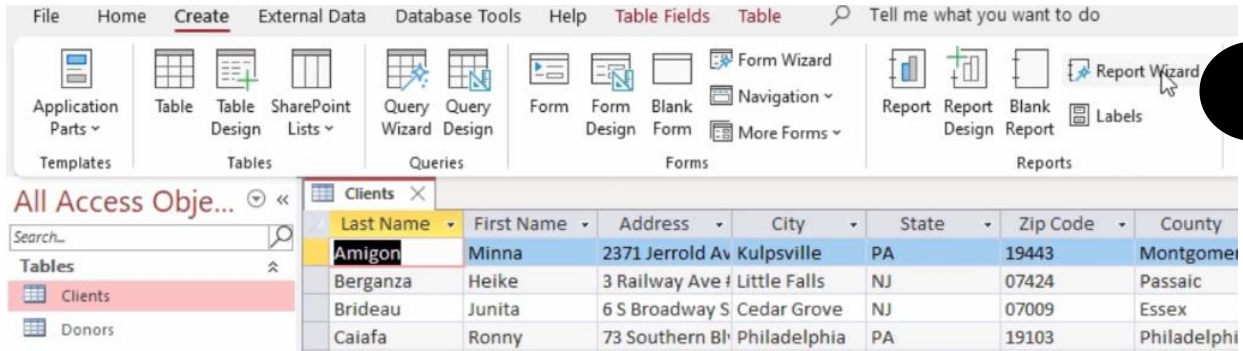
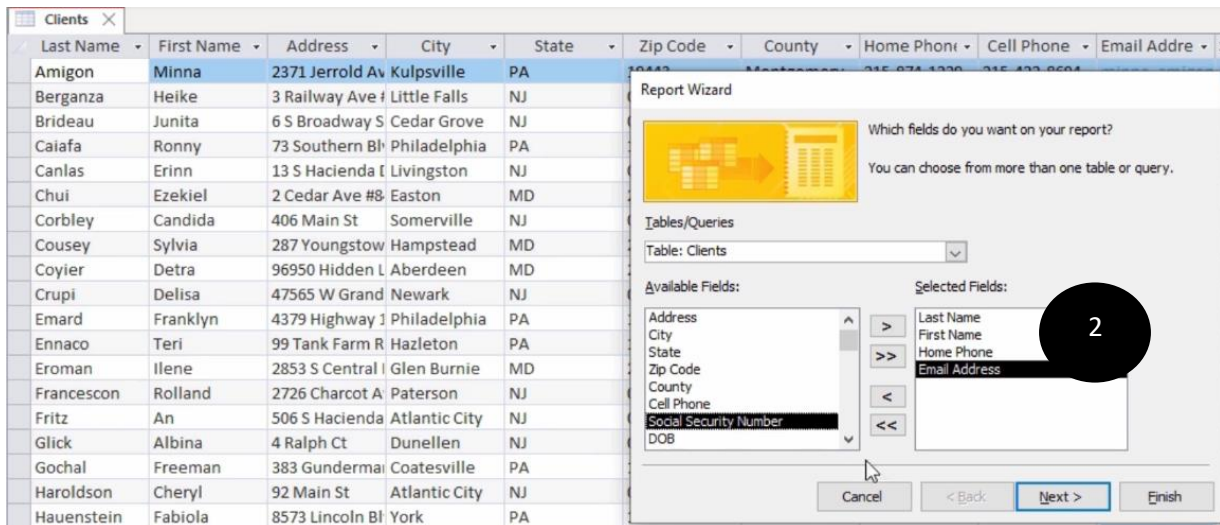


