

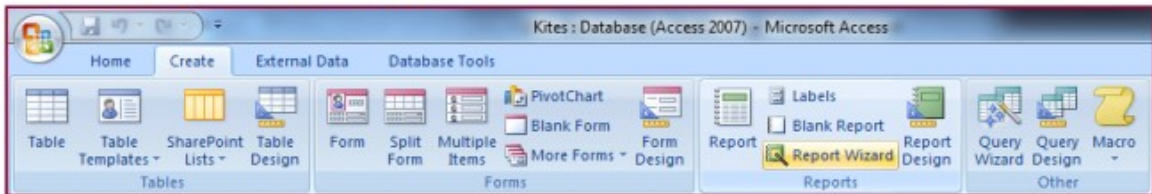
Creating the report using the Kites Order Query – How to do it:

The Problem: Produce a report which:

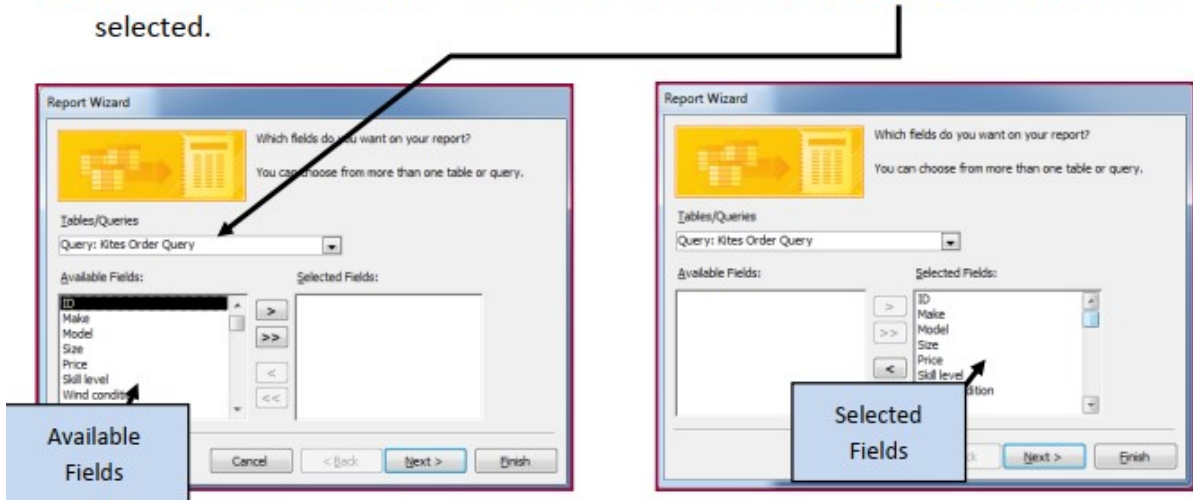
- 4.** Shows all the **fields** and their **labels in full**
- 5.** Fits on a **single page**
- 6.** Has a **page orientation** of **landscape**
- 7.** Sorts the data into **ascending order of Make** (with Airush at the top)

Once we have our completed query we can take this information and display it in the form of a report.

1. Click **Create** and then **Report Wizard**.



2. On the next screen, you should make sure that **Kites Order Query** option is selected.

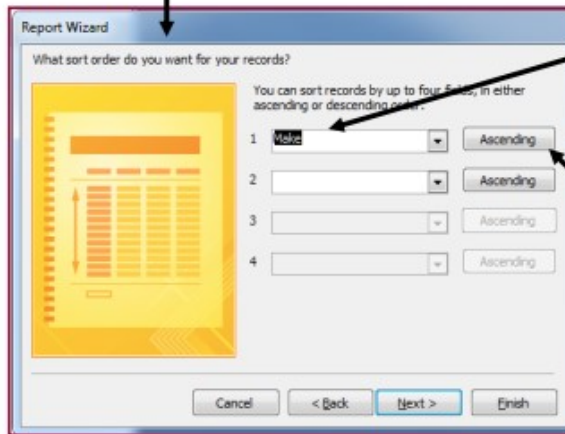


Use the **arrows** to move the fields from the **Available Fields:** window into the **Selected Fields:** window.

Press **Next** and the **Next** again.

Sorting data into ascending order of make:

3. In the **Sort Order** section, use the drop-down box to select the **Make Field**.



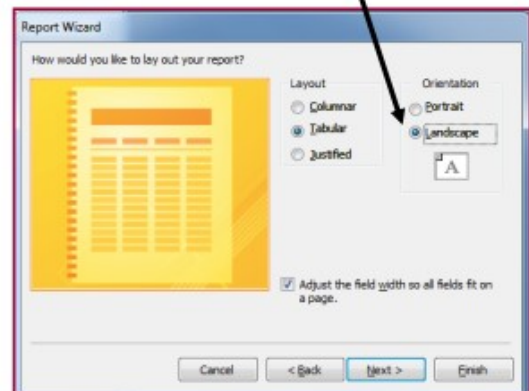
Make sure that it is set to **Ascending** (Low to High).

