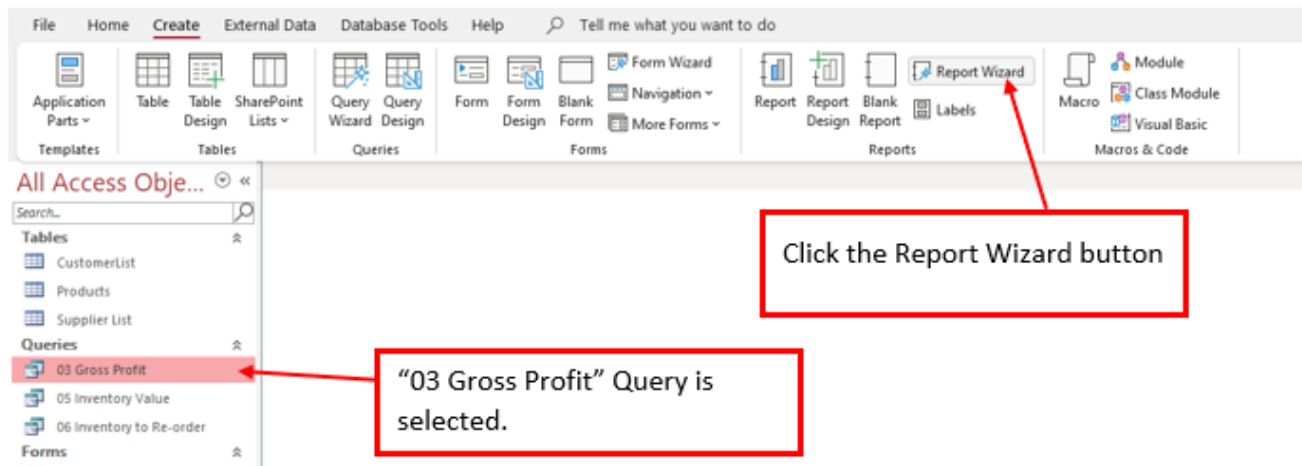# Highline College
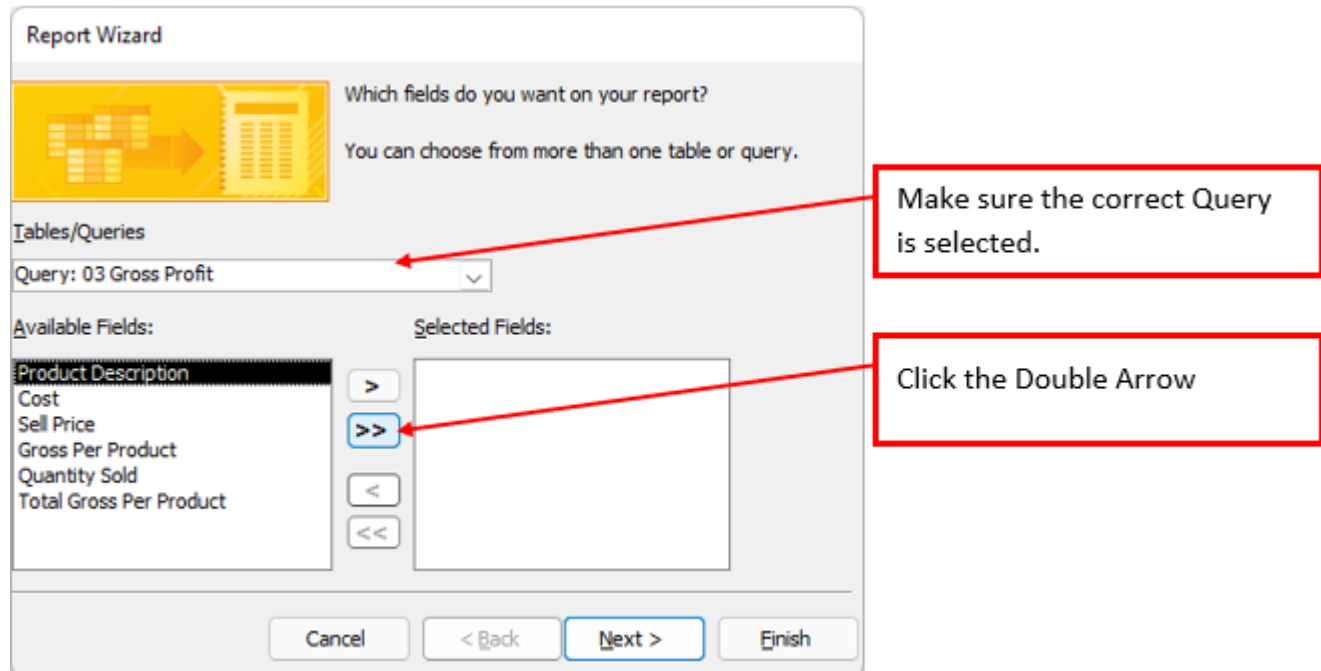
Busn 216: Computer Applications for Business

