

# Quick Reports

One of the main functions of a database is to be able to display its data as clearly as possible so that it can be communicated and understood. In this way data is processed into information. Microsoft Access offers a variety of different reports that can be used to achieve this. The most common report is called a TABULAR REPORT, however, you can also create COLUMNAR REPORTS, CHARTS or MAILING LABELS. The one database can have several different reports to suit different requirements.

There are also a number of different ways to create these reports. In this chapter you will use the REPORT WIZARD and the REPORT tool to create simple reports in a few mouse clicks. In the next chapter you will use REPORT DESIGN to create more detailed reports.

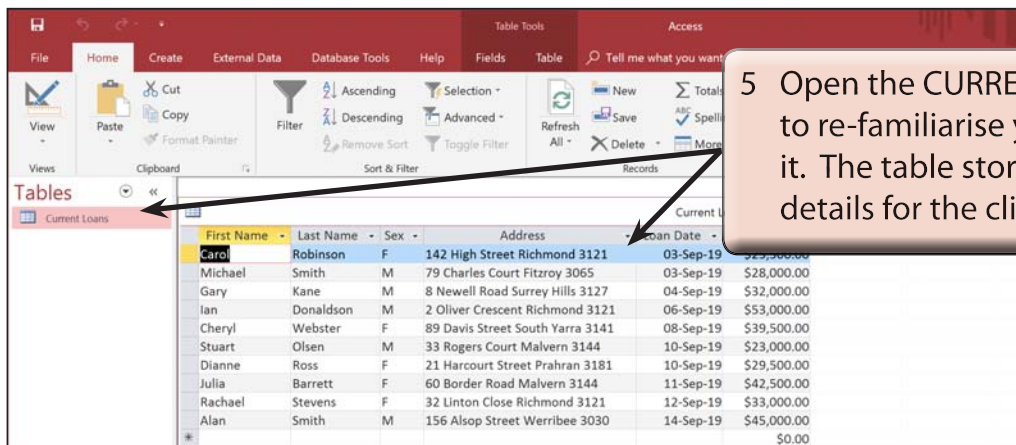
## Loading the Sample File

A database has been prepared for you and it will need to be opened from the ACCESS 2019 SUPPORT FILES

- 1 Load Microsoft Access and click on the OPEN OTHER FILES icon in the START window, or close the current file, click on the FILE tab and select the OPEN icon.
- 2 BROWSE to the CHAPTER 6 folder of the ACCESS 2019 SUPPORT FILES and open the BANK RECORDS 6 file as an OPEN READ-ONLY file.
- 3 Click on the SAVE AS button in the warning bar below the RIBBON.
- 4 Access your ACCESS STORAGE folder, save the file as:

Bank Records 6 Copy

and click on the ENABLE CONTENT button.



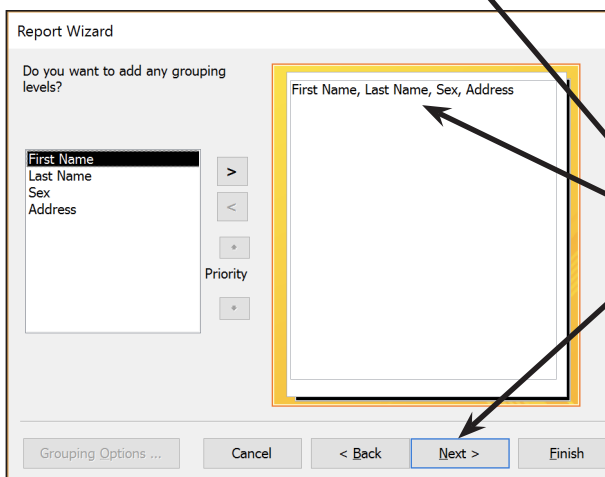
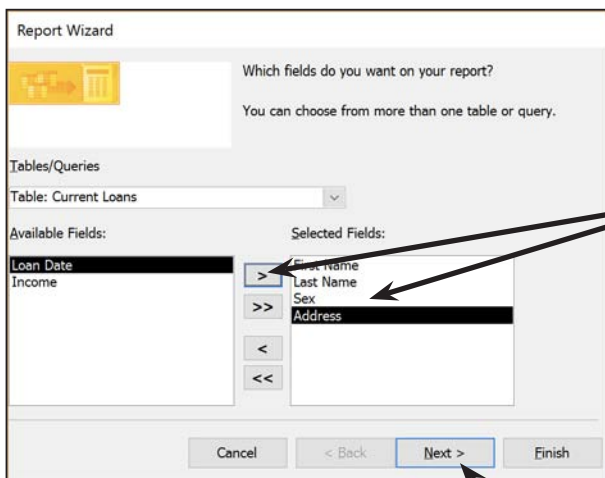
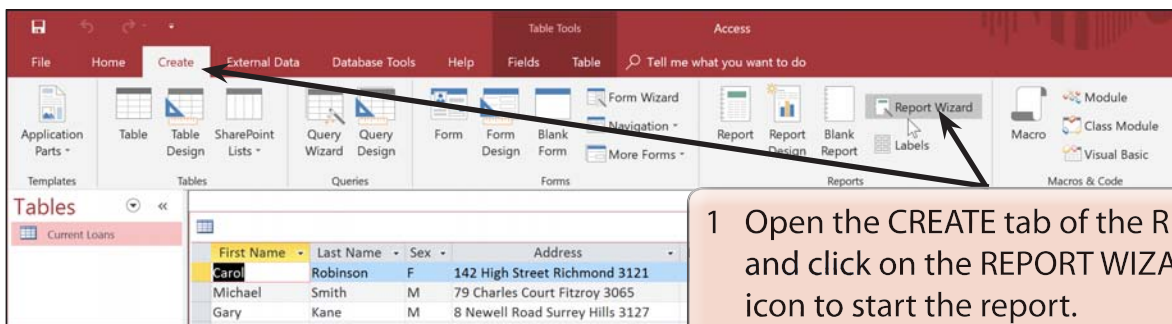
5 Open the CURRENT LOANS table to re-familiarise yourself with it. The table stores the personal details for the clients of a bank.

