Reports

Reports are used to display output information, for example the output of a query. Reports are printed out and kept somewhere safe for later reference.

Records cannot be edited, added of deleted they can only be views

Creating Reports

1. Press on create
2. Click on ‘Report Wizard’
3. Select the table you wish to use
4. Select the fields you wish to appear (you might be asked to place them in a specific order)
5. You will then be asked to create grouping – this is when you decide what order you would like your fields to show up (you can move these up and down with the priority arrow)
6. The next window will ask you if you would like to sort your data in any way such as alphabetical order ect …
7. The next window will ask you to choose a layout
8. The next window will ask you to choose a style
9. You will then be asked to give your report a name

Editing your report

1. Go to design view and use the editing tools that you have learnt when we talked about forms