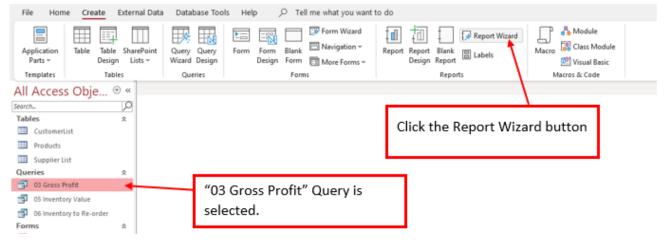
## **Busn 216: Computer Applications for Business**

## M365 Video #15: Use Report Wizard to Create Reports Based on Queries and Create Mailing Labels

Topics Covered in this Video:

- 1) Reports in Access:
  - a) This is the Final useful information in Formatted Form.
  - b) Reports are based on the Queries that we create.
  - c) We can also make Labels in Report.
- 2) Steps for using the Report Wizard to Create Gross Profit Report
  - a) Select the query that you want. For this example, we will select "03 Gross Report" Query.
  - b) Click the Report Wizard button in the Reports group in the Create Ribbon Tab.



c) In Step 1 of the Report Wizard dialog box, make sure that the correct query is selected.

Report Wizard		
	Which fields do you want on your report? You can choose from more than one table or query.	
Tables/Queries Query: 03 Gross Profit		Make sure the correct Query is selected.
<u>A</u> vailable Fields:	Selected Fields:	
Product Description Cost Sell Price		Click the Double Arrow
Gross Per Product Quantity Sold Total Gross Per Product	<	
	Cancel < Back Next > Einish	

i) Click the Double Arrow to bring all Fields from the Available Fields over to the Selected Field List side. Then click Next.

Report Wizard		
	Which fields do you want on your report? You can choose from more than one table or q	uery.
Tables/Queries		
Query: 03 Gross Profit	~	
Available Fields:	Selected Fields: Product Description Cost Sel Price Gross Per Product Quantity Sold Total Gross Per Product	All the Fields have to "Selected Fields
c	ancel < <u>B</u> ack <u>N</u> ext >	Enish

d) In Step 2 of the Report Wizard dialog box, we do not need to group, so here just click Next.

Report Wizard	
Do you want to add any grouping levels?	Product Description, Cost, Sell Price, Gross Per Product, Quantity Sold, Total Gross Per Product
Product Description Cost Sell Price Gross Per Product Quantity Sold Total Gross Per Product Priority	
Grouping Options Cancel	I < Back Next > Finish

e) In step 3 of the Report Wizard dialog box, we do not need to sort anything here so just click Next.

Report Wizard What sort order do you want for you	r records? You can sort records by up ascending or descending on		ls, in either
	1	$\sim$	Ascending
	2	$\sim$	Ascending
	3	$\sim$	Ascending
	4	$\sim$	Ascending
Ca	ncel < <u>B</u> ack N	lext >	Einish

Page **2** of **8** 

f) In Step 4 of the Report Wizard dialog box, select Tabular Layout and Orientation Portrait. Then click Next.

Report Wizard		
How would you like to lay out your report?		
-	Layout	Orientation
	○ <u>C</u> olumnar	<u>Portrait</u>
	<u>T</u> abular	○ <u>L</u> andscape
	O Justified	A
	_	ith so all fields fit on
	a page.	
Cancel	< Back Next	> <u>Einish</u>
Cancel		

g) In the final step of the Report Wizard dialog box name the Report "Gross Profit" and then click Finish.

Report Wizard	
	What title do you want for your report? Gross Profit
	That's all the information the wizard needs to create your report. Do you want to preview the report or modify the report's design? Preview the report. <u>M</u> odify the report's design.
[	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

