

REPORTS AND FORMS:

the finishing touches
for Access reporting

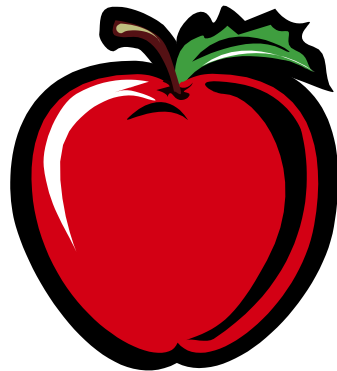
Presented by: _____

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QUERIES vs. REPORTS

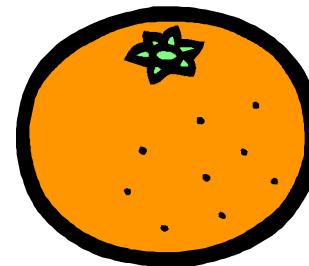
QUERIES:

- EXTRACT DATA FROM TABLES
- SUPPORT CRITERIA
- PERMIT EXPRESSIONS
- PERMIT GROUPING
- PERMIT SORTING
- SELECT SPECIFIC FIELDS
- SELECT SPECIFIC RECORDS
- JOIN INFO FROM MULTIPLE TABLES



REPORTS:

- PRETTIFY DATA FROM QUERIES OR TABLES
- CALCULATE TOTALS
- PERMIT EXPRESSIONS
- PERMIT GROUPING
- PERMIT SORTING
- SELECT SPECIFIC FIELDS
- ARE BASED ON ONE QUERY OR TABLE



REPORT ELEMENTS

Item Status - Lost System Applied : Report

Report Header

Item Status - Lost System Applied

Page Header

PERM_LOCATION Header

Location PERM_LOCATION

Detail

CALL_NO TITLE ENUMERATION CHRONOLOGY YEAR

BARCODE

Page Footer

=Now()

Report Footer

- HEADERS
- DETAIL AREA
- FOOTERS
- LABELS
- TEXT BOXES
- LINES

Periodic Table of the Elements

1A																	2	
1	H																	He
2	Li	Be											B	C	N	O	F	Ne
3	Na	Mg											Al	Si	P	S	Cl	Ar
4	K	Ca	Sc	Ti	V	Cr	Mn	Fe	Co	Ni	Cu	Zn	Ga	Ge	As	Se	Br	Kr
5	Rb	Sr	Y	Zr	Nb	Mo	Tc	Ru	Rh	Pd	Ag	Cd	In	Sn	Sb	Te	I	Xe
6	Cs	Ba	*La	Hf	Ta	W	Re	Os	Ir	Pt	Au	Hg	Tl	Pb	Bi	Po	At	Rn
7	Fr	Ra	+Ac	Rf	Ha	106	107	108	109	110								
* Lanthanide Series			Ce	Pr	Nd	Pm	Sm	Eu	Gd	Tb	Dy	Ho	Er	Tm	Yb	Lu		
+ Actinide Series			Th	Pa	U	Np	Pu	Am	Cm	Bk	Cf	Es	Fm	Md	No	Lr		

REPORT OVERVIEW

Item Status - Lost System Applied : Report

Report Header

Item Status - Lost System Applied

Page Header

PERM_LOCATION Header

Location	PERM_LOCATION
Item Status - Lost System Applied	
Page Footer	
=Now()	
Report Footer	
Location	Juvenile Education
PZ7 K2253 Hi 1988 92368	Hi, Cat! / Ezra Jack Keats.
PZ7 L5215 Vi 1988 80132	Visit from Dr. Katz / by Ursula K. Le Guin ; illus.
Location	Main
342 B84 00214	American commonwealth / by James Bryce, Ch v.1
342 B84 00222	American commonwealth / by James Bryce, Ch v.2

Page: 1

- RUN QUERY
- DO REPORT HEADER
- DO PAGE HEADER
- DO LOCATION HEADER
- ★ DO DETAIL (FROM QUERY RESULTS) UNTIL:
1. NEW LOCATION → DO LOCATION HEADER, RETURN TO ★
 2. FILL PAGE → DO PAGE FOOTER, GO TO NEXT PAGE, DO PAGE HEADER, RETURN TO ★
 3. NO MORE RECORDS → DO REPORT FOOTER, DO FINAL PAGE FOOTER AND EXIT

