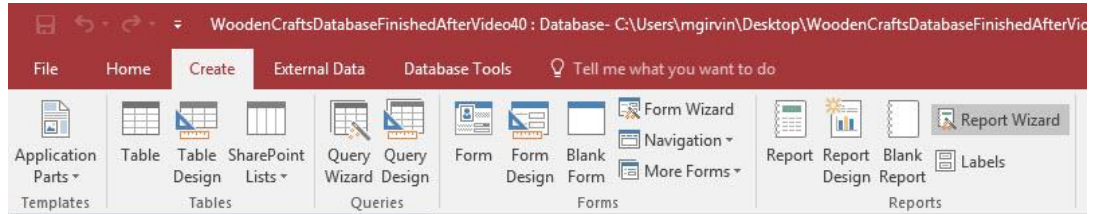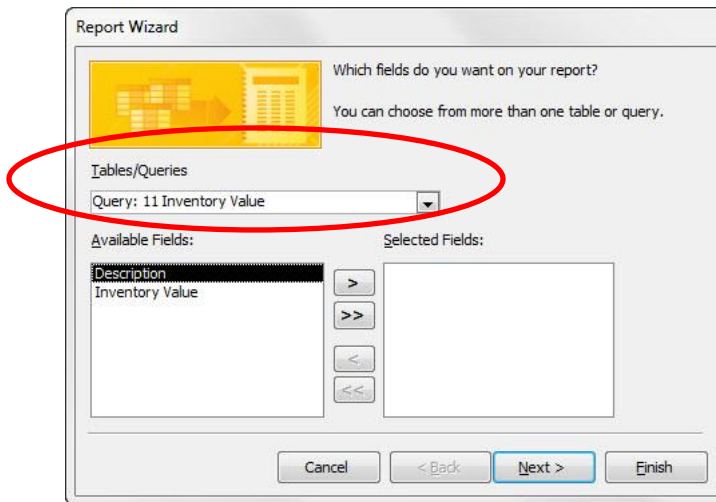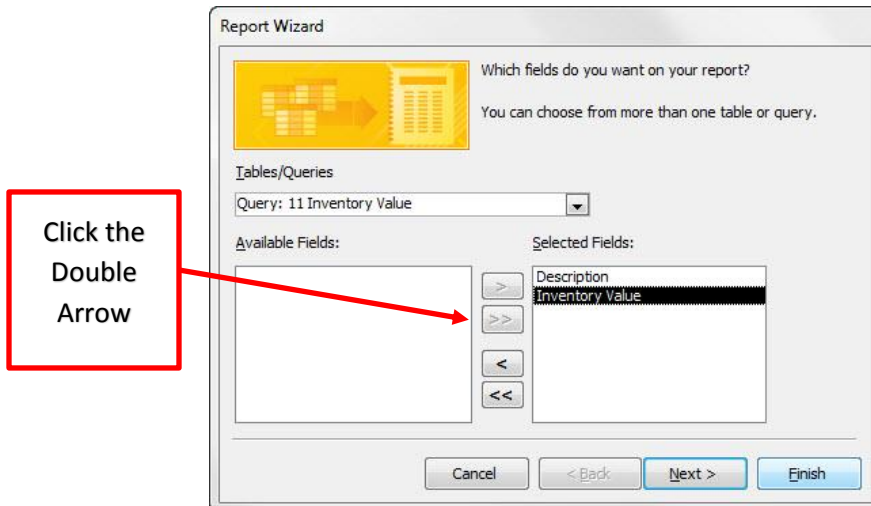| **Highline College - Busn 216: Computer Applications for Business (Fun and Power with Computers)** |
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| **Office 2016 Video #41: Access 2016: Report Wizard to Create Reports Based on Queries** |

Topics Covered in Video:

1. Reports in Access:
   i. Reports are the Final Useful Information in Formatted form.
   ii. Reports are based on the Queries that we create.
2. Steps for using Report Wizard to Create Inventory Value Report:
   i. Select the query that you want
   ii. Click the Report Wizard button in the Reports group in the Create Ribbon Tab, like in this picture:
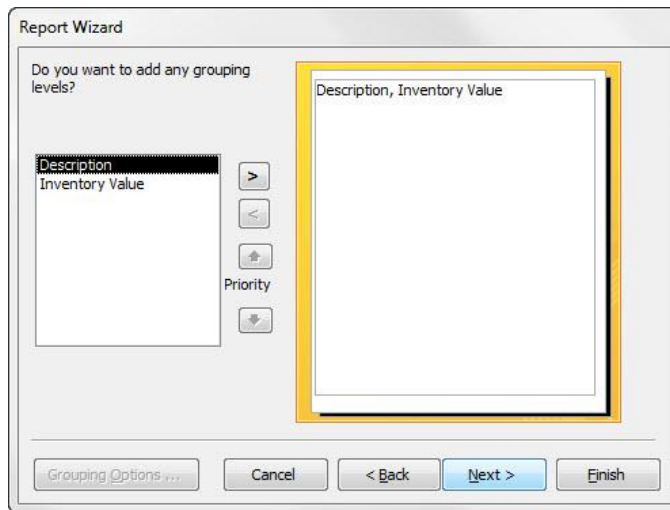


