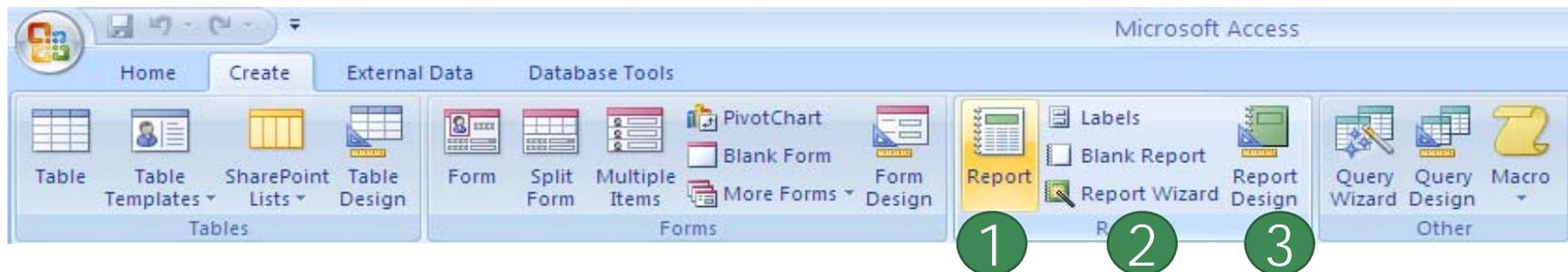


MICROSOFT ACCESS 2007: REPORT



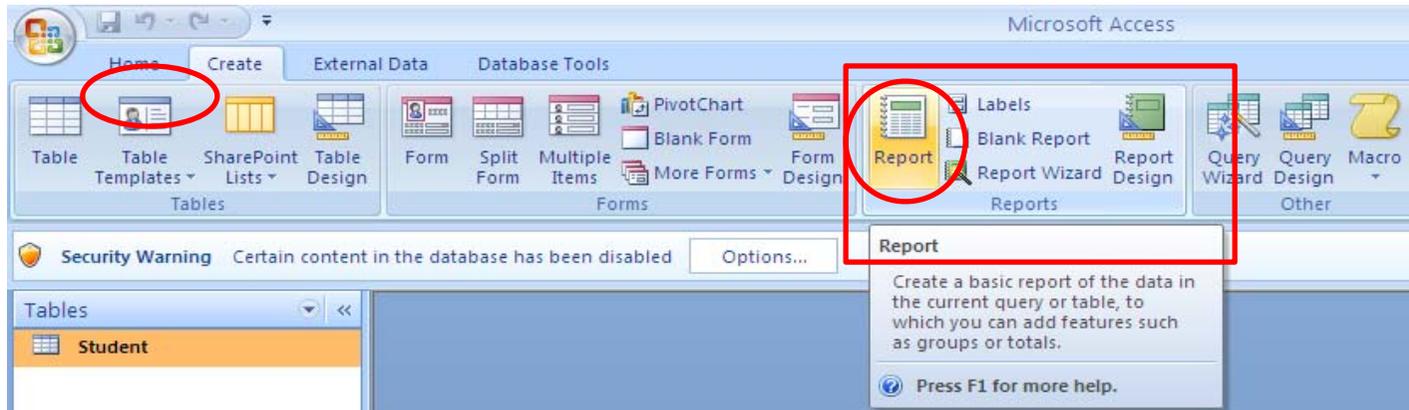
Report

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



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

Create a Report with one Click



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

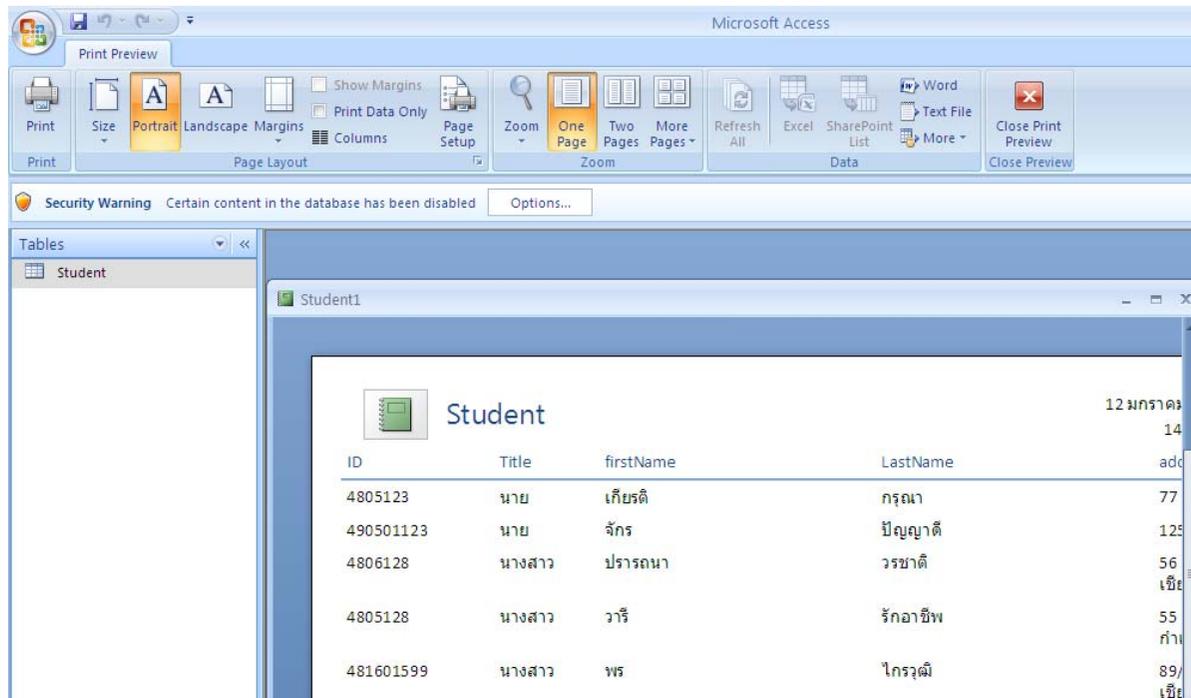
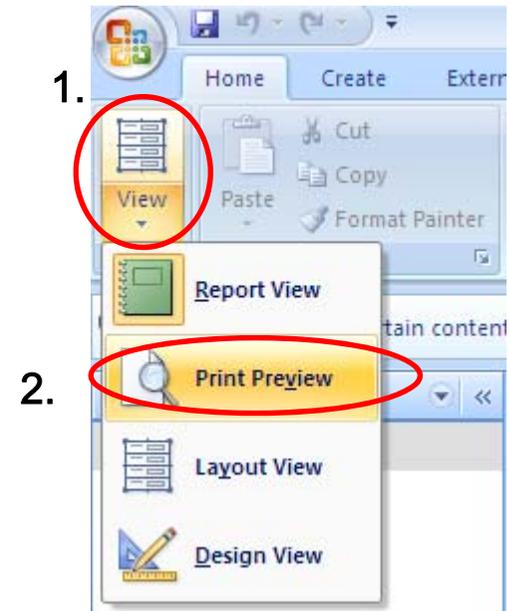
The screenshot shows the 'Student' report window. The report displays a table with the following data:

