Databases Step 3: Reports
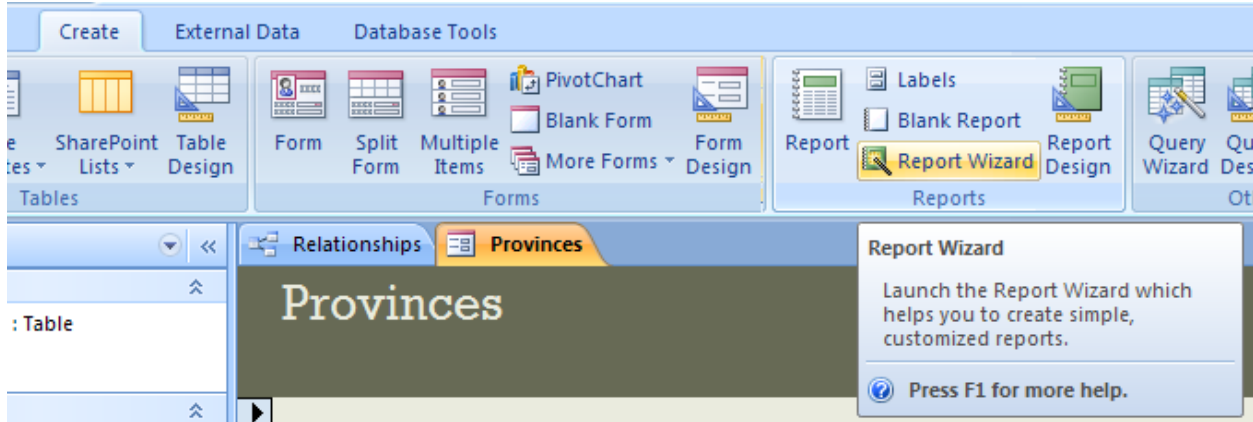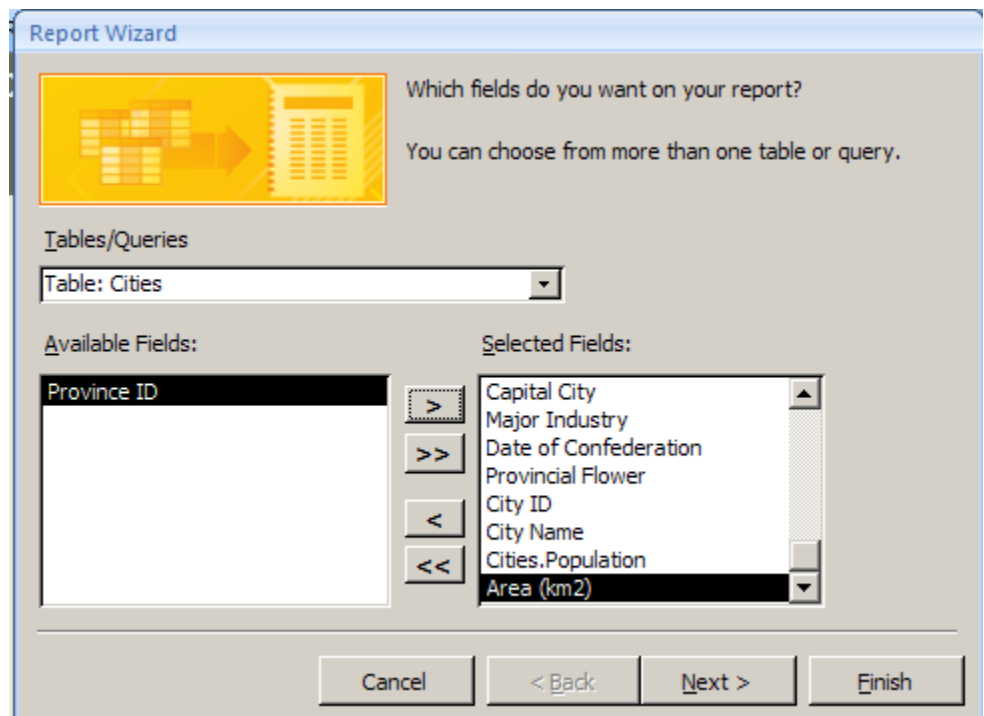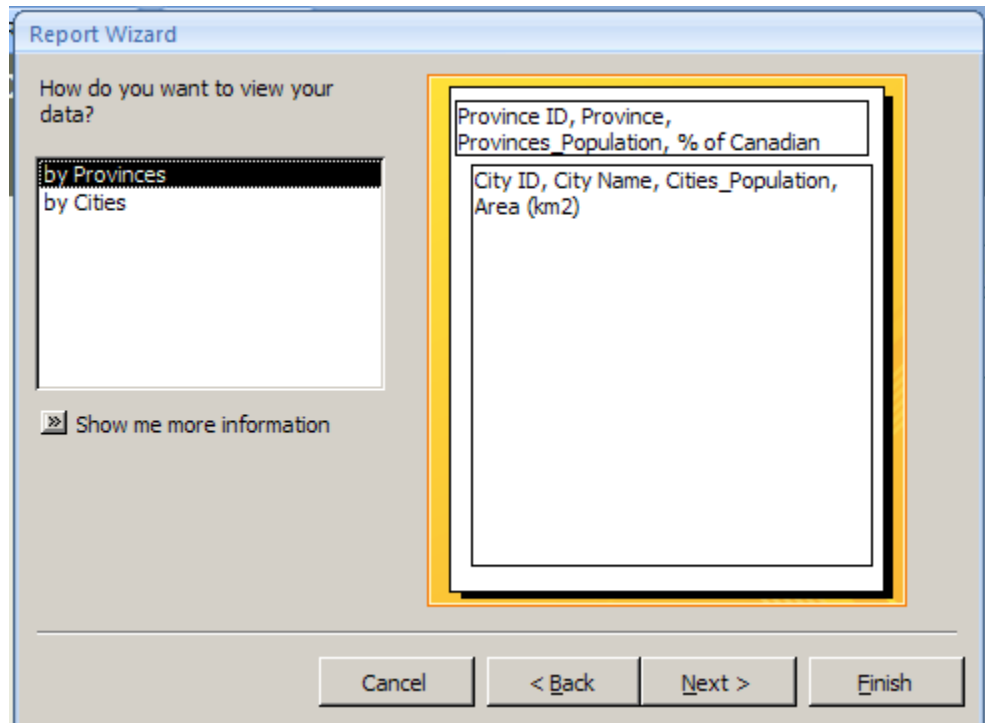
The last aspect of databases that we wil study will be reports. Reports allow you to quickly