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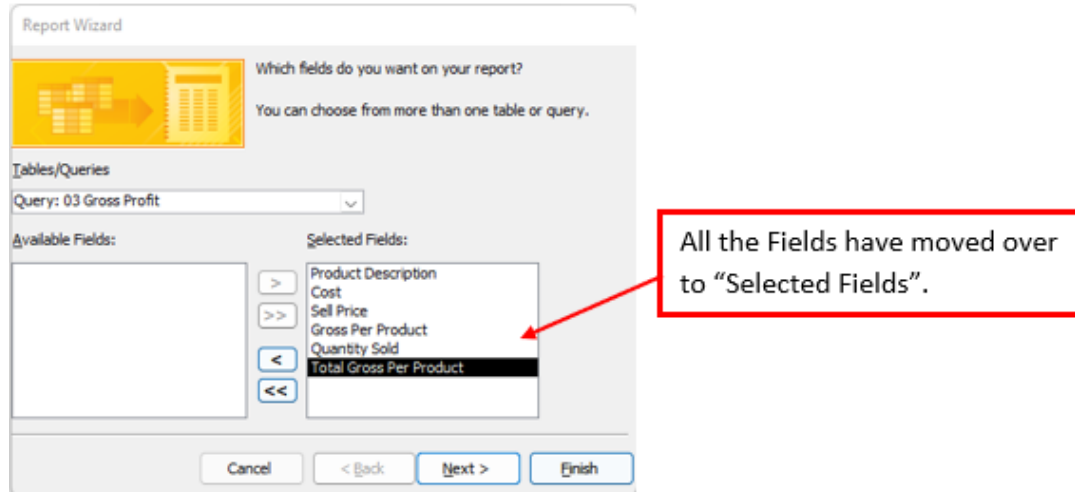
Topics Covered in this Video:

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.
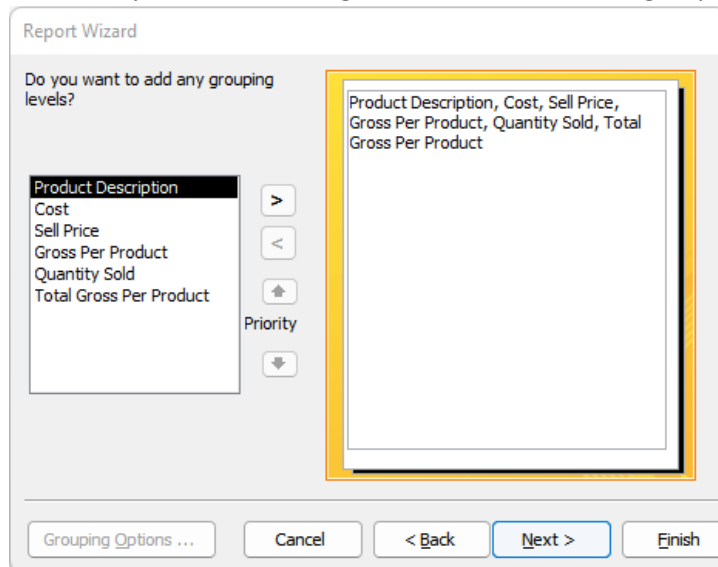