ID	Title	firstName	LastName	address	telHome
4805123	นาย	เกียรติ	กรุดา	77 ม.7 ต.สันติเสื่อ อ.เมือง จ.เชียงราย	05555555
490501123	นาย	จักร	ปัญญาดี	125/8 ถนนรถไฟ อ.เมือง จ.ลำพูน	053457894
4806128	นางสาว	ปรารถนา	บรรชาติ	56 ม.5 ต.ศึกษาวน อ.เมือง จ.เชียงใหม่ 500	053487945
4805128	นางสาว	วารี	รักษาชีพ	55 ม. 3 ถนนหน้าเมือง อ.เมือง จ.กำแพงเพชร	066789888
481601599	นางสาว	พร	โกกรุดิ	89/7 ถนนหน้าเมือง อ.เมือง จ.เชียงใหม่	055487777

Page 1 of 1

We can now see how the report will be printed

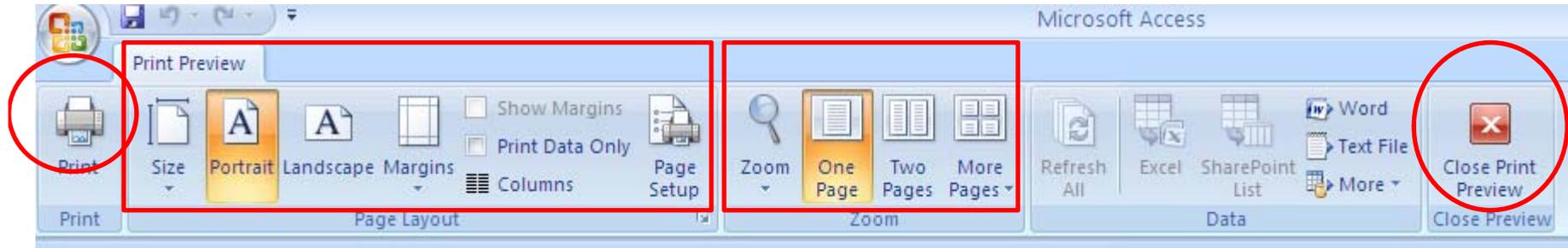
1. Under *Home* tab, Click *View* to see the list of available views
2. Click *Print Preview*
3. The print preview will appear, like shown below



Commands available under Print Preview

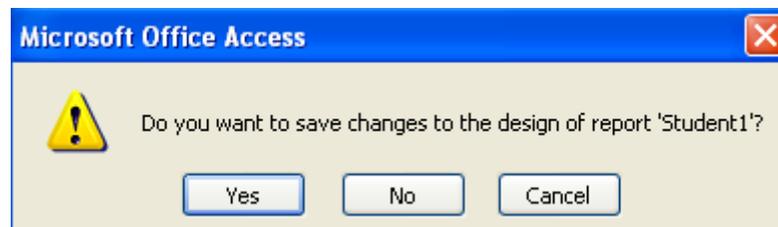
- Print the report
- Choose paper (Size)

- Change Report Orientation
- Click *Close Print Preview* to exit



When you want to exit the report

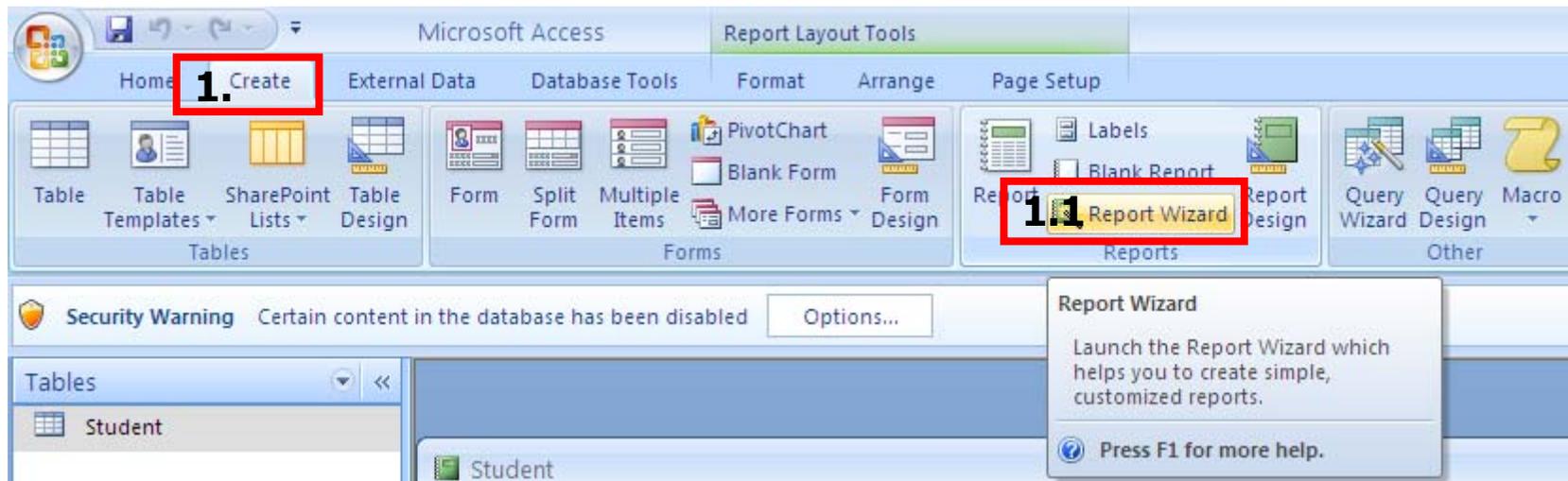
click  to close. Save confirmation dialog will appear