WIZARD

THE REPORT WIZARD MAKES IT EASY TO CREATE A FIRST DRAFT OF A REPORT

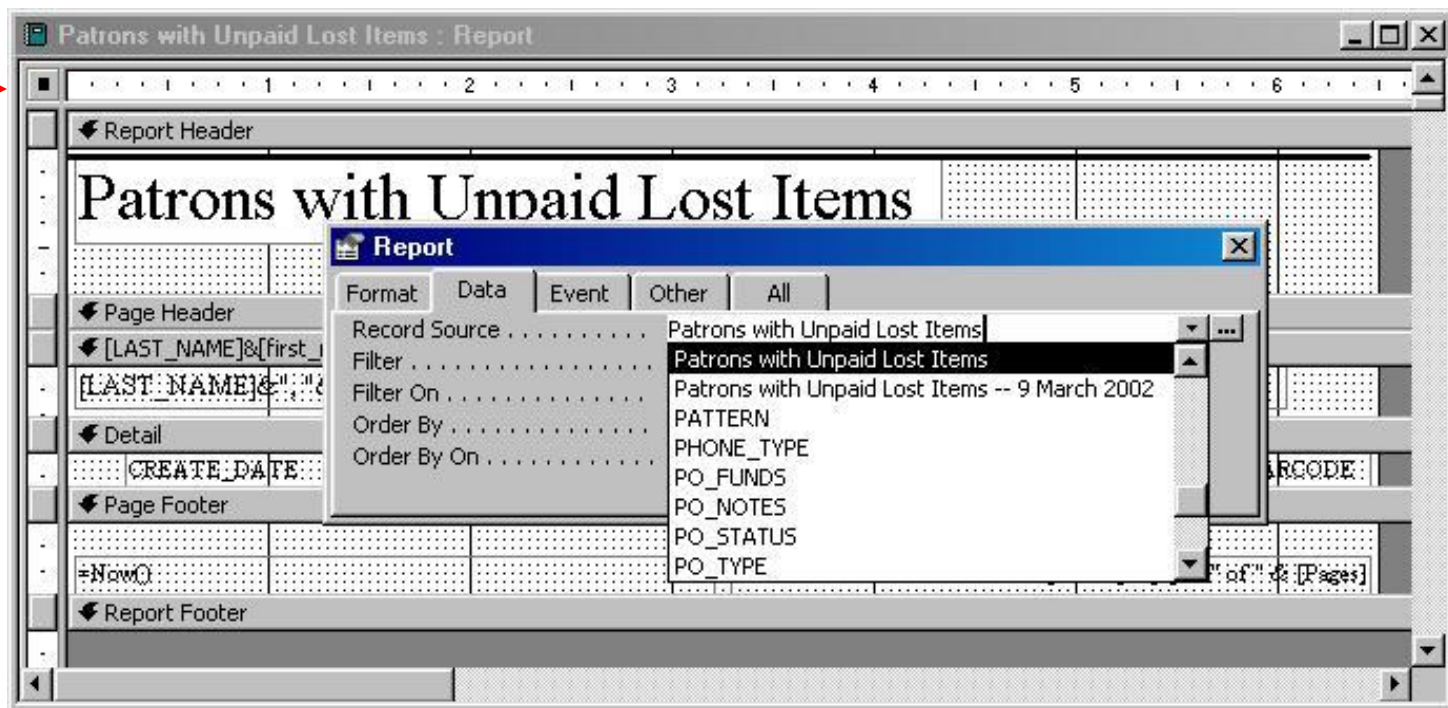



Report1 : Report

Item Status - Lost System Applied1									
PERM_LOCATION Header									
PERM_LOCATION	PERM_LOCATION								
NORMALIZED	ENUMERATION	CHRONOLOGY	YEAR	TITLE		ITEM_ST	JS_DATE	CALL_NO	
=Now()									
									=Page

CHANGING THE DATA SOURCE

*RIGHT
CLICK*



YOU CAN CHANGE THE SOURCE ON WHICH YOUR REPORT WILL BE BASED. THIS CAN BE A BIG HELP IN TESTING, SO YOU DON'T HAVE TO RUN A SLOW QUERY OVER AND OVER TO PERFECT A REPORT.

GROUPING

EXPRESSIONS

GROUP TOTALS

FORMAT ALIGN

FORMAT SIZE

CAN GROW

CAN SHRINK

EVENT PROCEDURES

FORMS

What are forms good for?

- Data entry/data display
- Switchboard

Wizard (for data entry/data display—not useful for switchboards)

Form Properties

Command buttons

Event Procedures

Preview vs. Print

Parameters and combo boxes