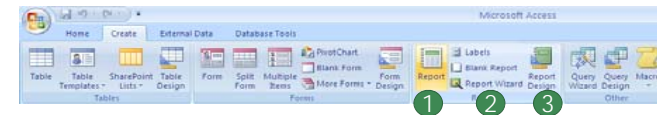


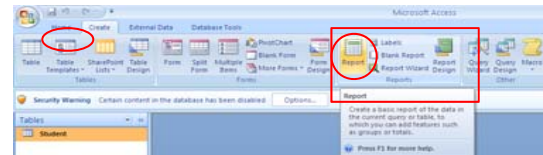
Report

- Take data from tables/queries and output them in user-defined format

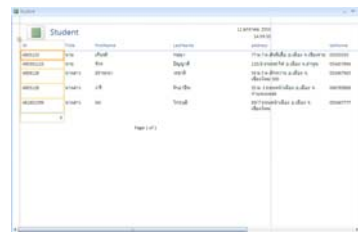


- Report*
 - Create a report quickly
- Report Wizard*
 - Step-by-step
- Report Design*
 - User add item/make change manually

Create a Report with one Click



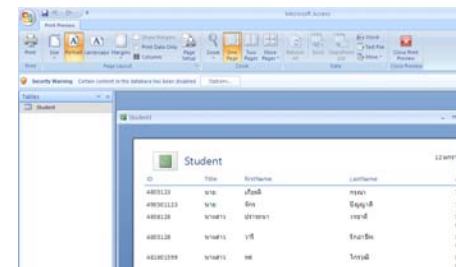
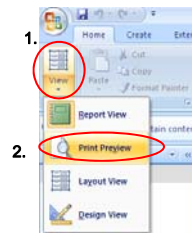
- Under *Create* tab
 - Click *Report*
 - The report will appear



3

We can now see how the report will be printed

- Under *Home* tab, Click *View* to see the list of available views
- Click *Print Preview*
- The print preview will appear, like shown below

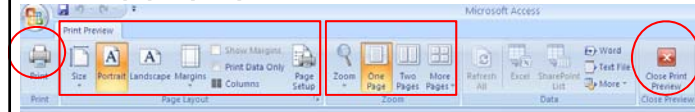


4

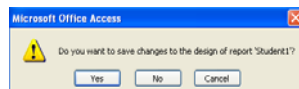
Microsoft Access Report

Commands available under Print Preview

- Print the report
- Choose paper (Size)
- Change Report Orientation
- Click *Close Print Preview* to exit



When you want to exit the report click **Close Print Preview** to close. Save confirmation dialog will appear

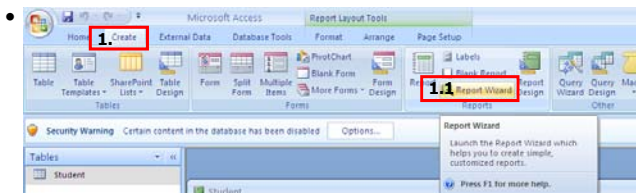


Click **Yes** to save, **No** to discard the report, and **Cancel** to return to the report

5

Report Wizard

- Use help to create the report with step-by-step process
- First, you select the table/query
- ขั้นตอนการทำงาน เพื่อสร้างรายงานโดยใช้ Report Wizard มีดังนี้



1. Under **Create** tab
 - 1.1 Click **Report Wizard** to start

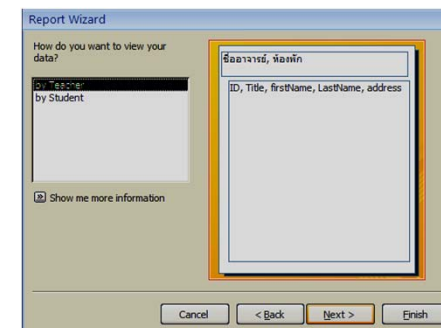
6



2. Then, select table or query you want to create report form.
3. Select Field you want to include into your report
4. Click Next

7

5. If the query you select works with multiple tables, you can choose to view data by one table or another.



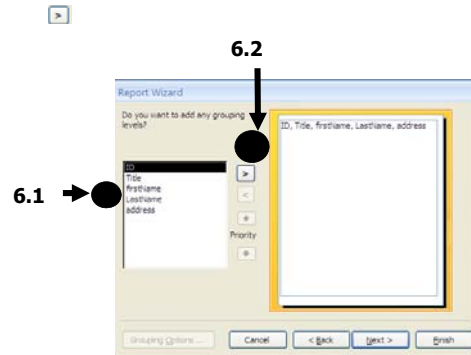
8

Microsoft Access Report

6. [Optional] Decide how to group data together

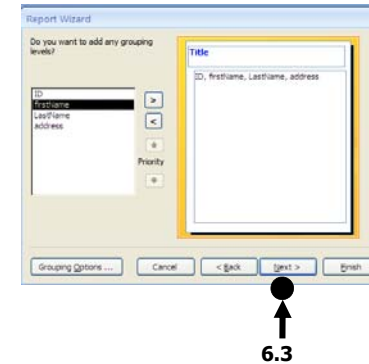
6.1 Select field you want to group records by