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

Report Wizard

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



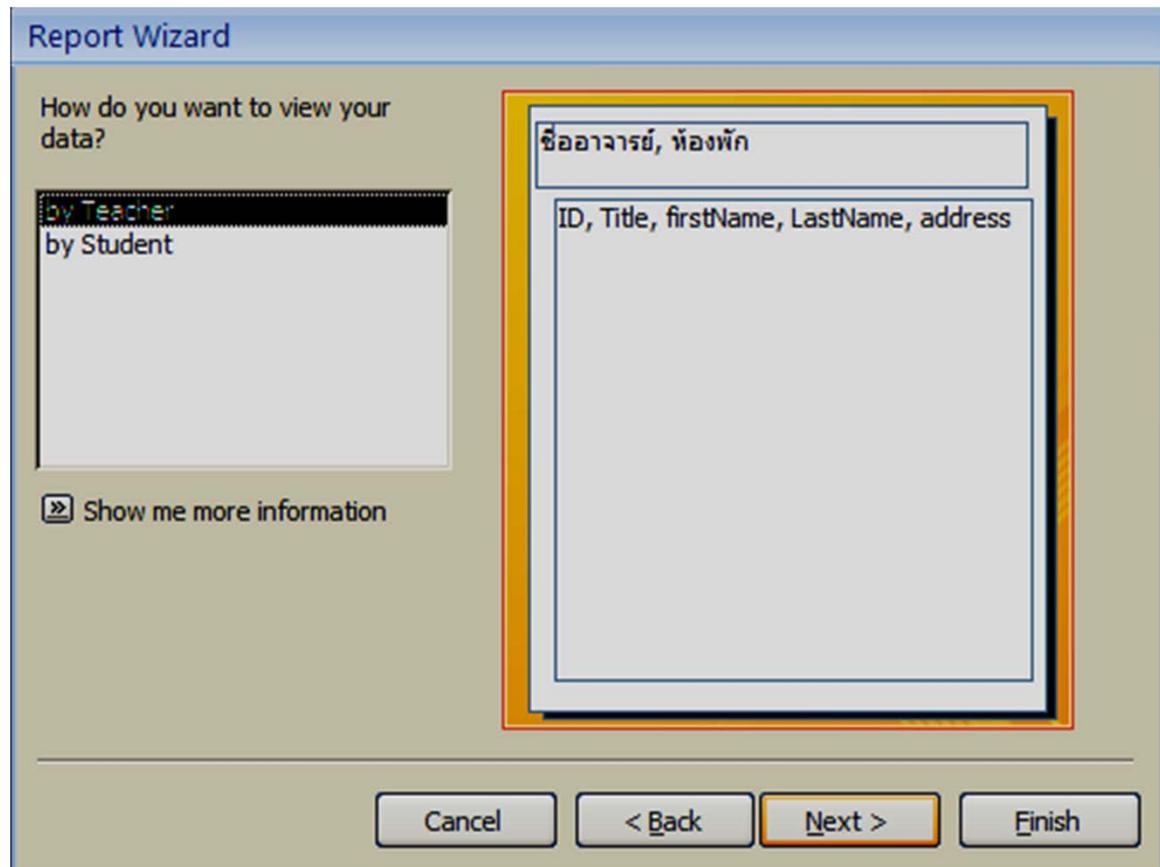
1. Under *Create* tab

1.1 Click *Report Wizard* to start



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

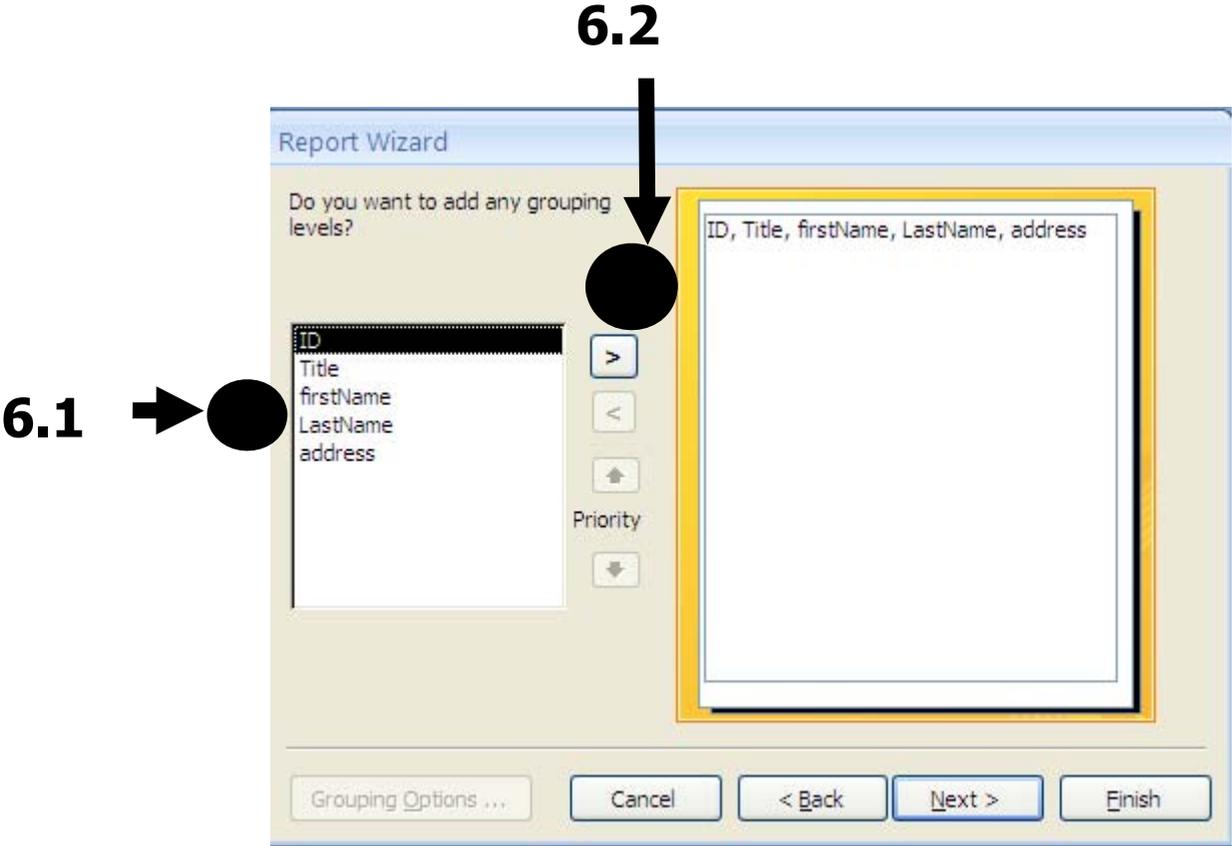
5. If the query you select works with multiple tables, you can choose to view data by one table or another.



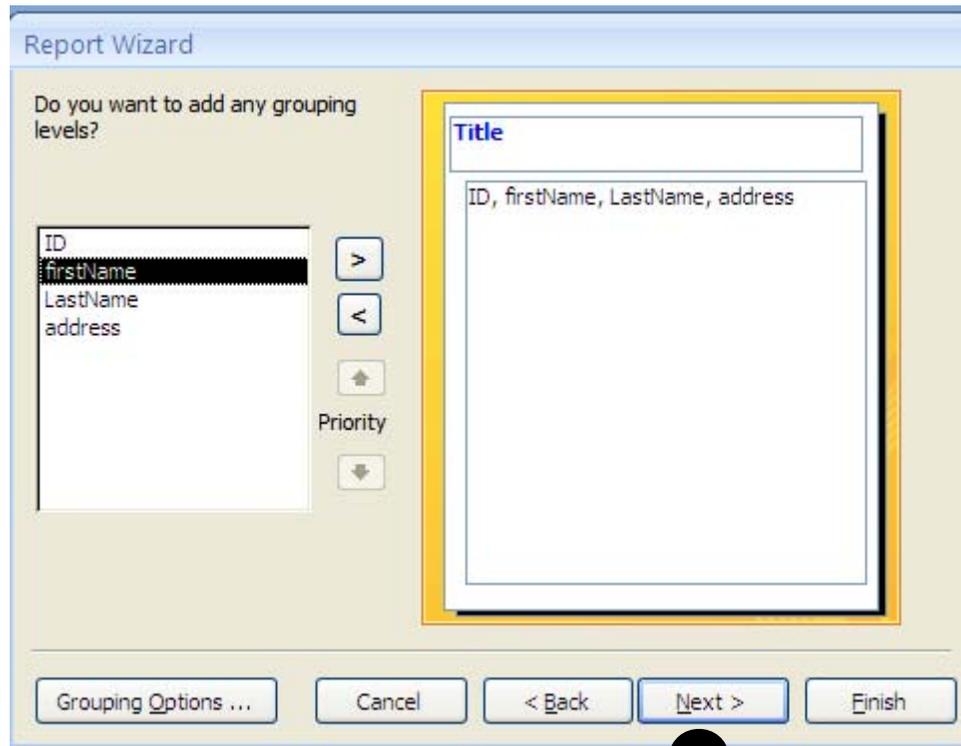
6. [Optional] Decide how to group data together