Lesson Five: Create and Modify Reports

1. Click on the Clients Table, then click on Create. Go to the Reports group and click on Report Wizard.

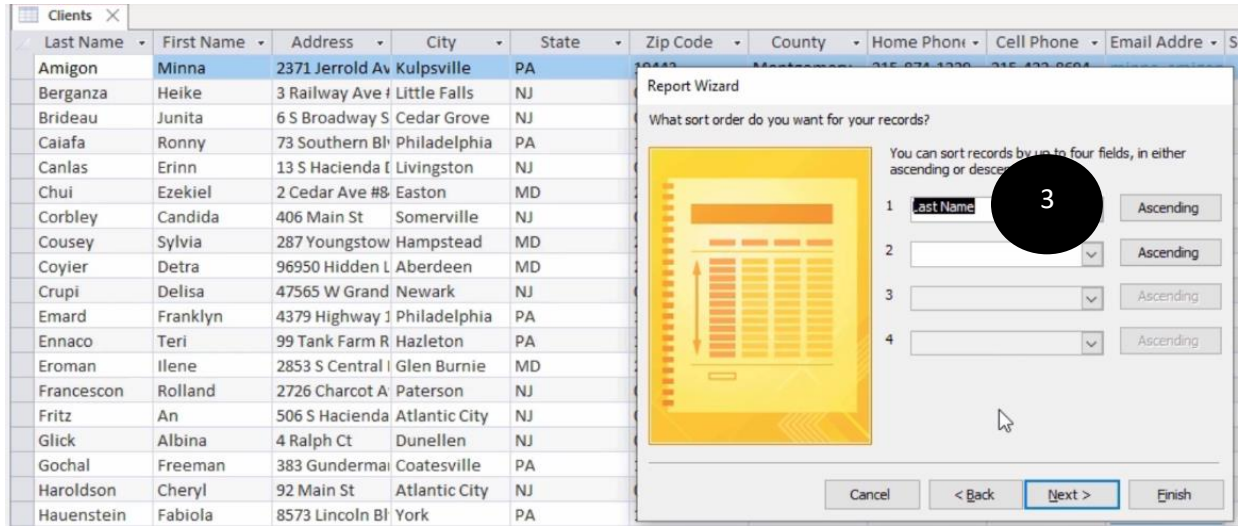


2. Double-click on Last Name, First Name, Home Phone and E-Mail Address; click Next.

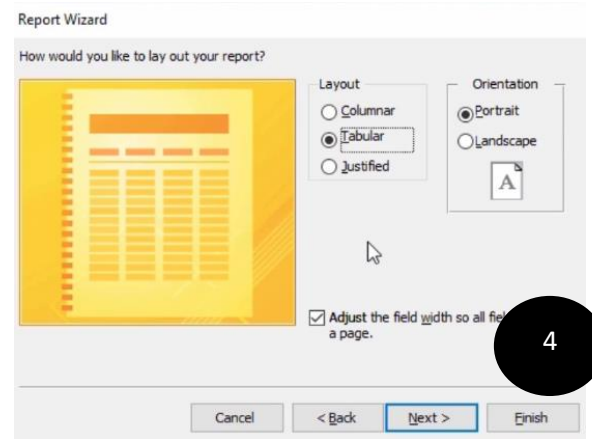
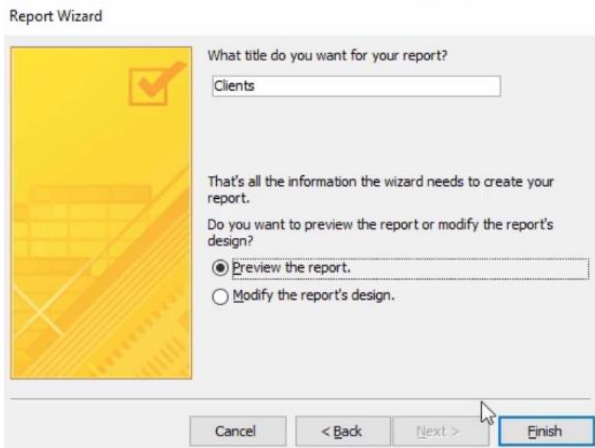


The Report Wizard gives you the option to organize the data into groups, which is not something we need to do for this report; click Next.