view the material of a database in a structured, meaningful way. To create a report click on the **Create** Tab and click the **Report Wizard** Button. This will cause the report wizard to open.
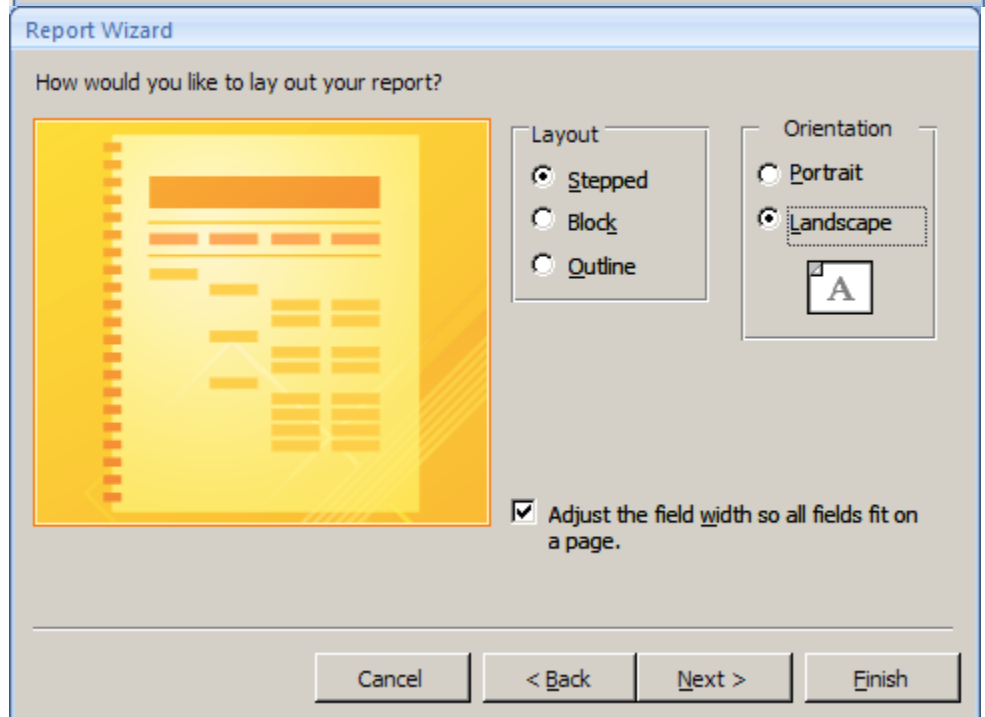