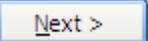
6.1 Select field you want to group records by

6.2 Click



You will then see how the records will be organized

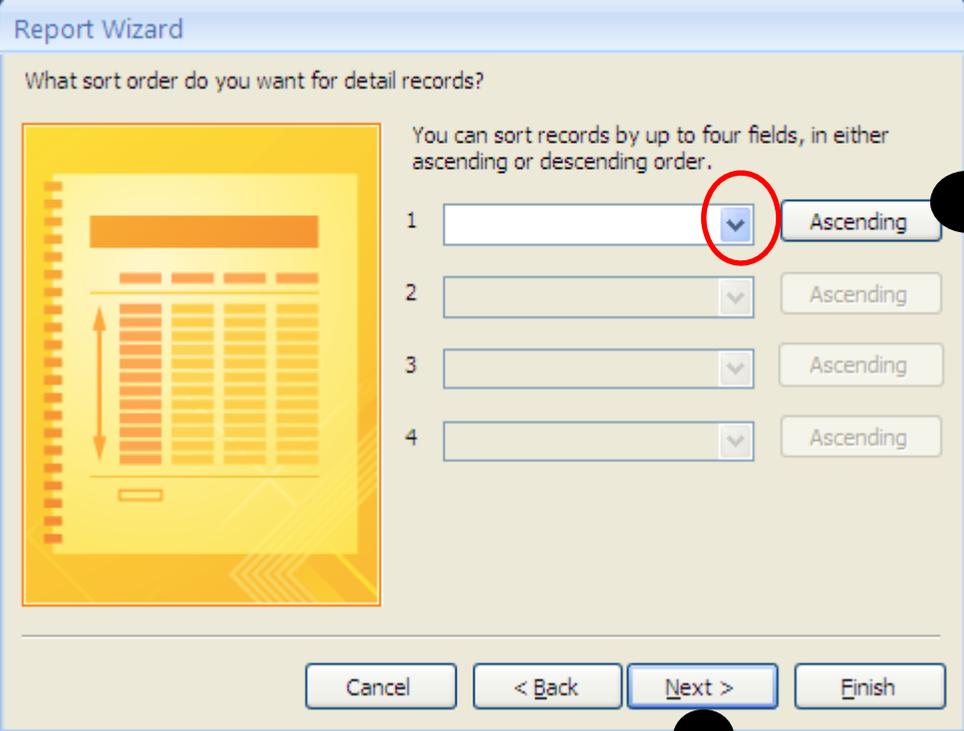


6.3 Click  to continue

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

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

7.2 click 



The screenshot shows the 'Report Wizard' dialog box with the question 'What sort order do you want for detail records?'. It features a preview of a report on the left and a configuration area on the right. The configuration area has four rows, each with a text box, a dropdown arrow, and a sort order button (all currently set to 'Ascending'). A red circle highlights the first dropdown arrow, with an arrow pointing to it from the label '7.1'. A second red circle highlights the dropdown menu that appears, listing 'firstName', '(None)', 'ID', 'firstName', 'lastName', and 'address'. A third red circle highlights the 'Next >' button at the bottom, with an arrow pointing to it from the label '7.2'.

7.1

7.2

8. Select Report Layout, and page orientation

Report Wizard

How would you like to lay out your report?