First Name	Last Name	Sex	Address	Loan Date	Loan Amount
Carol	Robinson	F	142 High Street Richmond 3121	03-Sep-19	\$25,000.00
Michael	Smith	M	79 Charles Court Fitzroy 3065	03-Sep-19	\$28,000.00
Gary	Kane	M	8 Newell Road Surrey Hills 3127	04-Sep-19	\$32,000.00
Ian	Donaldson	M	2 Oliver Crescent Richmond 3121	06-Sep-19	\$53,000.00
Cheryl	Webster	F	89 Davis Street South Yarra 3141	08-Sep-19	\$39,500.00
Stuart	Olsen	M	33 Rogers Court Malvern 3144	10-Sep-19	\$23,000.00
Dianne	Ross	F	21 Harcourt Street Prahran 3181	10-Sep-19	\$29,500.00
Julia	Barrett	F	60 Border Road Malvern 3144	11-Sep-19	\$42,500.00
Rachael	Stevens	F	32 Linton Close Richmond 3121	12-Sep-19	\$33,000.00
Alan	Smith	M	156 Alsop Street Werribee 3030	14-Sep-19	\$45,000.00
					\$0.00

## Using the Report Wizard

### A Tabular Reports

We will create a TABULAR REPORT using the REPORT WIZARD where field names appear at the top of columns and the records are listed in rows under those headings. It is similar to displaying data from a spreadsheet and it is the most efficient way to print large numbers of records.



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 Last Name  Ascending

2 First Name  Ascending

3  Ascending

4  Ascending

Cancel < Back Next > Finish

4 The next window asks about the SORT ORDER. Use the down arrows to set the first sort box to LAST NAME and the second sort box to FIRST NAME.

5 In both cases leave the boxes next to the fields as ASCENDING (A to Z) and click on the NEXT button.

**NOTE: This will sort the report into LAST NAME order first. If any of the clients have the same LAST NAME those clients will be sorted into FIRST NAME order.**

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

6 The next window asks about the layout of the report. Leave TABULAR selected in the LAYOUT frame and PORTRAIT (or normal) selected in the ORIENTATION frame, then click on the NEXT button.

Report Wizard

What title do you want for your report?

Client Addresses

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

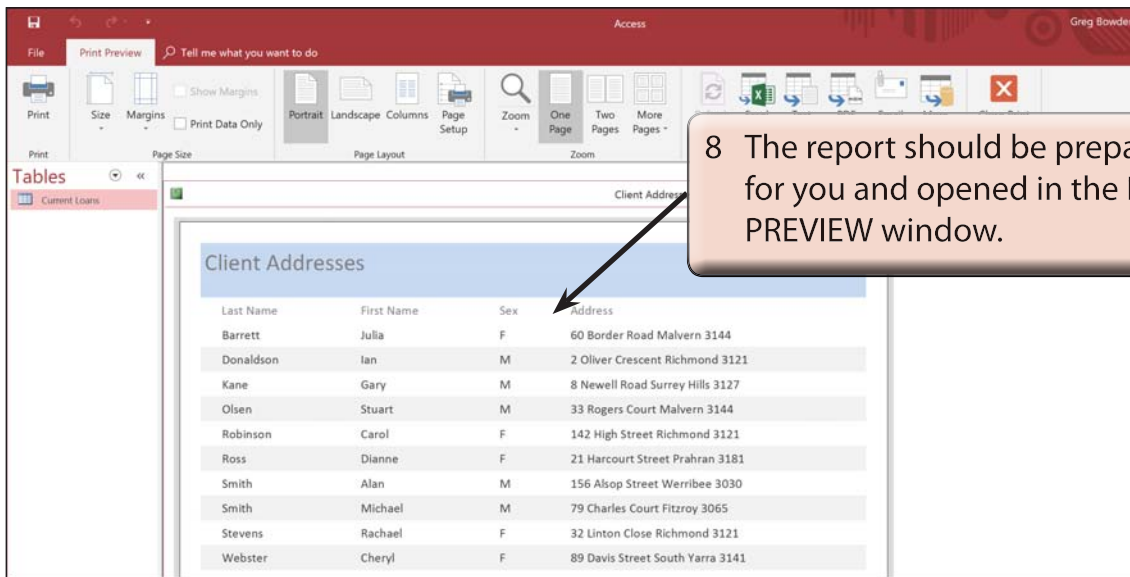
Modify the report's design.

Cancel < Back Next > Finish

7 Finally, you will be asked to enter a title for the report. Enter:

Client Addresses

and click on the FINISH button.



## B Looking at the Report