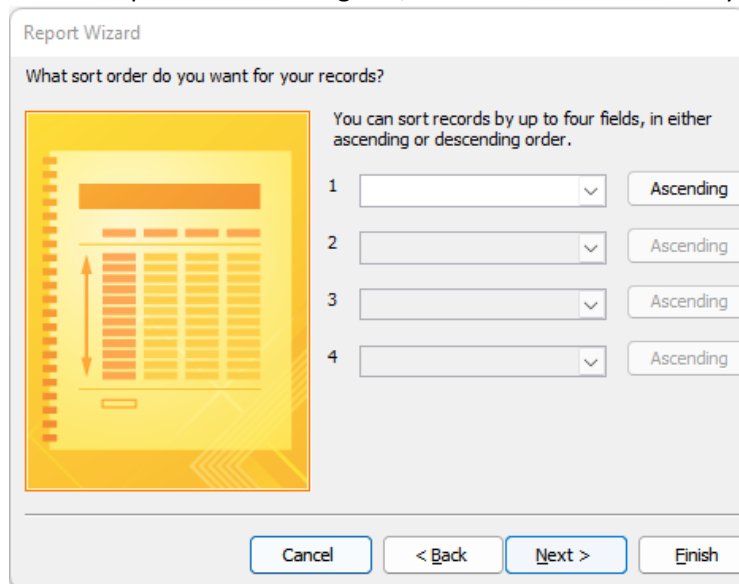c) In Step 1 of the Report Wizard dialog box, make sure that the correct query is selected.

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

All the Fields have moved over to "Selected Fields".

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

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

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
○ Columnar
● Tabular
○ Justified

Orientation
● Portrait
○ Landscape

A

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

Cancel   < Back   Next >   Finish

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

Report Wizard

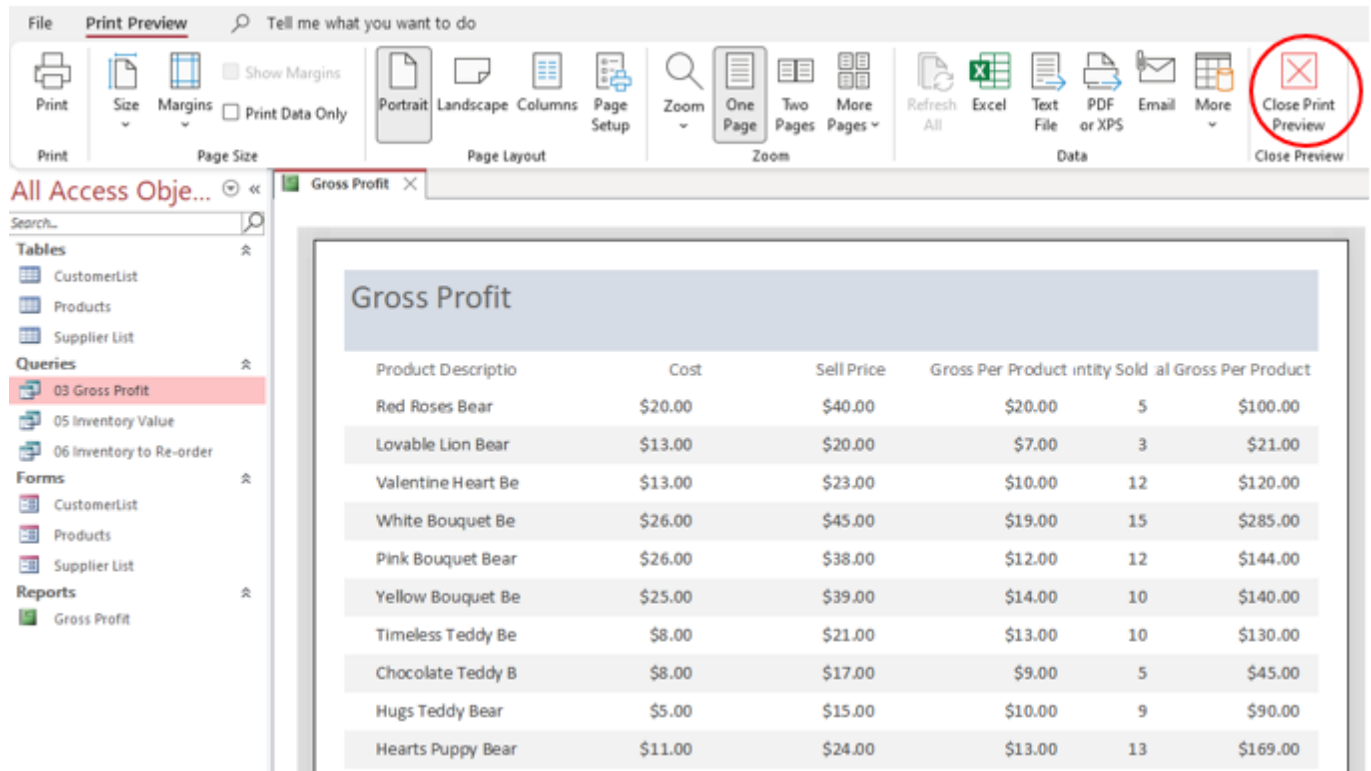What title do you want for your report?