Layout

Stepped

Block

Outline

Orientation

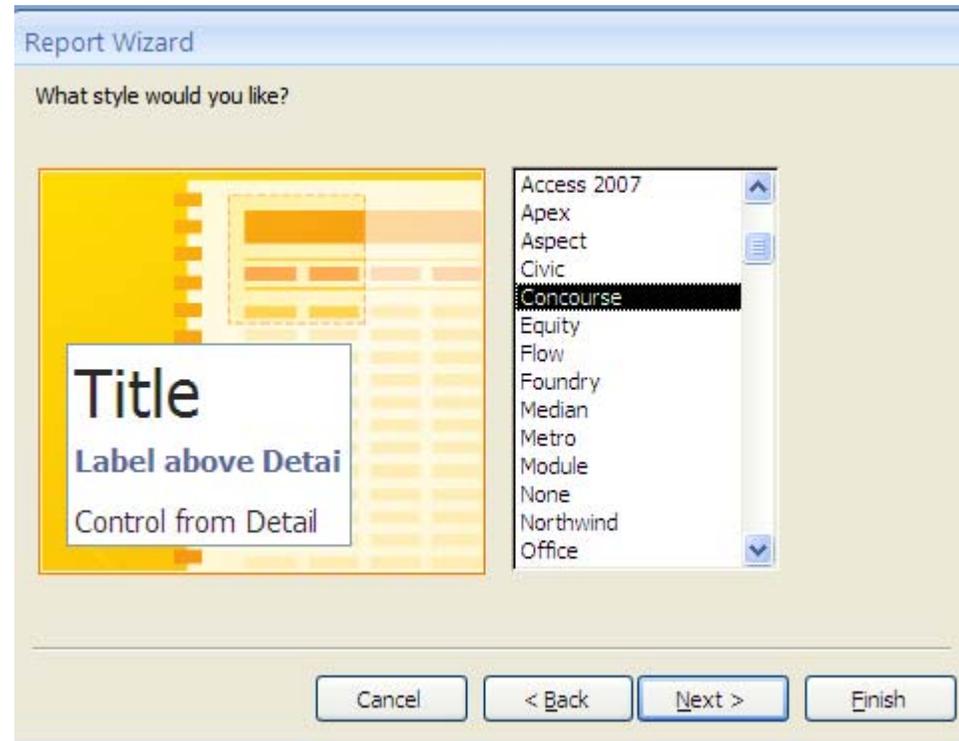
Portrait

Landscape

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

Cancel < Back Next > Finish

9. Select report style



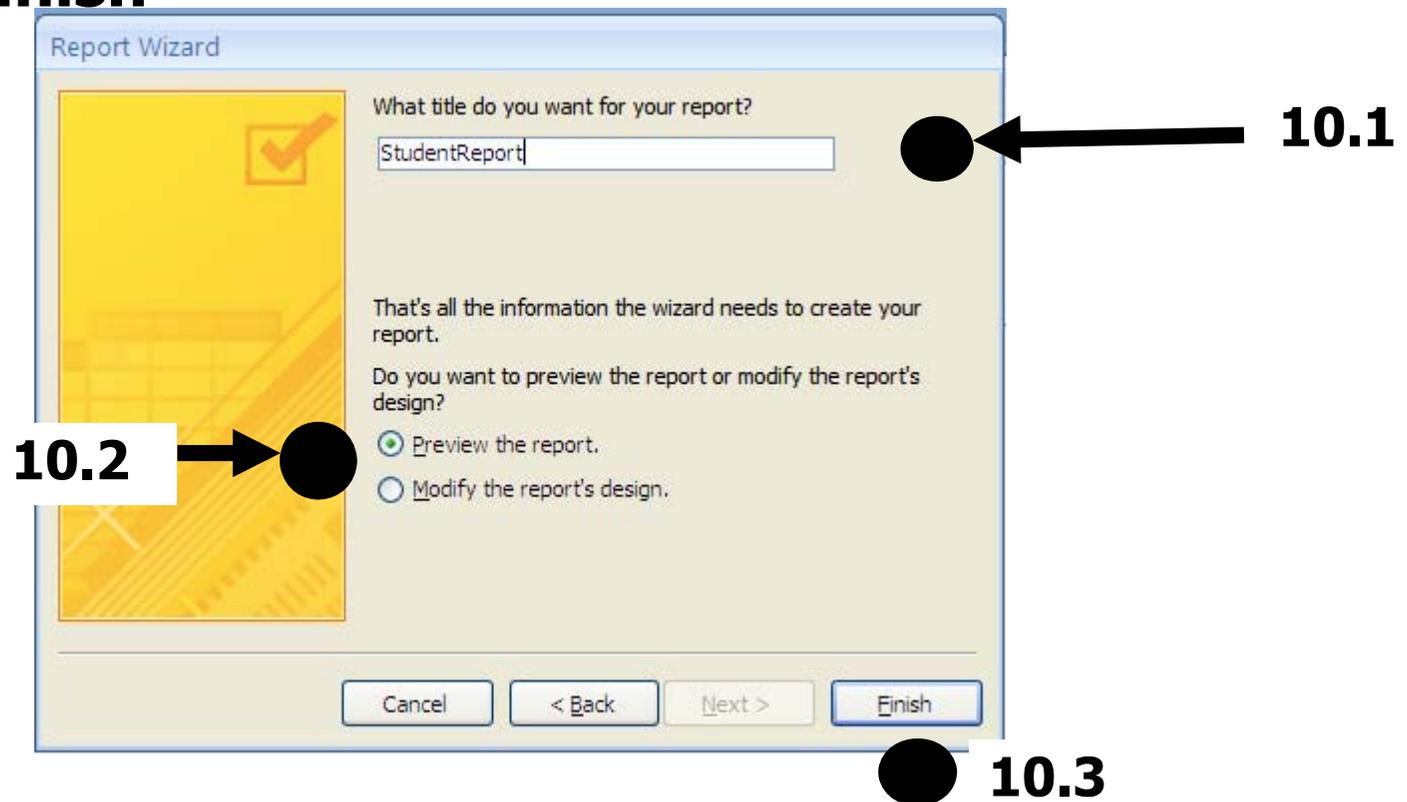
10. Finishing Steps

10.1 Name the report

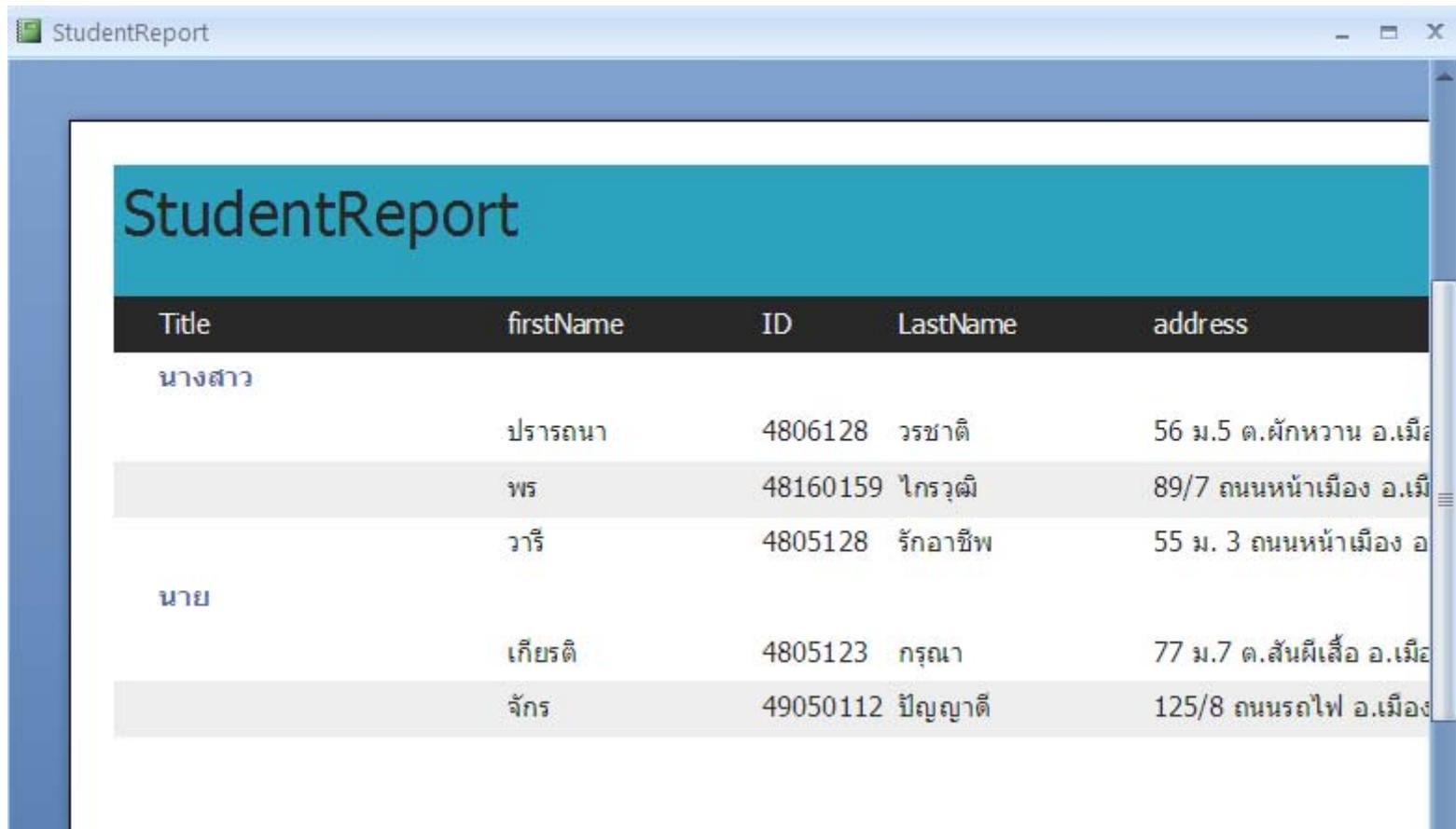
10.2 Select what you want to do with the report

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

10.3 click Finish



The Result



The screenshot shows a web browser window with the title 'StudentReport'. The page content features a teal header with the text 'StudentReport'. Below the header is a table with five columns: 'Title', 'firstName', 'ID', 'LastName', and 'address'. The table is divided into two sections: 'นางสาว' (Miss) and 'นาย' (Mr.).