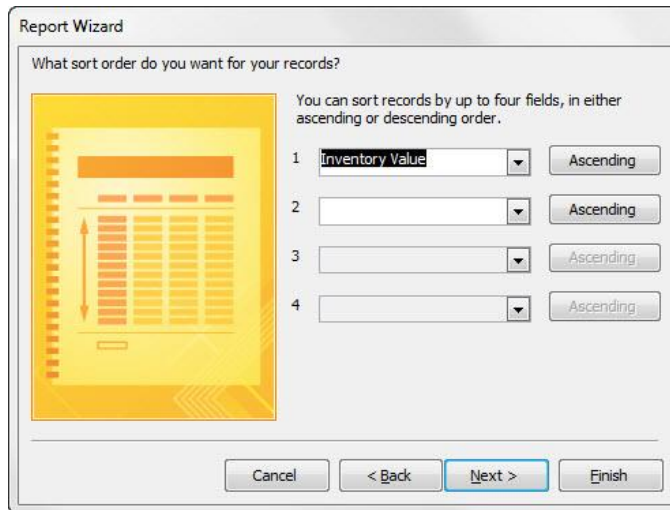   iii. In step 1 of the wizard make sure that the correct query is selected.



   iv. In step 1 Click the Double Arrow to bring all Fields from the Available Fields List over to the Selected Field List side. Then click Next.
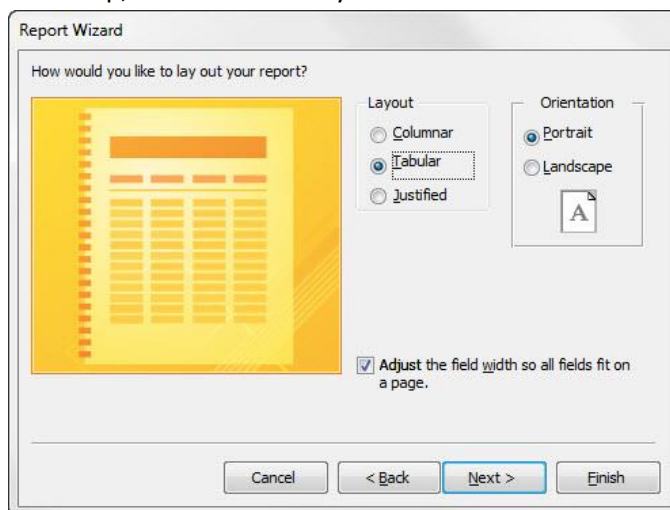
v. In step 2, we don't need to group, so just click Next.



vi. In the third step, In the first textbox select Inventory Value so that the report will be sorted by Inventory Value from smallest to biggest. Then click Next.
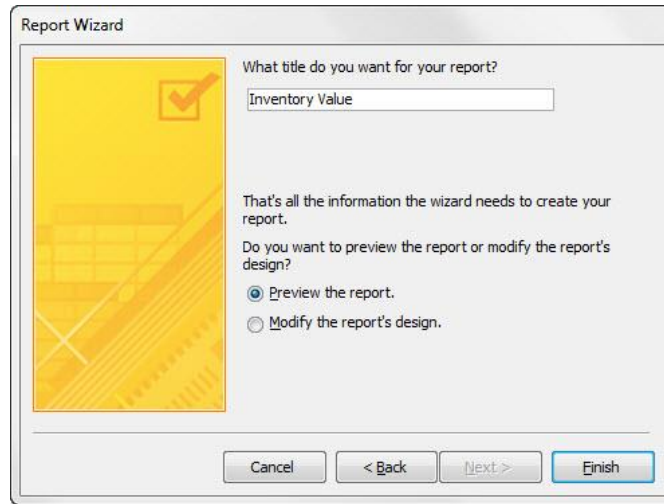