6.2 Click



9

You will then see how the records will be organized



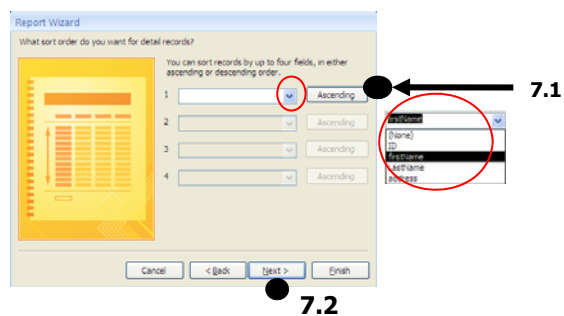
6.3 Click **Next >** to continue

10

7. [Optional] Select how records will be sorted, within the group

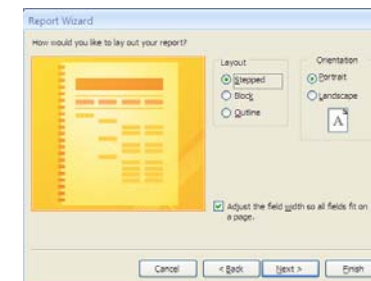
7.1 Click **Sort** and select available field, then select sort option (ascending or descending)

7.2 click **Next >**



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8. Select Report Layout, and page orientation



12

9. Select report style



13

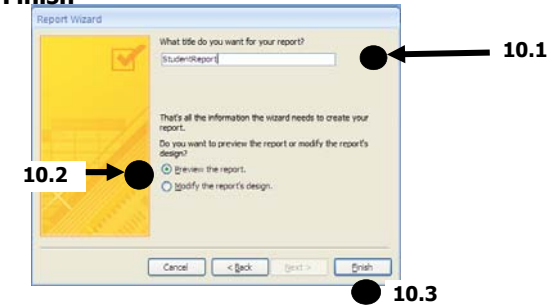
10. Finishing Steps

10.1 Name the report

10.2 Select what you want to do with the report

- View the finished report
- Go to design view to make adjustment

10.3 click Finish



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The Result

Title	firstName	ID	LastName	address
นักเรียน	ประจักษ์	4806128	วราชาติ	56 ม.5 ต.สีหราช อ.เมือง
	วศ	48160159	โศภณ	89/7 ถนนหน้าเมือง อ.เมือง
	วิจิ	4805128	วิภาณี	55 ม. 3 ถนนหน้าเมือง อ.เมือง
นาย	เกียรติ	4805123	กฤษดา	77 ม.7 ต.สันติสุข อ.เมือง
	จิกร	49050112	ปิยะชาติ	125/8 ถนนหน้าเมือง อ.เมือง

15

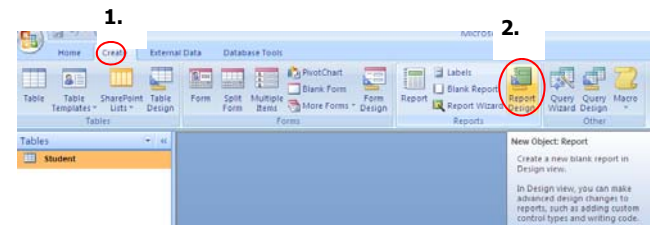
Report Design

Start from blank report, and you can add in details yourself

Follow these steps

After you select table/query:

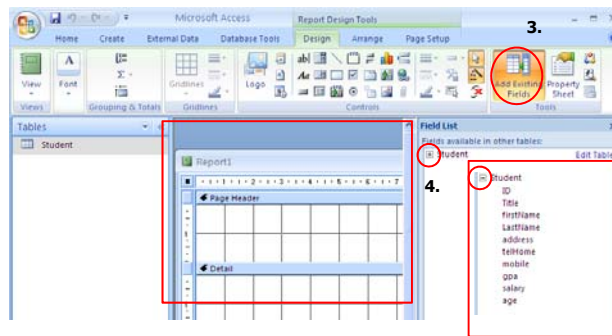
1. Click **Create** tab
2. Click **Report Design**



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Microsoft Access Report

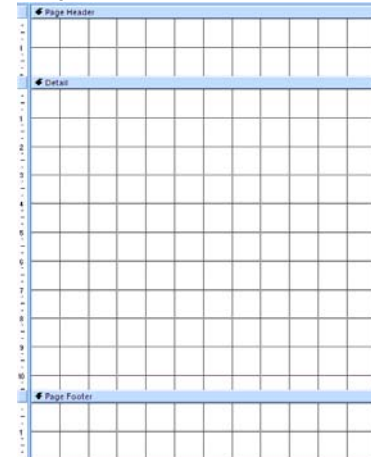
Blank report will appear, under Design view