Title	firstName	ID	LastName	address
นางสาว				
	ปรารถนา	4806128	วรชาติ	56 ม.5 ต.ผักหวาน อ.เมือง
	พร	48160159	ไกรวุฒิ	89/7 ถนนหน้าเมือง อ.เมือง
	วาริ	4805128	รักอาชีพ	55 ม. 3 ถนนหน้าเมือง อ.เมือง
นาย				
	เกียรติ	4805123	กรรณา	77 ม.7 ต.สันผีเสื้อ อ.เมือง
	จักร	49050112	ปัญญาดี	125/8 ถนนรถไฟ อ.เมือง

Report Design

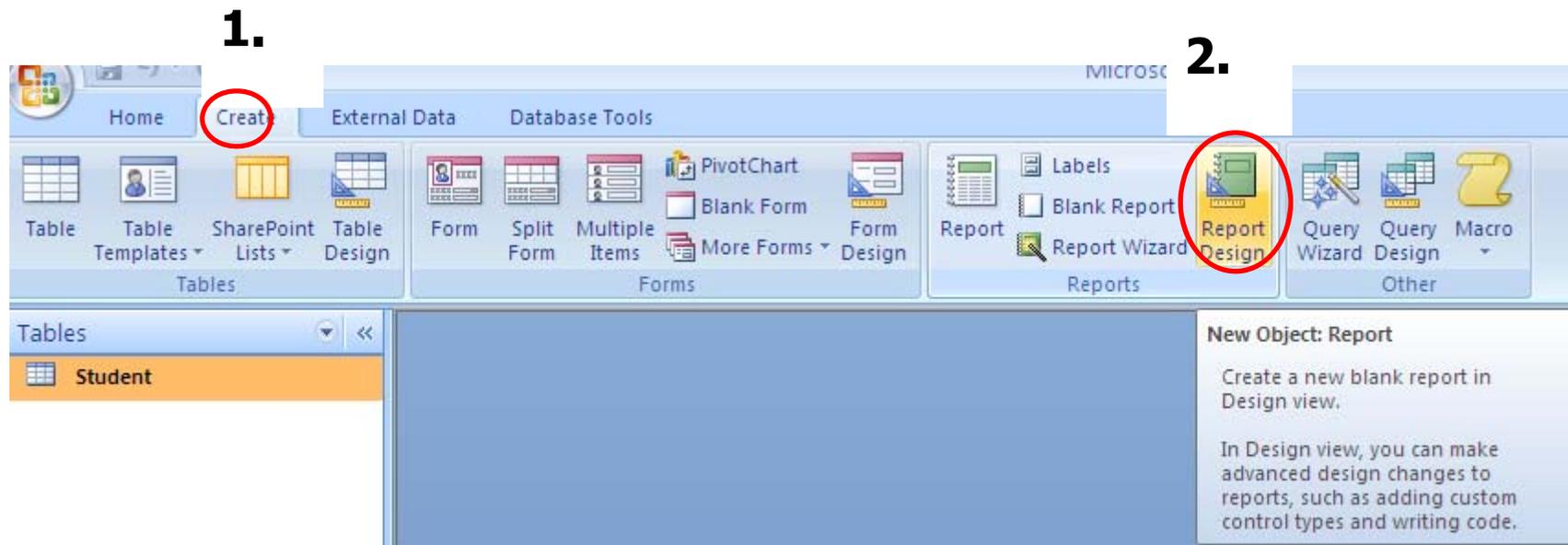
Start from blank report, and you can add in details yourself

Follow these steps

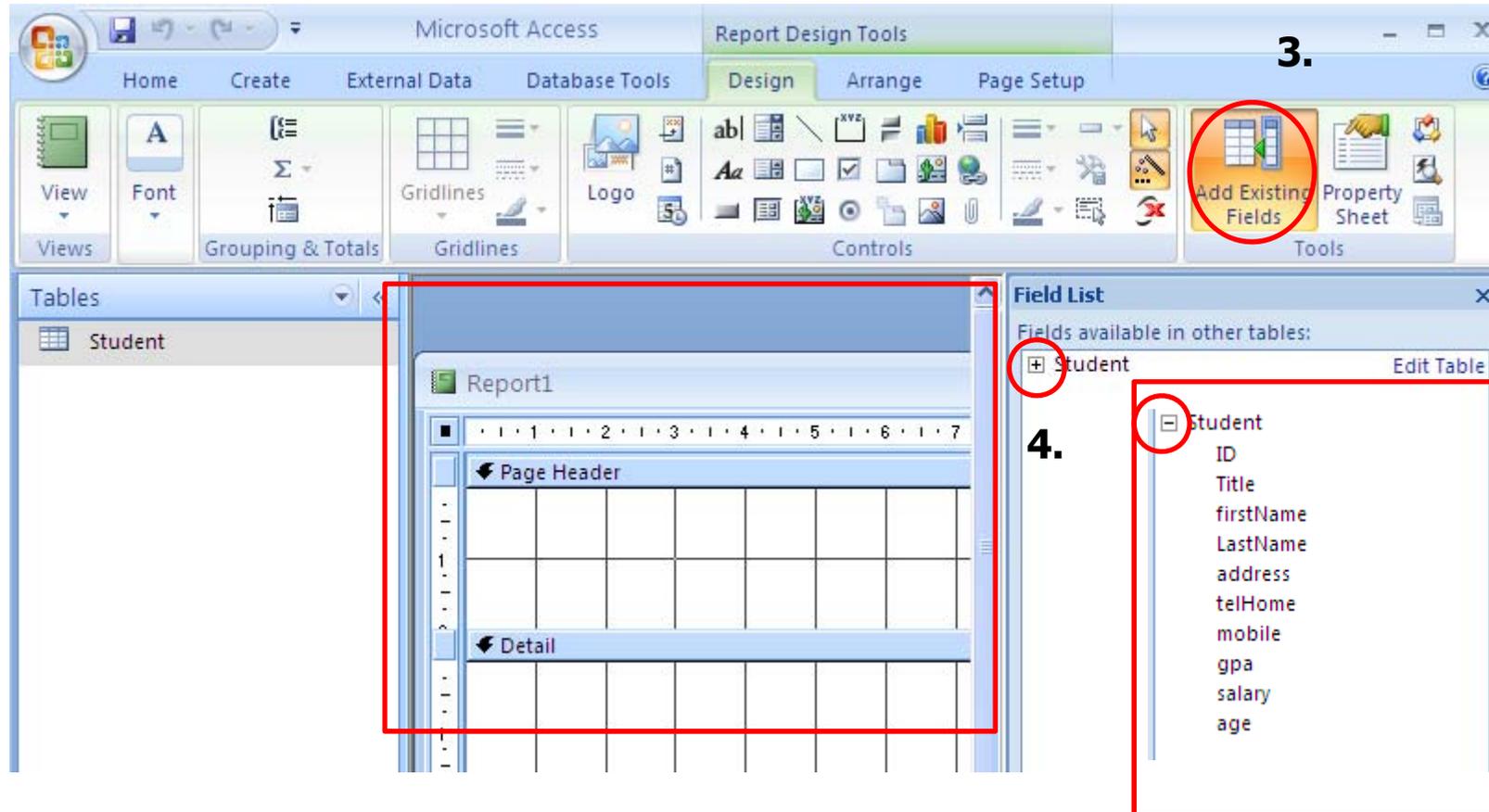
After you select table/query:

1. Click *Create* tab

2. Click *Report Design*



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

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

Page Header										
1										

Detail										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Page Footer										
1										
2										

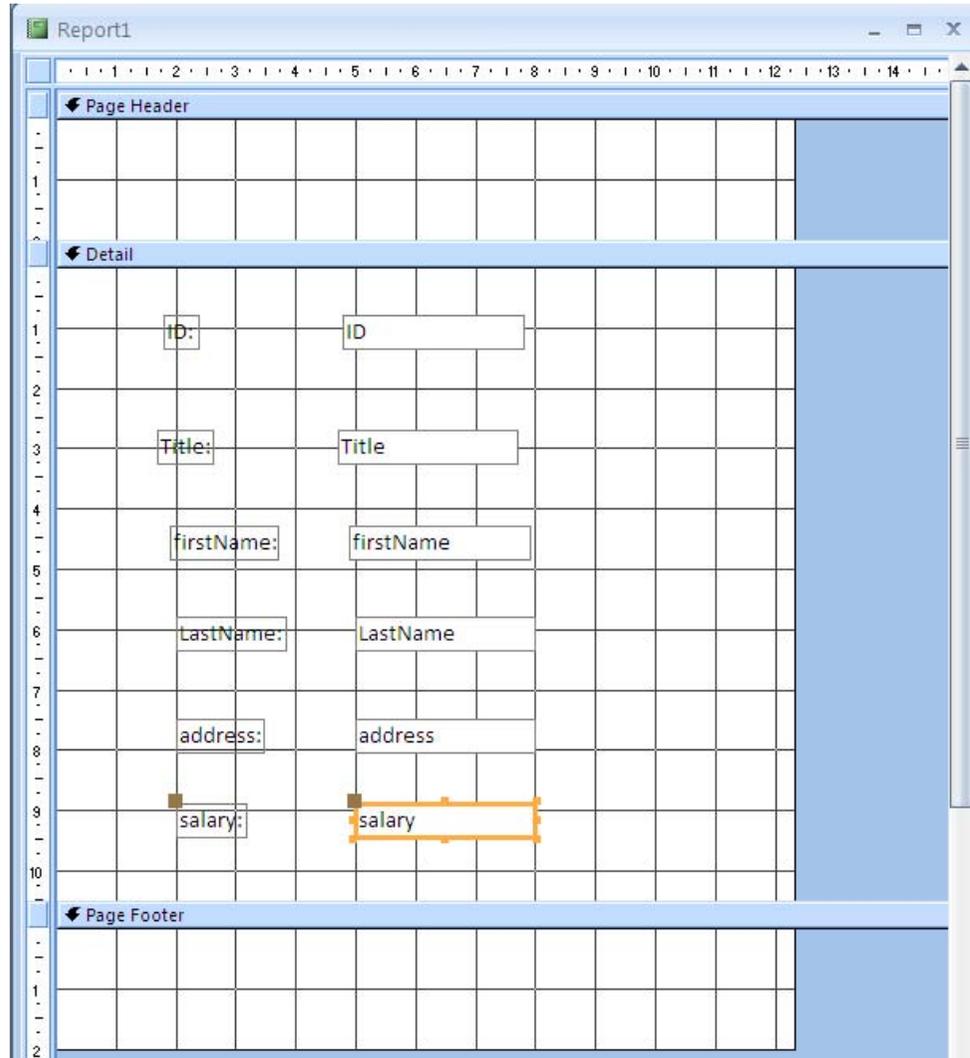
5. Double click or click-and-drag the field to the detail area to add it to the report

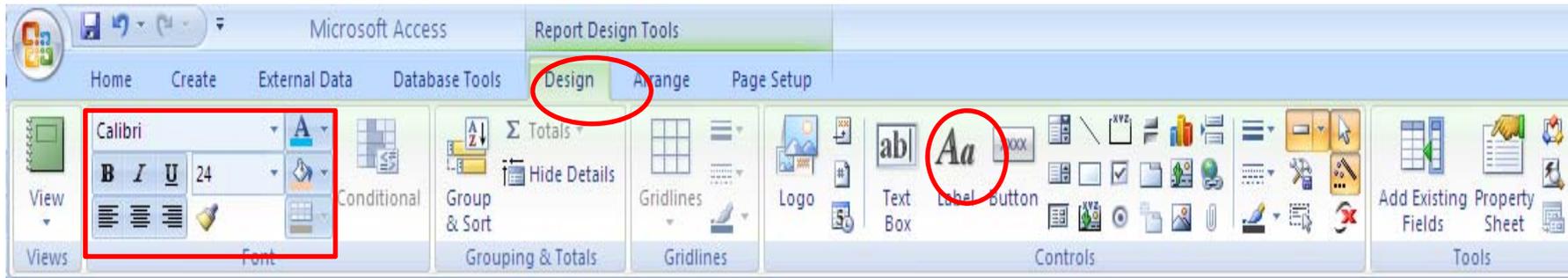
The image shows a screenshot of a report design tool interface. On the left, a report grid is visible with sections for Page Header, Detail, and Page Footer. The Detail section is currently empty. On the right, a 'Field List' pane is open, showing a list of fields available in other tables. A large black arrow points from the 'Field List' pane towards the Detail section of the report grid, indicating the action of adding a field to the report.