Click **Next**.

Landscape page orientation:

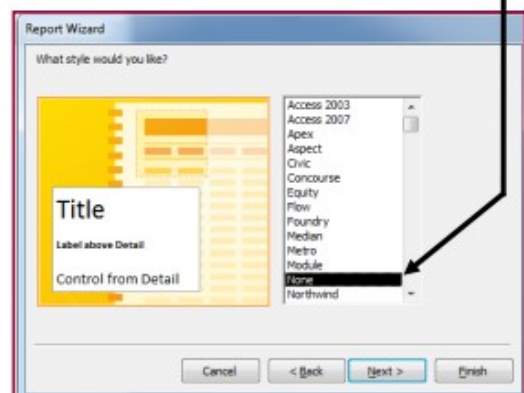
4. Set the **Page Orientation** to **Landscape** (Wide) and leave Layout as Tabular.

Click **Next**.



5. Choose a **Design** for your report (I chose 'None' option as it is easier to re-design later)

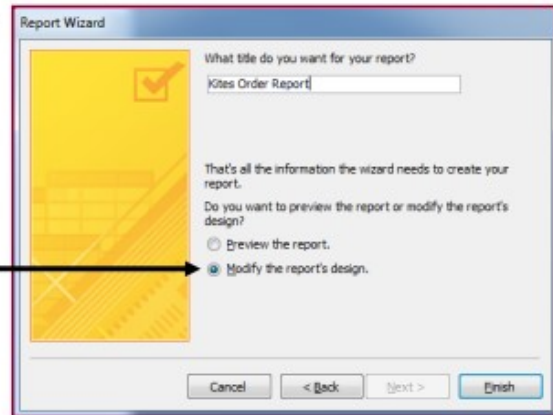
Click **Next**.



6. Choose a report name which suits the task (I chose **Kites Order Report**).

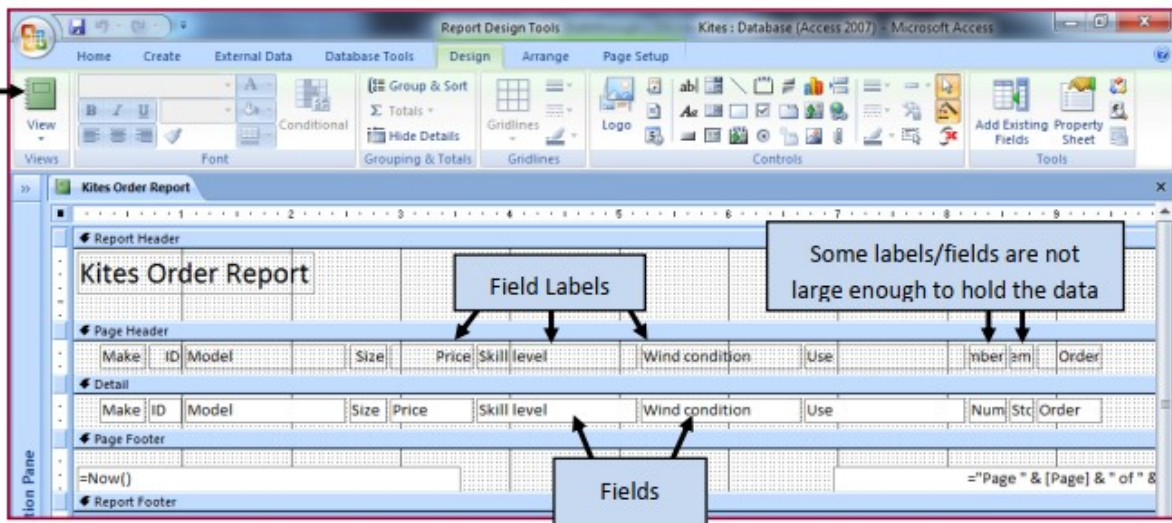
Select the **'Modify the Query Design'** option. This lets us customise our report.

Click **Finish**.



Showing all fields and labels and making sure the report fits onto a single page:

1. You should be in **Report Design View**. It looks like this:



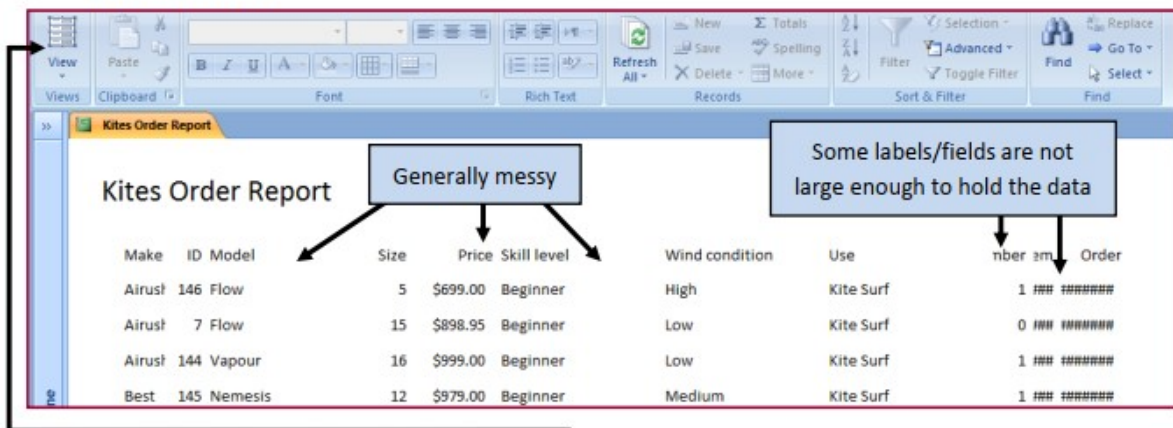
Clearly this report needs some work for the following reasons:

- It is messy
- The labels and fields are not large enough to display the information
- The report does not fit onto a page.

If I ran this report in **Report View** you will see what I mean.



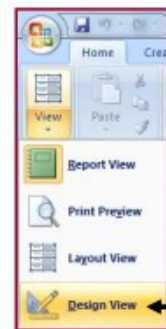
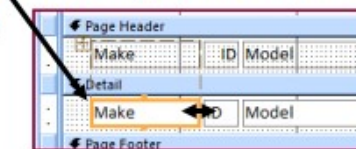
Report View:



Resizing Fields

2. Click the drop down arrow on the **View** option and select **Design View**. This lets us make the required changes.

3. Click on the **Make** field and drag the handles out to create more space for the information.

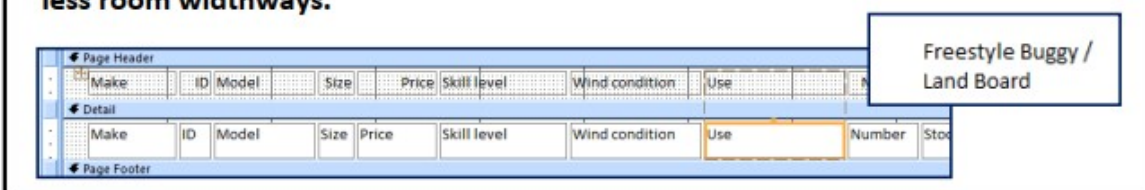


4. Click back on **Report View** to make sure that the field has been resized enough to hold all of the information. It looks okay.



5. Continue doing this until all of the fields are just the right size to hold the information. You may need to reduce the size of some of them if they are too large.

NOTE: Fields can also be resized to make them higher instead of wider. This is useful to force longer pieces of data onto a new line and, therefore, take up less room widthways.



Kites Order Report

Fields all large enough to hold the information

Make	ID	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order
Airush	146	Flow	5	\$699.00	Beginner	High	Kite Surf	1	Yes	\$2,097.00
Airush	7	Flow	15	\$898.95	Beginner	Low	Kite Surf	0	Yes	\$2,696.85
Airush	144	Vapour	16	\$999.00	Beginner	Low	Kite Surf	1	Yes	\$2,997.00

Aligning Fields

Fields needs to be further apart

1. **ID, Model, Price** and **Skill Level** fields could benefit from being further apart. This will make them easier to read.

2. Move the cursor into the **Page Header** section and click on the **ID** label.

Kites Order Report

Page Header

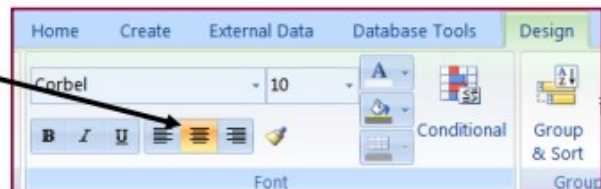
Make	ID	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order
------	----	-------	------	-------	-------------	----------------	-----	--------	------------	-------

Detail

Make	ID	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order
------	----	-------	------	-------	-------------	----------------	-----	--------	------------	-------

Page Footer

3. Centre the label using the **Centre Alignment** tool in the **Design** tab.



4. Repeat this for the **ID** field in the **Detail section**.

5. Use the same techniques to re-align the other problem areas in the report.

Kites Order Report

Much neater layout

Make	ID	Model	Size	Price	Skill level	Wind condition	Use	Number	Stock item	Order
Airush	146	Flow	5	\$699.00	Beginner	High	Kite Surf	1	Yes	\$2,097.00
Airush	7	Flow	15	\$898.95	Beginner	Low	Kite Surf	0	Yes	\$2,696.85
Airush	144	Vapour	16	\$999.00	Beginner	Low	Kite Surf	1	Yes	\$2,997.00

References:

1. www.tutorialspoint.com.
2. Mark Nicholls," MICROSOFT ACCESS STEP BY STEP GUIDE",55.
3. "Microsoft Access Basics Database Fundamentals ",2017.
4. "MICROSOFT ACCESS 2016", 2017 The University of Nottingham.