

SIMPLE ACCESS 2003: Advanced

How to create, design and use a database.

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SESSION 9

Revision of functions from previous sessions.

New Functions: Report Wizard, Inserting Forms in Reports.

Step 1. Have your computer switched On and run the Microsoft Access program. Open the Freight Database.

Step 2. Create the following Report using the Report Wizard.

REPORT WIZARD

- Click on **Report** from the **Objects area**
- Click on the **New icon**
- Click on **Report Wizard** from the New Report window
- Click on the **Choose from table or query scroll bar** and click on **Freight**
- Click on the **Ok** button

* The Report Wizard will ask you to select the fields that are to be entered into your report. We need all the fields except the Record Number and the Customer Code

- Click on the **Send All icon**
- All the fields are sent to the Selected Fields area
- Click on the **Record Number field** to select it and click on the **Send Back icon**
- Click on the **Customer Code** and click on the **Send Back icon**
- Click on the **Next** button

* The next Report Wizard will ask what levels you wish to group by, we want to group firstly by the Destination then by the Category

- Click on the **Destination field**, click on the **Send icon**
- Click on the **Category field**, click on the **Send icon**
- Click on the **Next** button

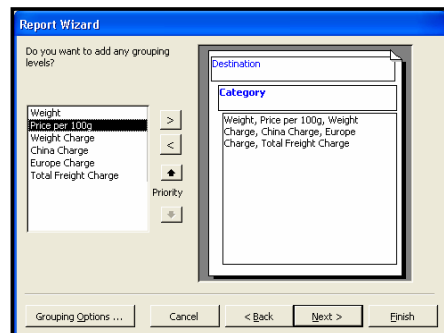
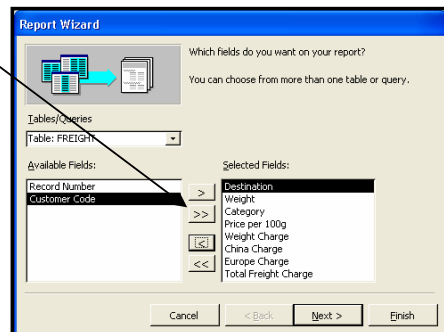
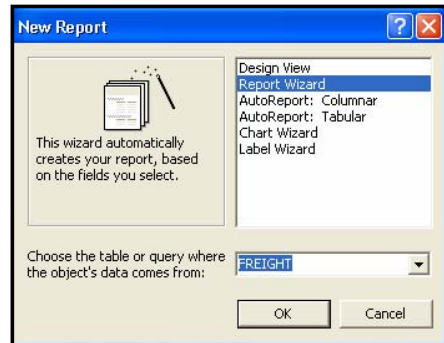
* The next Report Wizard will ask which field to sort by, we do not want to sort our data

- Click on the **Next** button

* The next Report Wizard will ask which layout do you want the report to have

- Click on the **Stepped** option
- Click on the **Next** button

* The instructions continue on the next page



- * The next Report Wizard will ask which style do you want the report to have
- p. Click on the **Casual** option
- q. Click on the **Next** button
- * The next Report Wizard will ask what title do you want on your report
- r. Enter **FREIGHT FROM AUSTRALIA**
- s. Click on the **Finish** button



The Report will automatically be given the name 'Freight From Australia' and now it will be compiled. Notice there are no entries for Weight Charge, China Charge, Europe Charge and Total Freight Charge.

We will need to edit the Report and add the IIF formulae we created earlier to these fields so a result will be calculated automatically and displayed in the Report.

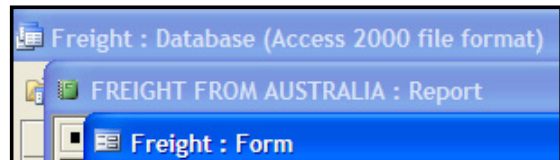
To save time on having to re-enter these IIF formulae we will open the Freight Form and take copies of each formula and paste the copy of the formula to the fields in the Freight From Australia report. This will ensure that we do not make any errors in our Formulae as well.

Step 3. Switch to the Report Design view and perform the Save As function and call the report Freight From Australia.

Step 4. Display the Freight: Database window. *(Press the F11 key)*

Step 5. Open the Freight Form Design view.

Step 6. Cascade the three opened windows.

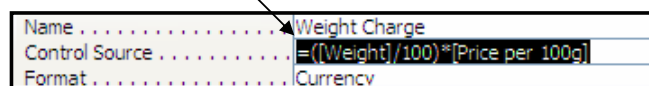


CASCADE

- a. Click on **Window** from the main menu
- b. Click on **Cascade** from the next menu

Step 7. In the Freight Form select the Weight Charge field and display the Properties window. *(Right-click on the Weight Charge field area, click on Properties)* Widen the Properties window and decrease the height then move the Properties window out of the way.

Step 8. Select the formula in the Control Source and perform the Copy function. *(Click at the beginning of the Control Source area and the entire formula will be highlighted in black, click on the Copy icon located on the Form toolbar)*



Step 9. Go to the Freight from Australia report design window. *(Click on the Freight From Australia: Report Title bar)*