



Access Module 4b

Creating and Modifying Reports

Microsoft Office 2016
Introductory



Database Objects

Object	Description
Table	A collection of fields that describe a person, place, object, event, or idea. Formatted in a datasheet .
Query	Used to search and retrieve records from tables using criteria(s) .

Database Objects

Object	Description
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.

Student Learning Outcomes

SLO#1: Create a **Report** Object using
REPORT WIZARD

SLO#2: **MODIFY** a Report in **LAYOUT
VIEW**

SLO#3: **VIEWING** and **PRINTING** Report