The first report window asks you what information you want to include with your report. Select everything except Province ID from your cities table. Your window should resemble this:
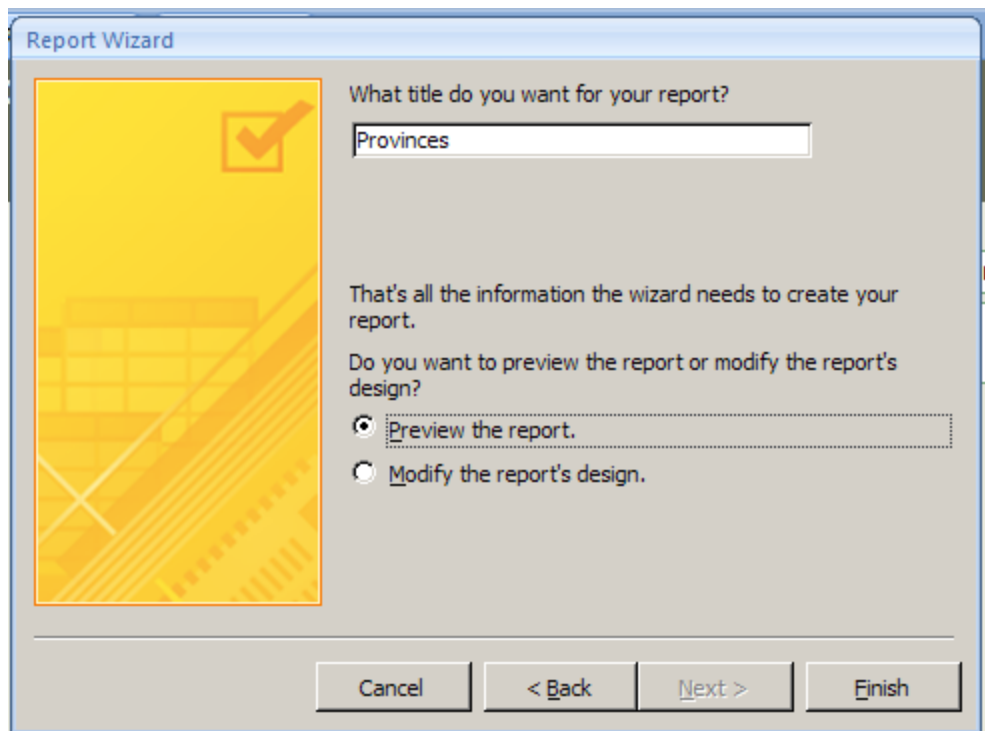
In the next window, make you you arrange your information **by province** and click next. The next two windows offer you some additional sorting options. They are unnecessary at this time so click next two more times.