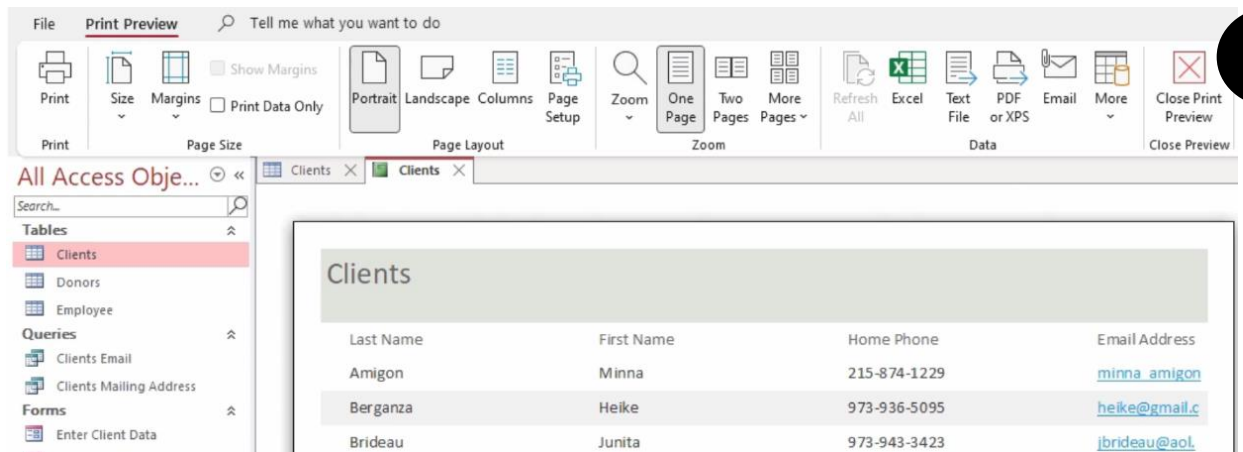
- You have the option to sort the data in ascending order which of the A-Z; choose Last Name. Click "Next".



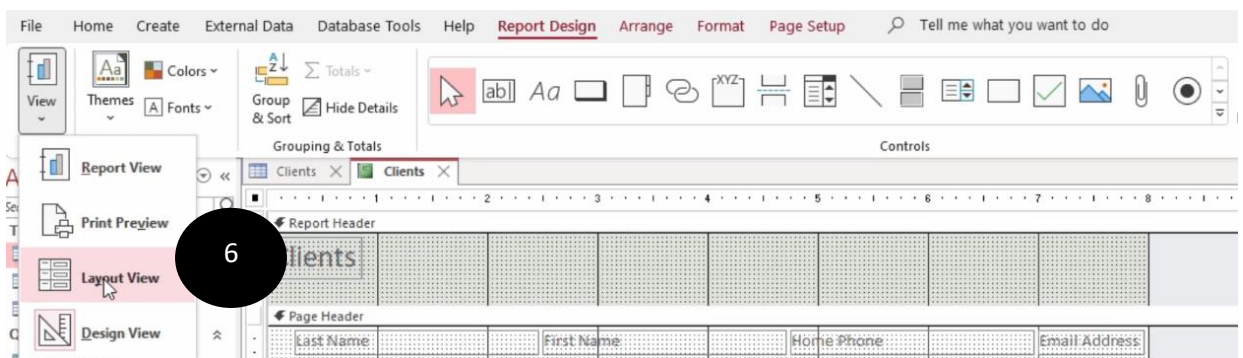
- Choose a tabular layout option; click Next. Click Next again, then click on Finish.



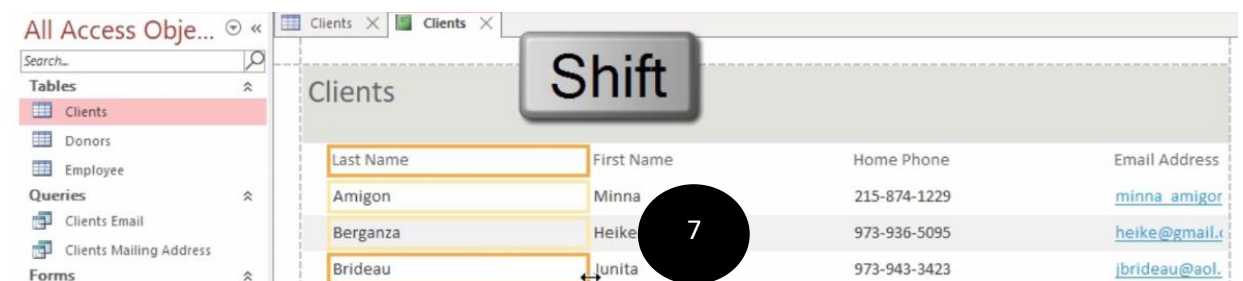
- From here, you can see what the report will look like as a printed document. Click on the Close Print Preview button.