Gross Profit

That's all the information the wizard needs to create your report.

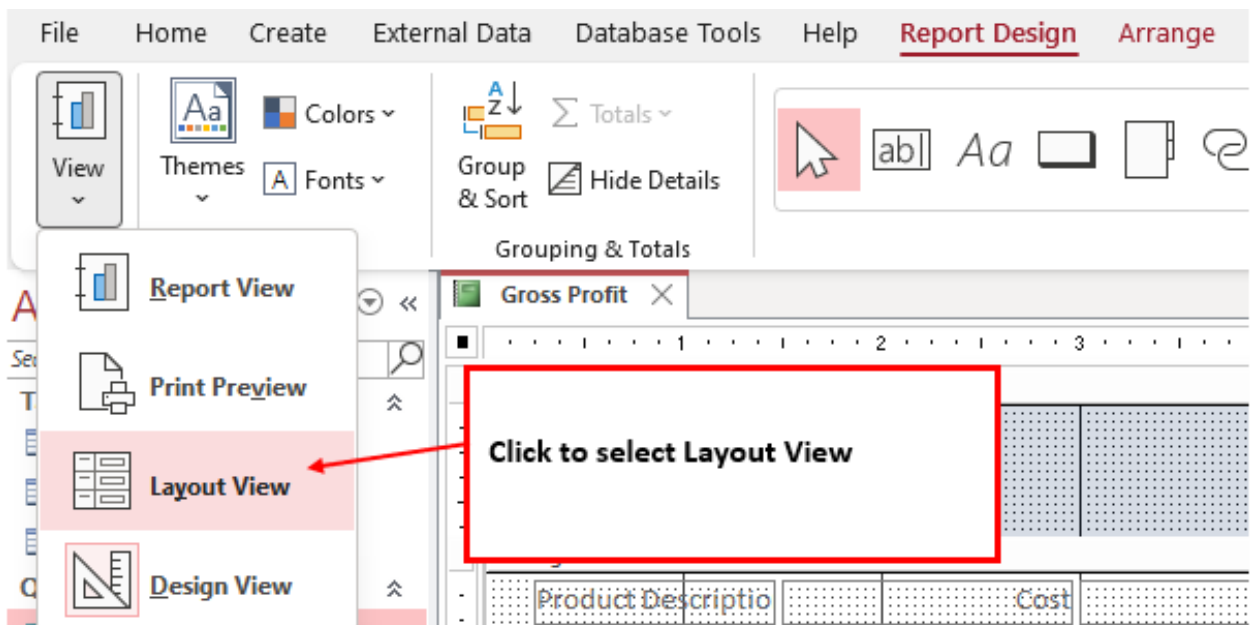Do you want to preview the report or modify the report's design?

● Preview the report.
○ Modify the report's design.