## h) The Report appears in Print Preview. Use the Red X to close the Print Preview.

File Print Preview	, ∕ Tell n	me what you want to do					-
	Show Ma	Participal Landrence Columns	Page Zoom One Th	wo More ges Pages ~		PDF Email More	Close Prir Preview
Print Pag	e Size	Page Layout	Zoom		Data		Close Previo
All Access Obje	⊙ « 🖺	Gross Profit ×					
Search	2						
Tables	*						
CustomerList		Gross Profit					
Products		01033110110					
Gueries	*						
3 03 Gross Profit	<u> </u>	Product Descriptio	Cost	Sell Price	Gross Per Product int	ity Sold al Gross Pe	er Product
05 Inventory Value		Red Roses Bear	\$20.00	\$40.00	\$20.00	5	\$100.00
06 Inventory to Re-order		Lovable Lion Bear	\$13.00	\$20.00	\$7.00	3	\$21.00
Forms	*	Valentine Heart Be	\$13.00	\$23.00	\$10.00	12	\$120.00
CustomerList		White Bouquet Be	\$26.00	\$45.00	\$19.00	15	\$285.00
Products							
Supplier List		Pink Bouquet Bear	\$26.00	\$38.00	\$12.00	12	\$144.00
Reports Gross Profit	\$	Yellow Bouquet Be	\$25.00	\$39.00	\$14.00	10	\$140.00
Gross Profit		Timeless Teddy Be	\$8.00	\$21.00	\$13.00	10	\$130.00
		Chocolate Teddy B	\$8.00	\$17.00	\$9.00	5	\$45.00
		Hugs Teddy Bear	\$5.00	\$15.00	\$10.00	9	\$90.00
		Hearts Puppy Bear	\$11.00	\$24.00	\$13.00	13	\$169.00

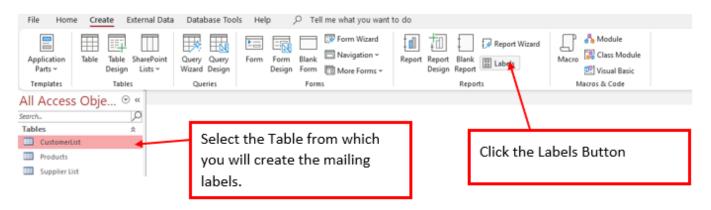
## i) Then in the Design Ribbon Tab, select "Layout View".

	File	Home	Create	Exteri	nal Data	Database To	ols Help	Report	Design	Arrange
	View	Aa Theme	S A Font		Group & Sort	$\sum$ Totals $\sim$ Hide Details		ab) Ad	a 🗖	6
					Gro	uping & Totals				
A		<u>R</u> eport	View	∍ «	🔄 Gro	oss Profit 🛛 🕹				
Sec T		Print Pr	e <u>v</u> iew	2 *		1 .		2 • • • 1	• • • 3 •	
	-	Layout	View 🔶		Clic	k to select Lay	out View			
Q		<u>D</u> esign	View	*		Product Descrip	itio		Cost	

j) In the Layout View you can click on Field Names or Columns and adjust the column widths. You can also use the Format Ribbon Tab to format your report.

