REPORTS EXPLANATION

A report is a summary of information that is located in one or more Microsoft Access Database Tables. Reports can be used to enhance the output of the information by adding graphics, lines, calculations, titles, and headers and footers. In addition to providing detailed and summary information, reports can also provide the features listed below:

* Attractive formatting to help make the report easier to read and understand.
* Headers and footers that display and print identifying information at the top and bottom of every page.
* Grouping and sorting that help organize the information.
* Graphics to enhance the appearance of a report with clip art, photos, or scanned images.
* Charts to provide a graphic display of the data in the report.

In many ways, reports are like forms. The wizards that are used to create reports are similar to those used for forms. Also, the Design environment is much the same. When designing a report, it is possible to add label, text box, image, and other controls. After the controls have been added it is possible to change their properties. With reports, as with forms, it is possible to display information from one or more tables or queries and to include multiple sets of headers and footers.

There are different ways that a report can be created. These ways are described in the table below.

Way to Create Reports	Description
Simple Report	When the Report button is clicked, a report is created instantaneously. The report can be modified to meet individual needs.
Report Design View	This view is used to modify a report after it has been created with one of the other options. It is also possible to create a report without using the wizard. This is the most difficult way to create a report but provides for more flexibility in creating the report.
Blank Report	This type of report allows for the insertion of fields and controls. The design theme for the report can also be changed.
Report Wizard	With this wizard, it is possible to specify the type of report to be created, the table or tables that are to be used to create the report, the style for the report, and the name of the report. The wizard provides a step-by-step guide through the creation of the report. While going through the wizard, a series of questions is asked that the report creator answers while going through each step.
Labels Report	To create labels for the information in a selected table, click this button. The label wizard will be displayed where the parameters for the labels can be specified.

Designing Reports

When creating a report, there are some options that should be considered. These are:

* Determine the tables and fields that contain the data needed to create the report.
* Examine the specific requirements for the report to determine the fields that are necessary to create the report.
* Determine the order of the fields for the report.
* Determine the grouping and sort order for the report.