Cancel   < Back   Next >   Finish

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

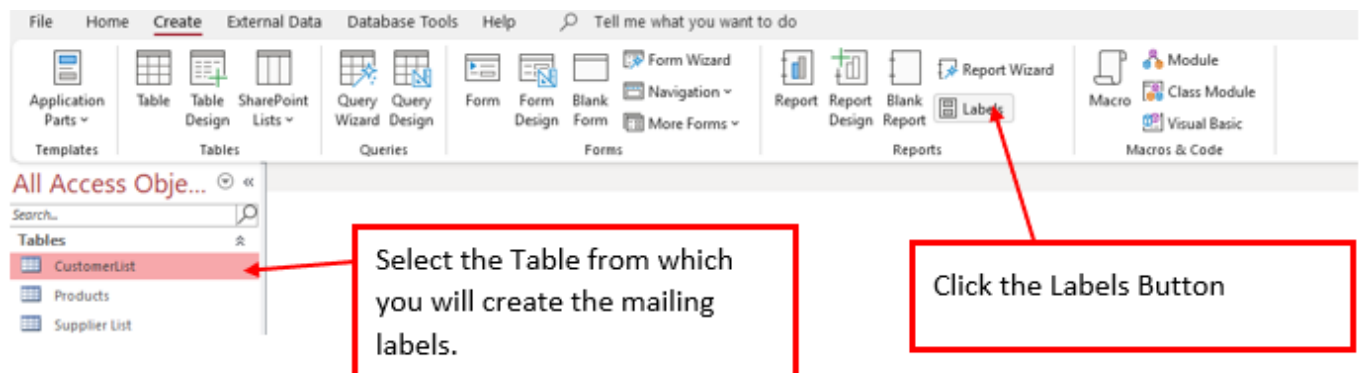i) Then in the Design Ribbon Tab, select "Layout View".

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.

Gross Profit					
Product Description	Sell Price	Cost	Quantity Sold	Gross Per Product	Total Gross Per Product
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	$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