Chocolate Teddy Bear       \$17.00       \$8.00       5       \$9.00       \$45.00         Hearts Puppy Bear       \$24.00       \$11.00       13       \$13.00       \$169.00         Hugs Teddy Bear       \$15.00       \$5.00       9       \$10.00       \$90.00         Lovable Lion Bear       \$20.00       \$13.00       3       \$7.00       \$21.00         Pink Bouquet Bear       \$38.00       \$26.00       12       \$12.00       \$144.00         Red Roses Bear       \$40.00       \$20.00       5       \$20.00       \$100.00         Timeless Teddy Bear       \$23.00       \$13.00       \$13.00       \$13.00       \$130.00         Valentine Hear Bear       \$23.00       \$13.00       12       \$10.00       \$120.00         White Bouquet Bear       \$45.00       \$26.00       15       \$19.00       \$285.00         Yellow Bouquet Bear       \$39.00       \$25.00       10       \$14.00       \$140.00	ross Profit					
Hearts Puppy Bear       \$24.00       \$11.00       13       \$13.00       \$169.00         Hugs Teddy Bear       \$15.00       \$5.00       9       \$10.00       \$90.00         Lovable Lion Bear       \$20.00       \$13.00       3       \$7.00       \$21.00         Pink Bouquet Bear       \$38.00       \$26.00       12       \$12.00       \$144.00         Red Roses Bear       \$40.00       \$20.00       5       \$20.00       \$13.00         Timeless Teddy Bear       \$23.00       \$13.00       10       \$13.00       \$130.00         Valentine Hear Bear       \$23.00       \$13.00       12       \$10.00       \$120.00         White Bouquet Bear       \$45.00       \$26.00       15       \$19.00       \$285.00         Yellow Bouquet Bear       \$45.00       \$26.00       15       \$19.00       \$285.00	Product Description	Sell Price	Cost	Quantity Sold	Gross Per Product To	tal Gross Per Product
Hugs Teddy Bear       \$15.00       \$5.00       9       \$10.00       \$90.00         Lovable Lion Bear       \$20.00       \$13.00       3       \$7.00       \$21.00         Pink Bouquet Bear       \$38.00       \$26.00       12       \$12.00       \$144.00         Red Roses Bear       \$40.00       \$20.00       5       \$20.00       \$100.00         Timeless Teddy Bear       \$21.00       \$8.00       10       \$13.00       \$130.00         Valentine Hear Bear       \$23.00       \$13.00       12       \$10.00       \$120.00         White Bouquet Bear       \$45.00       \$26.00       15       \$19.00       \$285.00         Yellow Bouquet Bear       \$39.00       \$25.00       10       \$14.00       \$140.00	Chocolate Teddy Bear	\$17.00	\$8.00	5	\$9.00	\$45.00
Lovable Lion Bear       \$20.00       \$13.00       3       \$7.00       \$21.00         Pink Bouquet Bear       \$38.00       \$26.00       12       \$12.00       \$144.00         Red Roses Bear       \$40.00       \$20.00       5       \$20.00       \$100.00         Timeless Teddy Bear       \$21.00       \$8.00       10       \$13.00       \$130.00         Valentine Hear Bear       \$23.00       \$13.00       12       \$10.00       \$120.00         White Bouquet Bear       \$45.00       \$26.00       15       \$19.00       \$285.00         Yellow Bouquet Bear       \$39.00       \$25.00       10       \$14.00       \$140.00	Hearts Puppy Bear	\$24.00	\$11.00	13	\$13.00	\$169.00
Pink Bouquet Bear         \$38.00         \$26.00         12         \$12.00         \$144.00           Red Roses Bear         \$40.00         \$20.00         5         \$20.00         \$100.00           Timeless Teddy Bear         \$21.00         \$8.00         10         \$13.00         \$130.00           Valentine Hear Bear         \$23.00         \$13.00         12         \$10.00         \$120.00           White Bouquet Bear         \$45.00         \$26.00         15         \$19.00         \$285.00           Yellow Bouquet Bear         \$39.00         \$25.00         10         \$14.00         \$140.00	Hugs Teddy Bear	\$15.00	\$5.00	9	\$10.00	\$90.00
Red Roses Bear       \$40.00       \$20.00       5       \$20.00       \$100.00         Timeless Teddy Bear       \$21.00       \$8.00       10       \$13.00       \$130.00         Valentine Hear Bear       \$23.00       \$13.00       12       \$10.00       \$120.00         White Bouquet Bear       \$45.00       \$26.00       15       \$19.00       \$285.00         Yellow Bouquet Bear       \$39.00       \$25.00       10       \$14.00       \$140.00	Lovable Lion Bear	\$20.00	\$13.00	3	\$7.00	\$21.00
Timeless Teddy Bear       \$21.00       \$8.00       10       \$13.00       \$130.00         Valentine Hear Bear       \$23.00       \$13.00       12       \$10.00       \$120.00         White Bouquet Bear       \$45.00       \$26.00       15       \$19.00       \$285.00         Yellow Bouquet Bear       \$39.00       \$25.00       10       \$14.00       \$140.00	Pink Bouquet Bear	\$38.00	\$26.00	12	\$12.00	\$144.00
Valentine Hear Bear       \$23.00       \$13.00       12       \$10.00       \$120.00         White Bouquet Bear       \$45.00       \$26.00       15       \$19.00       \$285.00         Yellow Bouquet Bear       \$39.00       \$25.00       10       \$14.00       \$140.00	Red Roses Bear	\$40.00	\$20.00	5	\$20.00	\$100.00
White Bouquet Bear         \$45.00         \$26.00         15         \$19.00         \$285.00           Yellow Bouquet Bear         \$39.00         \$25.00         10         \$14.00         \$140.00	Timeless Teddy Bear	\$21.00	\$8.00	10	\$13.00	\$130.00
Yellow Bouquet Bear \$39.00 \$25.00 10 \$14.00 \$140.00	Valentine Hear Bear	\$23.00	\$13.00	12	\$10.00	\$120.00
	White Bouquet Bear	\$45.00	\$26.00	15	\$19.00	\$285.00
Page 1 of 1	Yellow Bouquet Bear	\$39.00	\$25.00	10	\$14.00	\$140.00
	esday, March 15, 2022					Page 1 of 1
						Num Lock [