vii. In the fourth step, select Tabular Layout and Orientation Portrait. Then click Next.
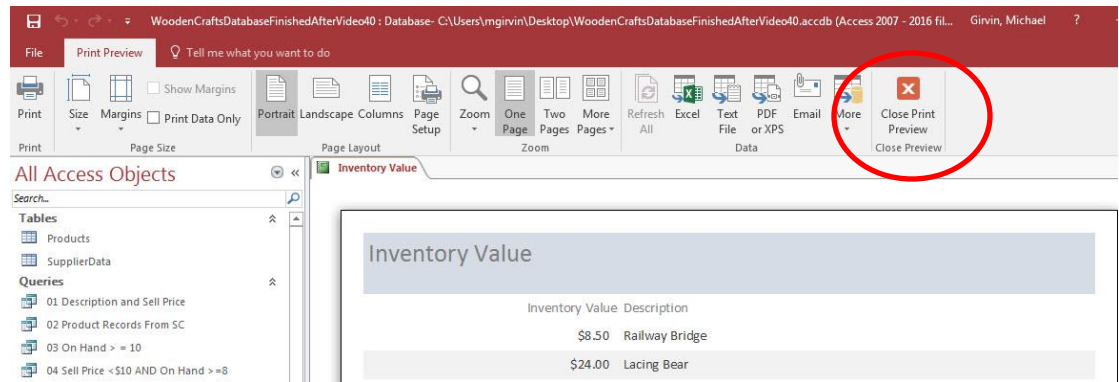


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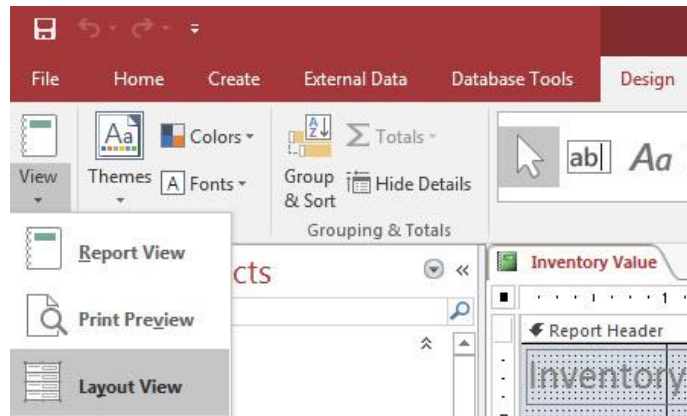viii. In the final step, name the Report "Inventory Vale" and then click Finish.



1.

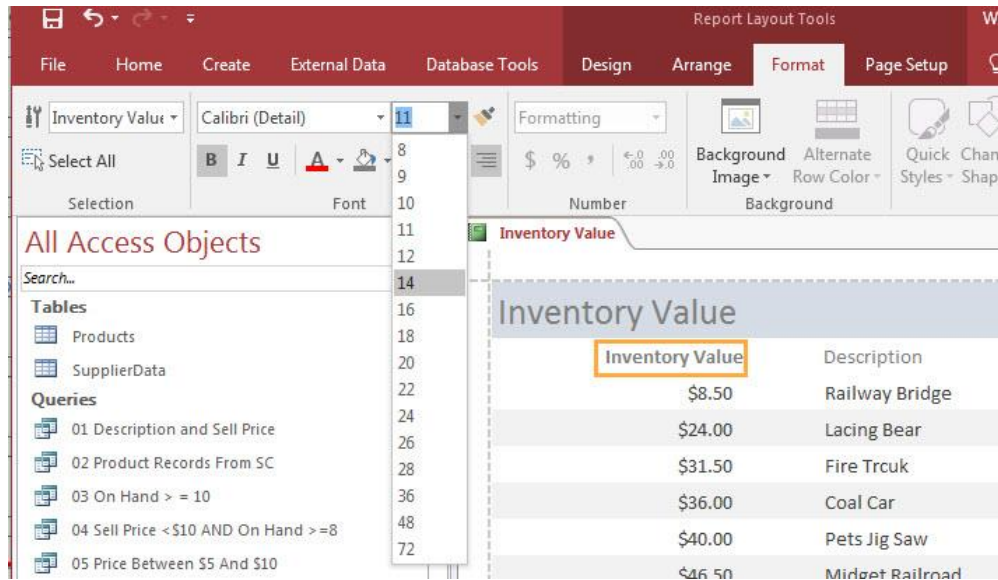ix. The Report appears in Print Preview. Use the Red X to close Print Preview.



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



1.

xi. In 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.



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3. Report Wizard to Create Product Re-order Phone List Report
   i. Using Similar steps to the steps for the Inventory Report, create a report for the "Product Re-order Phone List Query. See Video for full details.