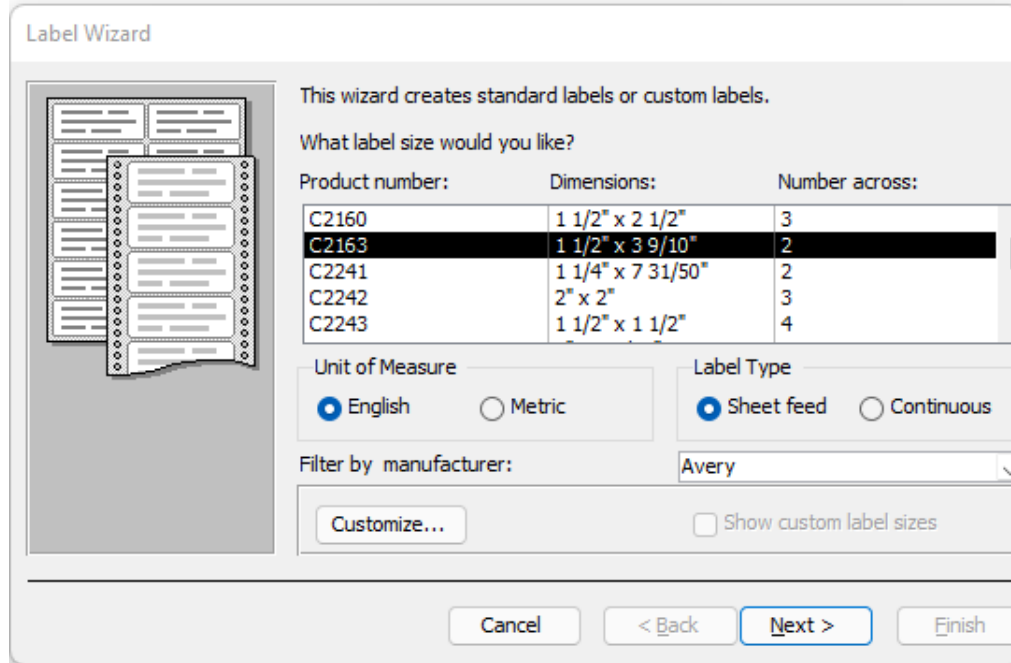Tuesday, March 15, 2022   Page 1 of 1

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.
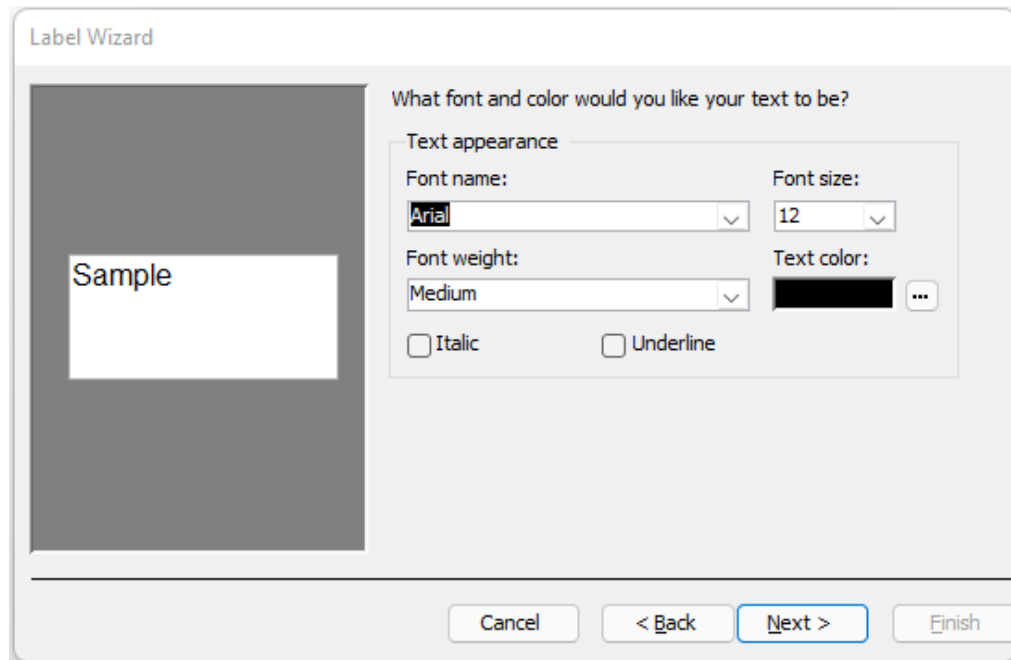