Report Wizard

How do you want to view your data?

by Provinces
by Cities

Province ID, Province, Provinces_Population, % of Canadian

City ID, City Name, Cities_Population, Area (km2)

» Show me more information

| Cancel | < Back | Next > | Finish |

In this window, select **landscape** for the orientation to better display your information and click next.

Report Wizard

How would you like to lay out your report?

Layout
◉ Stepped
○ Block
○ Outline

Orientation
○ Portrait
◉ Landscape

A

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

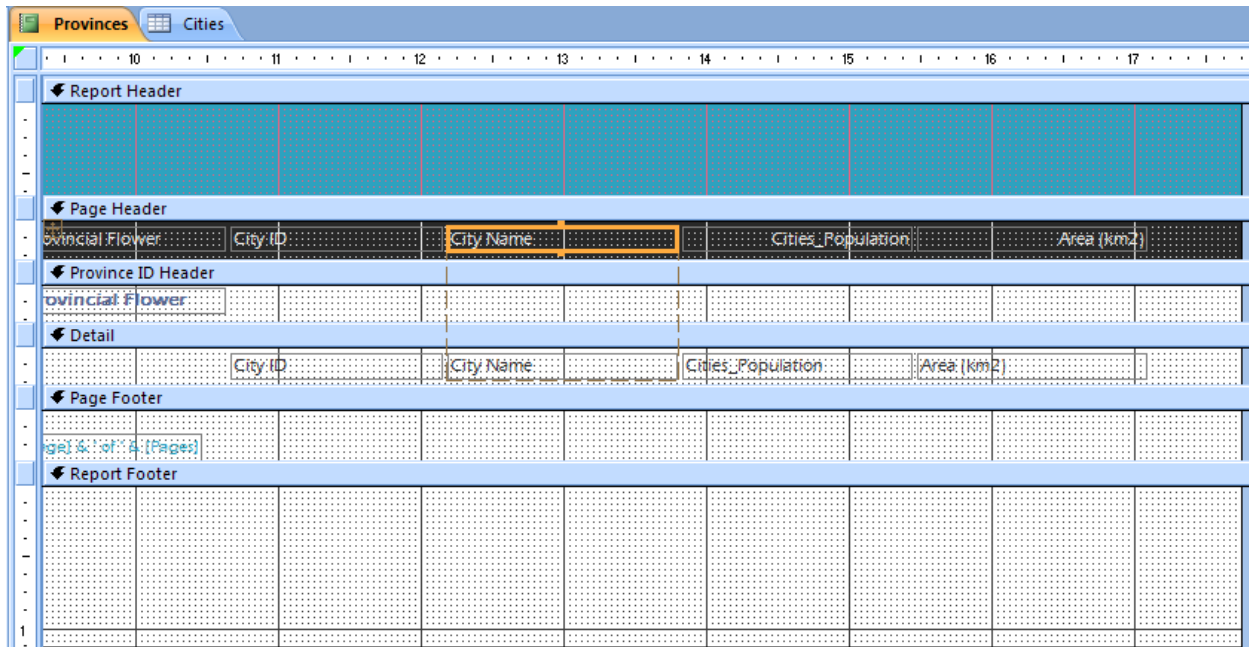| Cancel | < Back | Next > | Finish |

Pick a style that appeals to you and click next once more. Now, the setup for your report is complete so click finish and Access will generate your report for you.

Here is an example of what your report may look like:

	Provinces	Cities

Provinces

Provin	Province	nces_Population	anadian Population	Capital City	Major Industry	of Confederation	City ID	City Name
AB	Alberta	50,000,000	10.90%	Regina	Oil	############		
							CA	Calgary
							ED	Edmonton
ON	Ontario	50,000,000	38.40%	Toronto	Manufacturing	############		
							OWE	Owen Sound
							TOR	Toronto
QC	Quebec	50,000,000	23.60%	Quebec City	Mining	############		
							QUE	Quebec City

Note the series of octothorpes under the confederation date. This means that there is not enough space in that column to display all the necessary information. To change that, enter design mode for the report and customize the column sizes to better display the data. To do this, click on a column title. This should display an orange box around that column and only that column (See next page). Position your mouse near the edge of the box until it turns into resizing arrows and click and drag to adjust the size.

In addition, you can adjust the alignment and formatting of each column just like editing text in word by using the tools across the top of the screen. In addition, you can quickly select different options by right-clicking on a column and accessing the quick menu. Feel free to play around with different

formatting.

When you are content with your formatting, show me your completed report. This concludes the databasing aspect of the course. Cudos.