Field List
Fields available in other tables:

- Student
 - ID
 - Title
 - firstName
 - lastName
 - address
 - telHome
 - mobile
 - gpa
 - salary
 - age

The report, after we added the fields





Under *Design* tab, you can:

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

Report1

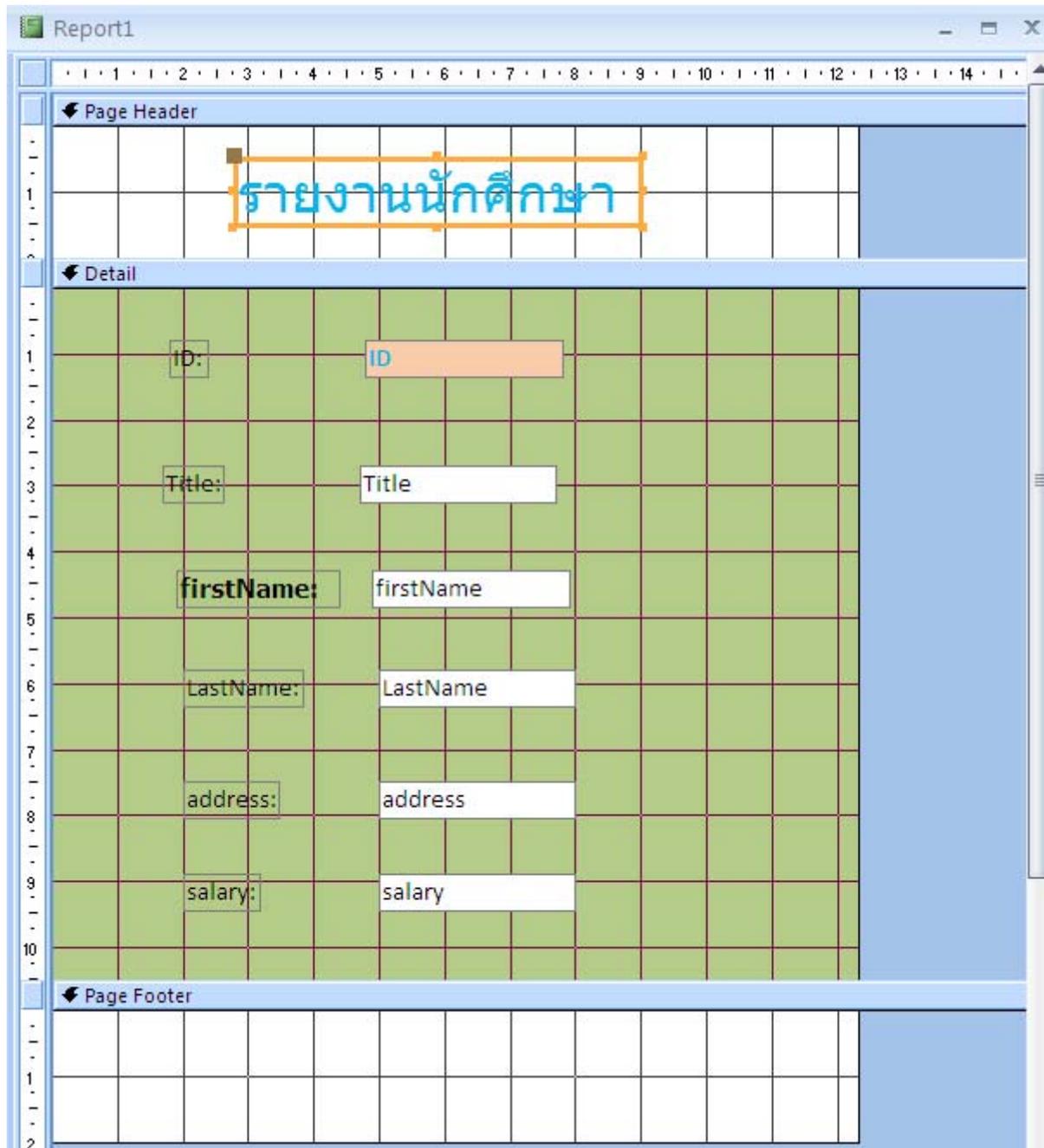
Page Header

รายงานนักศึกษา

Detail

ID:	ID
Title:	Title
firstName:	firstName
lastName:	lastName
address:	address
salary:	salary

Page Footer

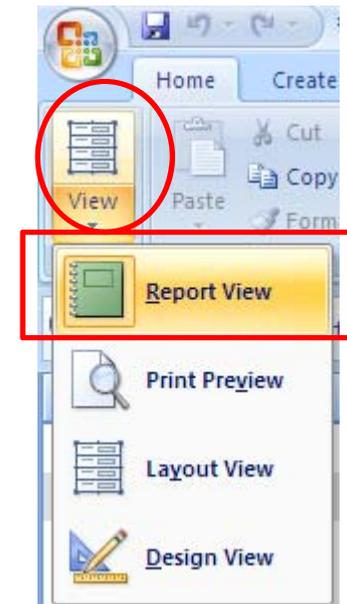


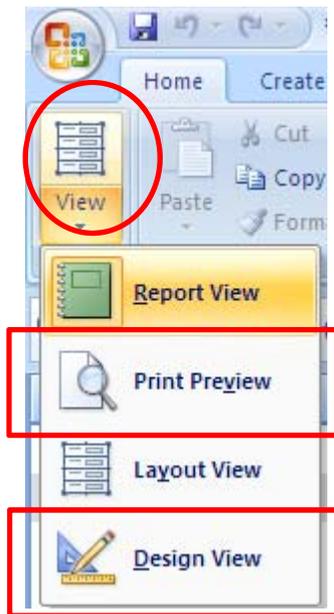
Under Home tab, click View → Report View to view the finished report

Report1sumsa

รายงานนักศึกษา

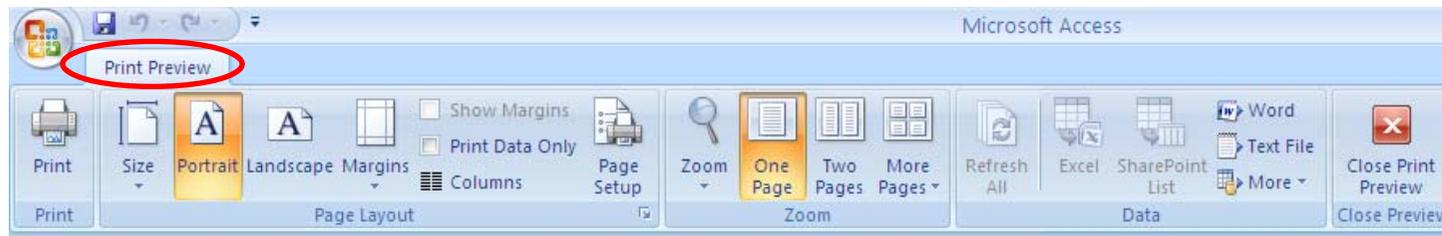
ID:	4805123
Title:	นาย
firstName:	เกียรติ
LastName:	กรุณา
address:	77 ม.7 ต.สันผีเสื้อ
salary:	1500





Other views:

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

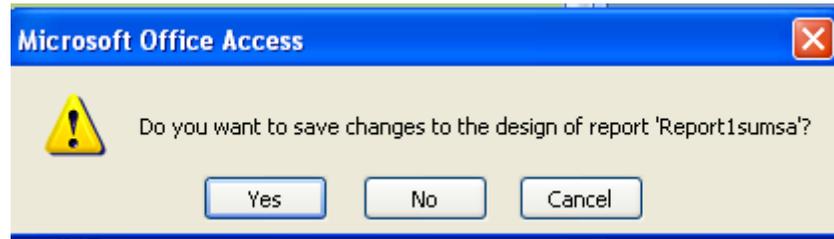


- ***Design View*** brings you back to make further adjustments

If you're done, click



Confirmation window will appear



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