c) Step 1, in the Label wizard dialog box, In 'What label size would you like?' for the 'Product number: choose **C2163**. Make sure that in the 'Unit of Measure' section **English** is selected. In the 'Label Type'
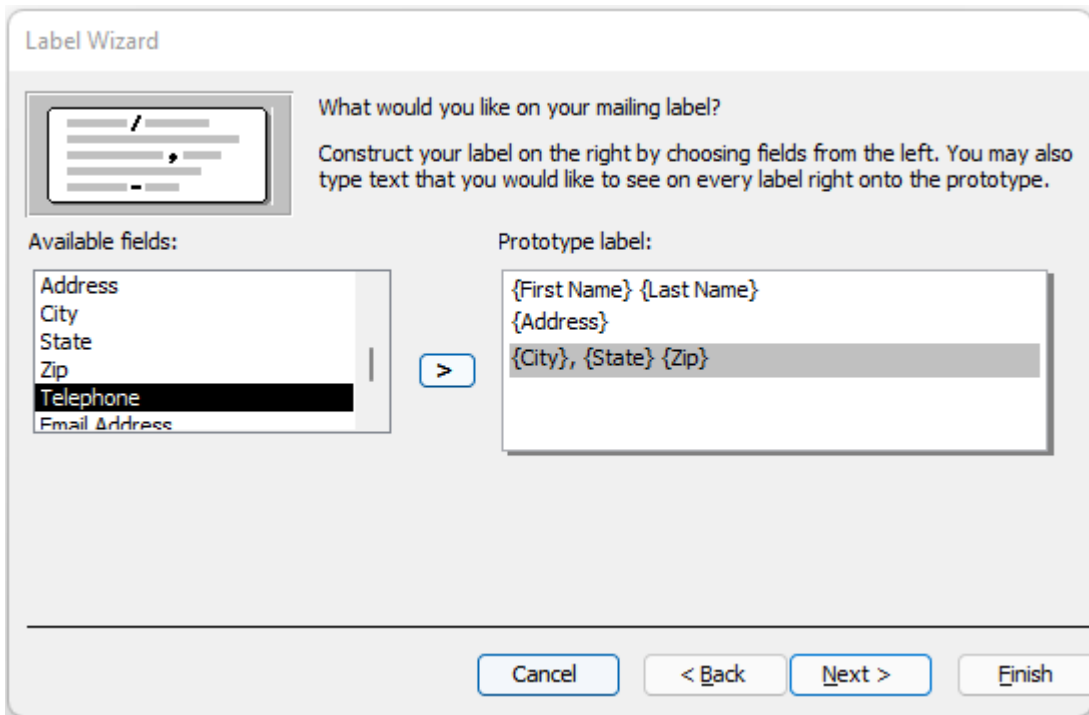
section **Sheet feed** is selected. In the 'Filter by manufacturer:' box make sure that **Avery** is selected. Then click Next.
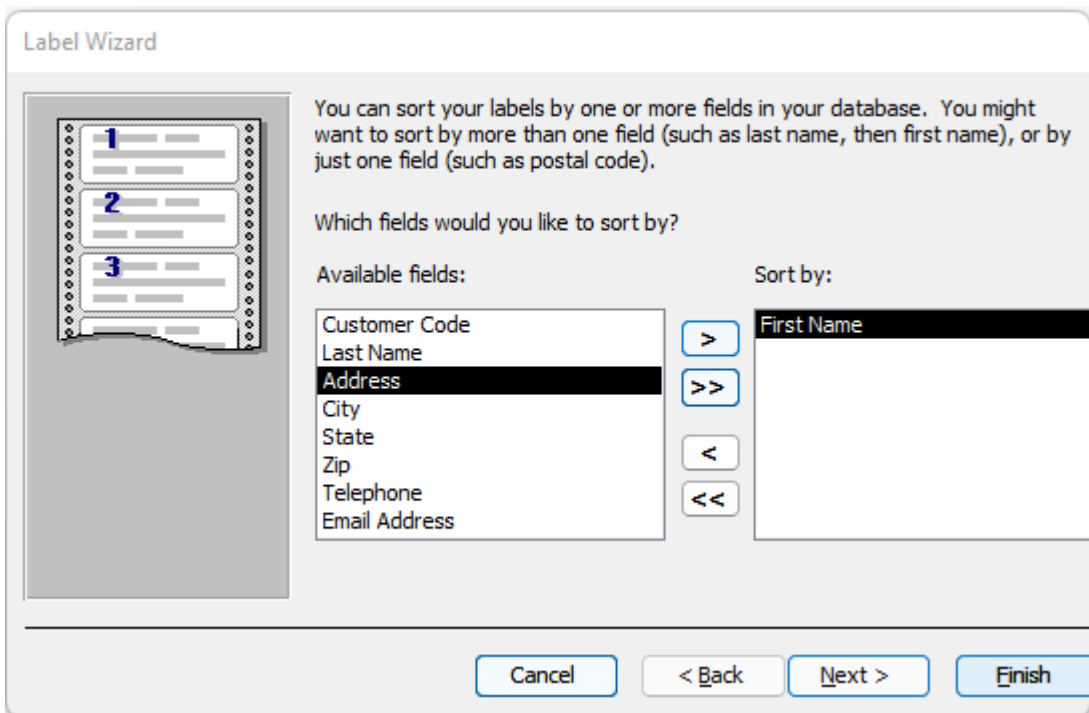