- 3) Repeat the same steps above using the Report Wizard to create the Inventory Product Re-order List and Inventory Value Reports.
  - a) See the video for more details.
- 4) Steps to Create Mailing Labels:
  - a) On the Navigation pane make sure that you select CustomerList Table as this will serve as the source for the labels. Do not click to open the table.
  - b) Click the Labels Button in the Reports group, in the Create Ribbon Tab. This will open the Label Wizard dialog box.



c) Step 1, in the Label wizard dialog box, In 'What label size would you like?' for the 'Product number: choose **C2163**. Make sure that in the 'Unit of Measure' section **English** is selected. In the 'Label Type'

section **Sheet feed** is selected. In the 'Filter by manufacturer:' box make sure that **Avery** is selected. Then click Next.

Label Wizard			
	This wizard creates stan What label size would yo	dard labels or custom labe ou like?	els.
	Product number:	Dimensions:	Number across:
	C2160	1 1/2" x 2 1/2"	3
	C2163 C2241	1 1/2" x 3 9/10" 1 1/4" x 7 31/50"	2
	C2242	2" x 2"	3
	C2243	1 1/2" x 1 1/2"	4
	Unit of Measure	Label	Туре
	English	Metric O Sh	neet feed O Continuous
	Filter by manufacturer:	Avery	~
	Customize	🗋 Sh	ow custom label sizes
	Can	cel < <u>B</u> ack	<u>N</u> ext > Einish

d) For step 2 in the Label Wizard dialog box, Font name: select **Arial**, Font Size: **12**, Font Weight: **Medium**, and Text Color: **Black**. Then click Next.

Label Wizard Sample	What font and color would you like your to Text appearance Font name: Arial V Font weight: Medium V Italic Underline	Font size: 12 Text color: 
	Cancel < <u>B</u> ack	Next > Einish

e) For step 3 in the Label Wizard dialog box, construct how you would like your label to look like by choosing the fields from the left and using the Arrow to move them to the right. You can use a spacebar or a comma if you would like to add one between the fields as you construct your label, press ENTER to move to the next row. See the finished constructed label on the picture below.

Label Wizard	
Label Wizard	
	What would you like on your mailing label? Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.
Available fields:	Prototype label:
Address City State Zip Telephone Email Address	<pre>{First Name} {Last Name} {Address} {City}, {State} {Zip}</pre>
	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish

f) For step 4 in the Label Wizard dialog box, you can sort your labels by First Name. Select First Name Field and click the single arrow to move the First Name field from the Available fields list to the Sort by list. Then click Next.

Label Wizard		
		ore fields in your database. You might (such as last name, then first name), or by ?? Sort by: > First Name < <<
	Cancel	< <u>B</u> ack <u>N</u> ext > <u>Finish</u>

g) Change the report name to CustomerList Mailing Labels. Then click Finish.

	What name would you like for your report? CustomerList Mailing Labels That's all the information the wizard needs to create your labels!
	What do you want to do? See the labels as they will look printed.
<u>``</u> `	○ Modify the label design.

h) Finished CustomerList Mailing Labels.

stomerList Mailing Labels X		
Aler Ahmed	Bryon Fila	
4625 Hill Haven Drive	2983 Dane St	
Federal Way, WA 98023	Federal Way, WA 98001	
Dane Durtschi	Darius Dillaman	
25364 Hilltop Ct	7930 9th Ave NE	
Burien, WA 98148	Federal Way, WA 98003	
Georgeann Dahnke	Hal Chukes	
35025 23rd Ave SW	1545 21st Ave S	
Kent, WA 98030	Federal Way, WA 98001	
Marlin General	Marvis Fukumoto	
221 Johnny Lane	3260 Valley View Dr	
Des Moines, WA 98198	Des Moines, WA 98198	
Natisha Acero	Sayyid Bruess	
6251 204th Pl	19001 188th St	
SeaTac, WA 98198	SeaTac, WA 98188	

5) Repeat the above steps (step 4 a – h) to create mailing labels from the Supplier List Table, name this report Supplier List Mailing Labels. See Video for full details.