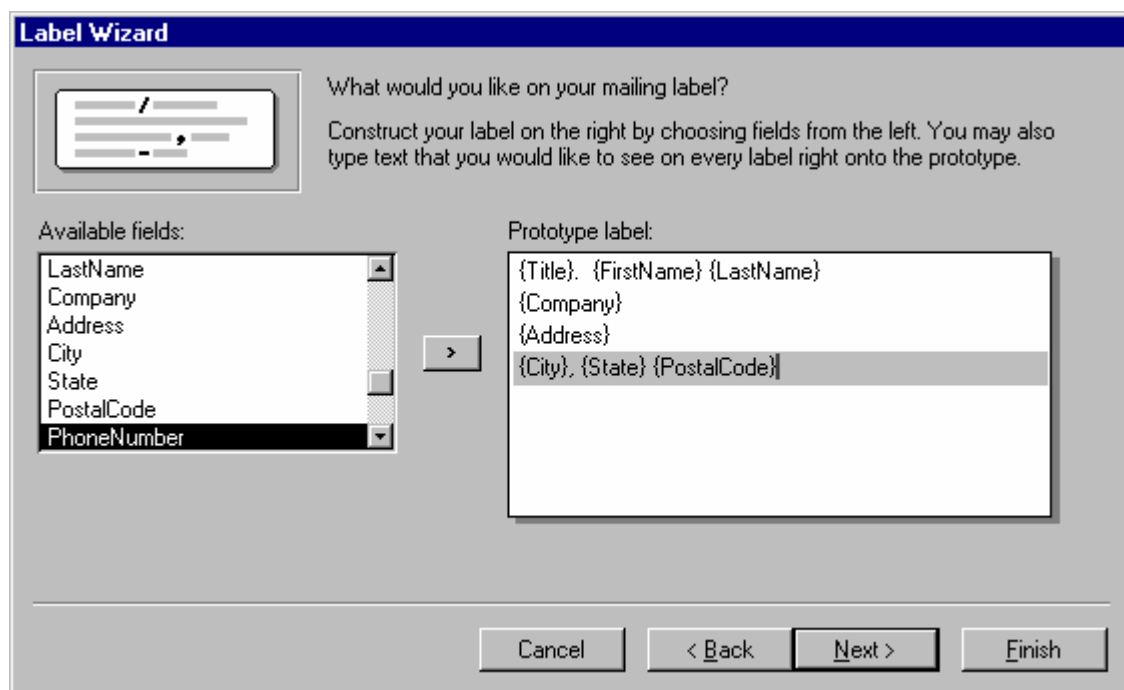
5.   Choose the field that you want to sort by.

6.   Give the labels a name and save.