d) For step 2 in the Label Wizard dialog box, Font name: select **Arial**, Font Size: **12**, Font Weight: **Medium**, and Text Color: **Black**. Then click Next.
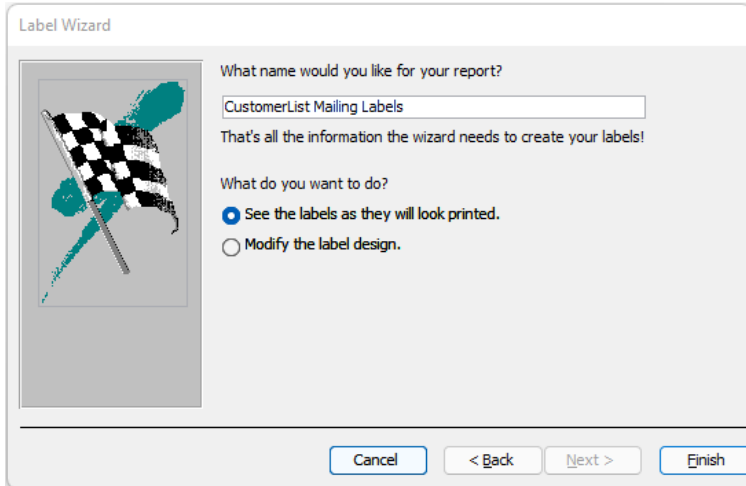
e) For step 3 in the Label Wizard dialog box, construct how you would like your label to look like by choosing the fields from the left and using the Arrow to move them to the right. You can use a spacebar or a comma if you would like to add one between the fields as you construct your label, press ENTER to move to the next row. See the finished constructed label on the picture below.
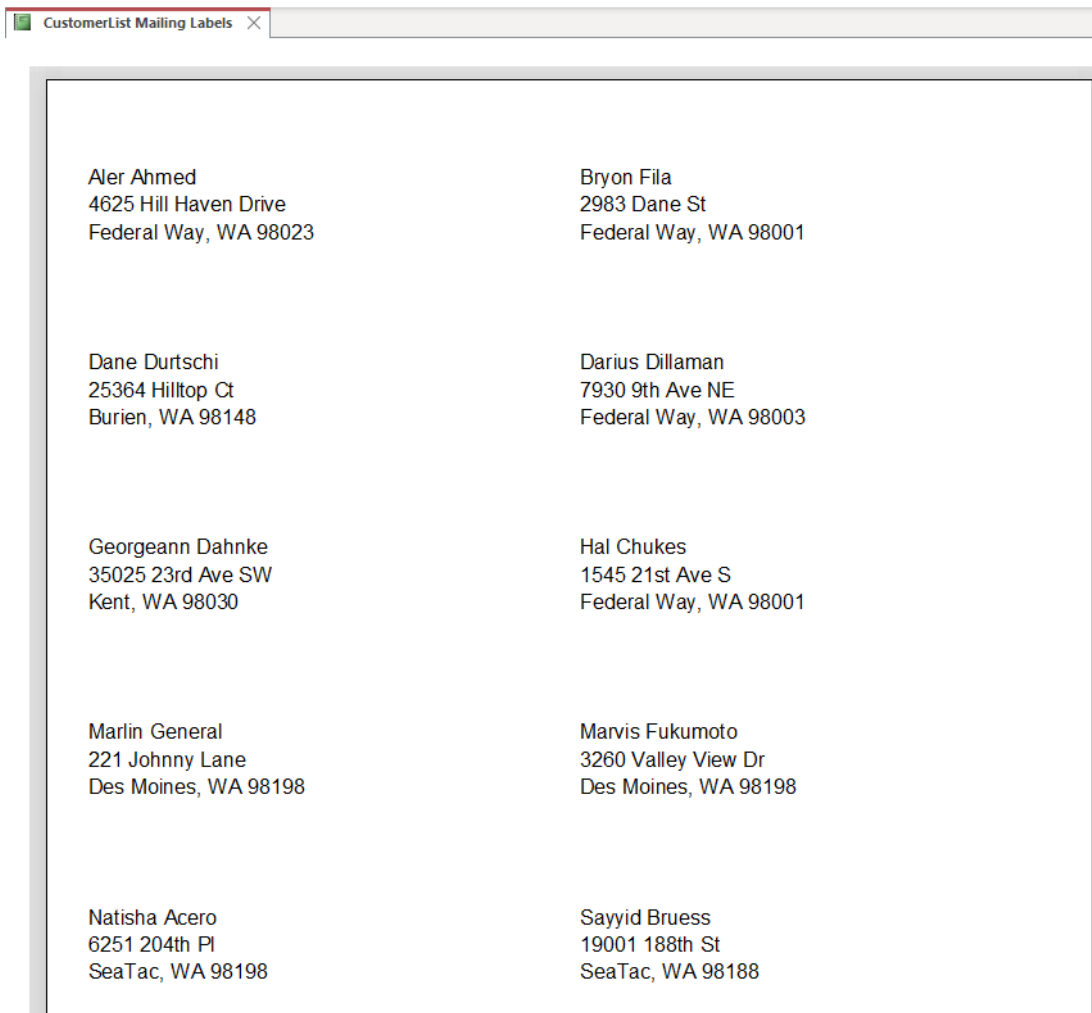

f) For step 4 in the Label Wizard dialog box, you can sort your labels by First Name. Select First Name Field and click the single arrow to move the First Name field from the Available fields list to the Sort by list. Then click Next.

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

h) Finished CustomerList Mailing Labels.

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.