3. Click **Add Existing Fields** to bring up the field list
4. Click + in front of a table name to expand that table, showing the fields

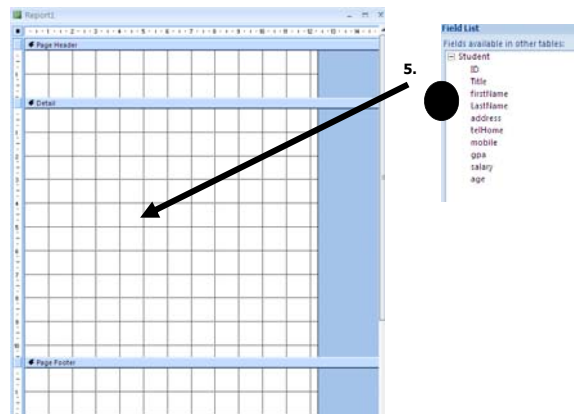
17

The report consists for 3 parts: Header, Detail, and Footer



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5. Double click or click-and-drag the field to the detail area to add it to the report



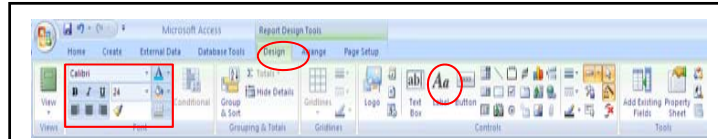
19

The report, after we added the fields



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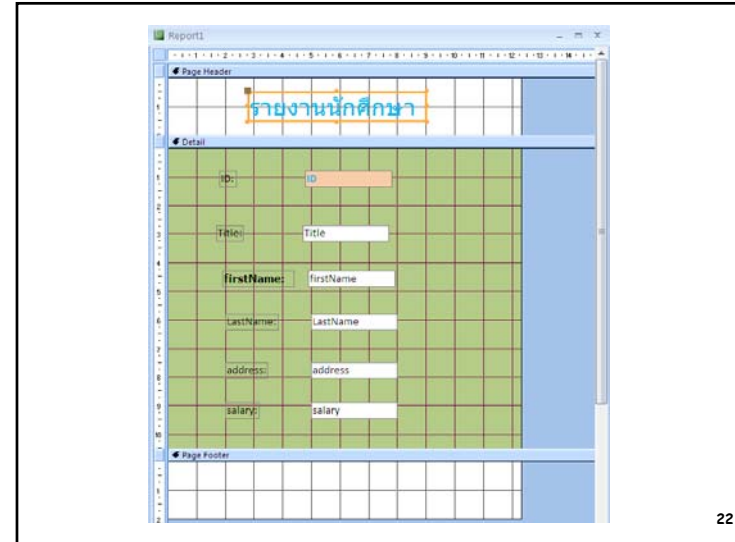
Microsoft Access Report



Under *Design* tab, you can:

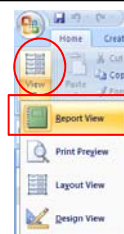
- Adjust the fonts (color, typeface, effects)
- Add labels, titles, etc.

21

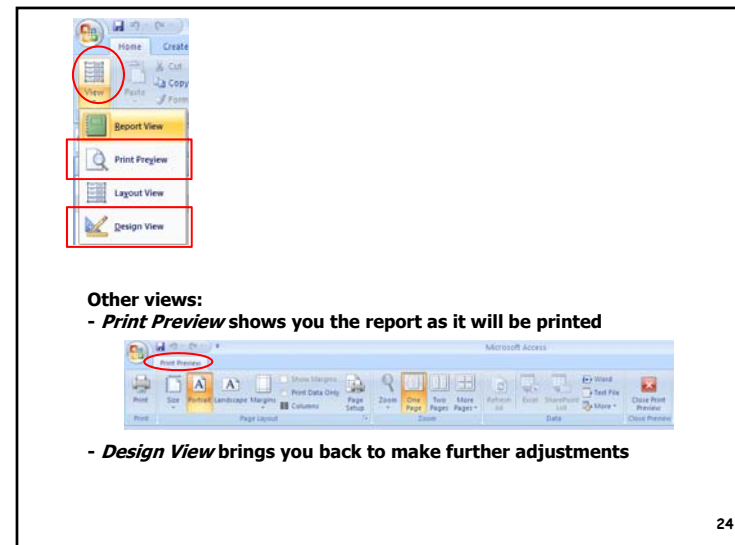


22

Under *Home* tab, click *View* → *Report View* to view the finished report



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Other views:

- *Print Preview* shows you the report as it will be printed

- *Design View* brings you back to make further adjustments

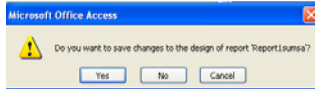
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Microsoft Access Report

If you're done, click



Confirmation window will appear



- Click **Yes** to save the report
- You will be asked to name the report

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