

Access Lesson 5

Creating and Modifying Reports

**Microsoft Office 2010
Introductory**

Student Learning Outcomes:

Students should be able to:

- Create a **Report Object** using the Report Tool and the Report Wizard.
- Modify a Report
 - in Layout view.
 - in Design view.
- Add a Label to a report.
- Add a Picture to a report.
- Resize a report.

Database Objects

Object	Description
Table	Stores all the data in the database in a format called a datasheet. Similar in appearance to a worksheet.
Query	Used to search and retrieve records from tables using criteria(s).
Form	Displays data from one or more tables in a format similar to a printed form.
Report	Displays and summarizes data from one or more tables or queries.

Creating a Report Using the Report Tool

- A **Report Object** summarizes data from one or more tables or queries.
- Similar to a printed report.