- Click on the View button down arrow and choose Layout View.



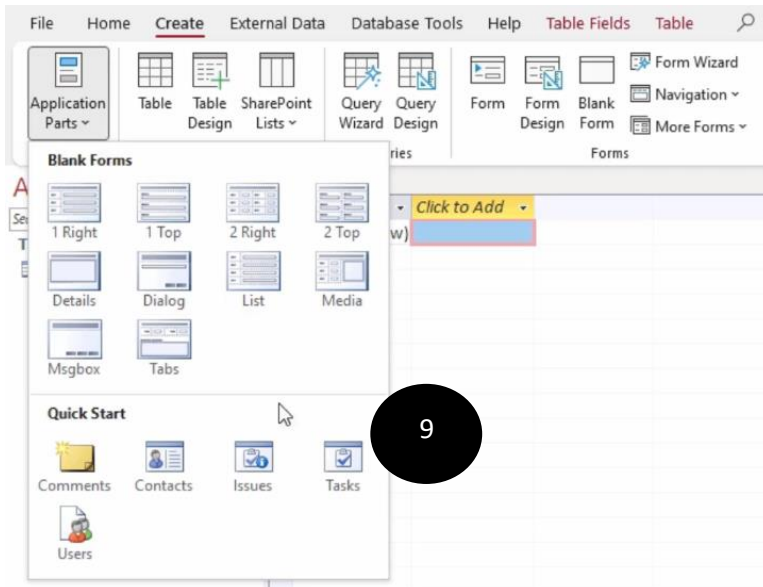
- This view allows you to change the positioning of the columns. Click on the Last Name column heading, hold down the Shift key, and then click on one of the names in the Column (Brideau, for example) and then use your mouse to reduce the width of the column by moving it to the left.



- Repeat these steps to adjust the width of the remaining three columns, so that it looks similar to this:

Last Name	First Name	Home Phone	Email Address
Amigon	Minna	215-874-1229	minna_amigon@yahoo.com
Berganza	Heike	973-936-5095	heike@gmail.com
Brideau	Junita	973-943-3423	jbrideau@aol.com

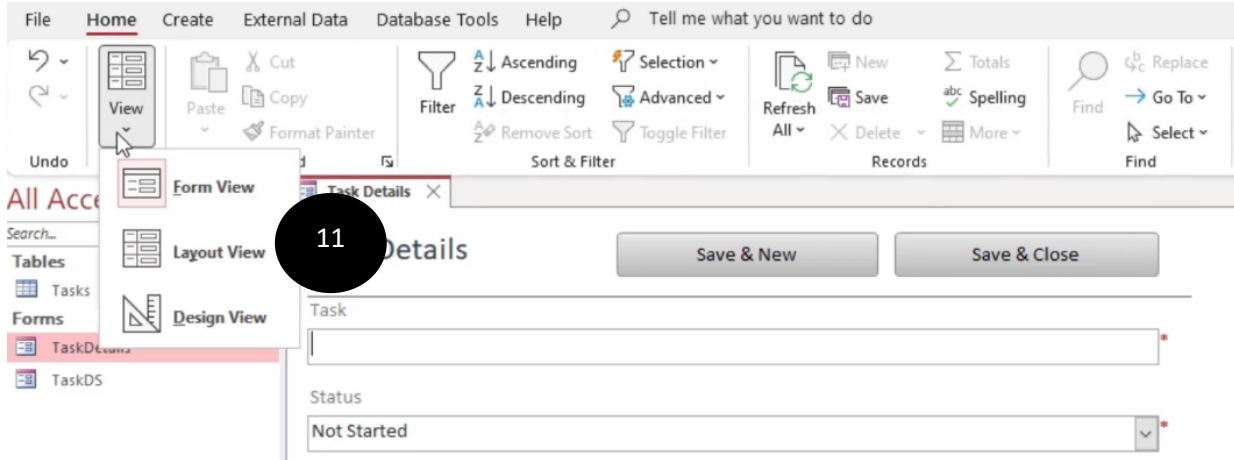
- Let's create a new table by going to the Create tab, go to Application Parts and under Quick Start, click on Tasks.



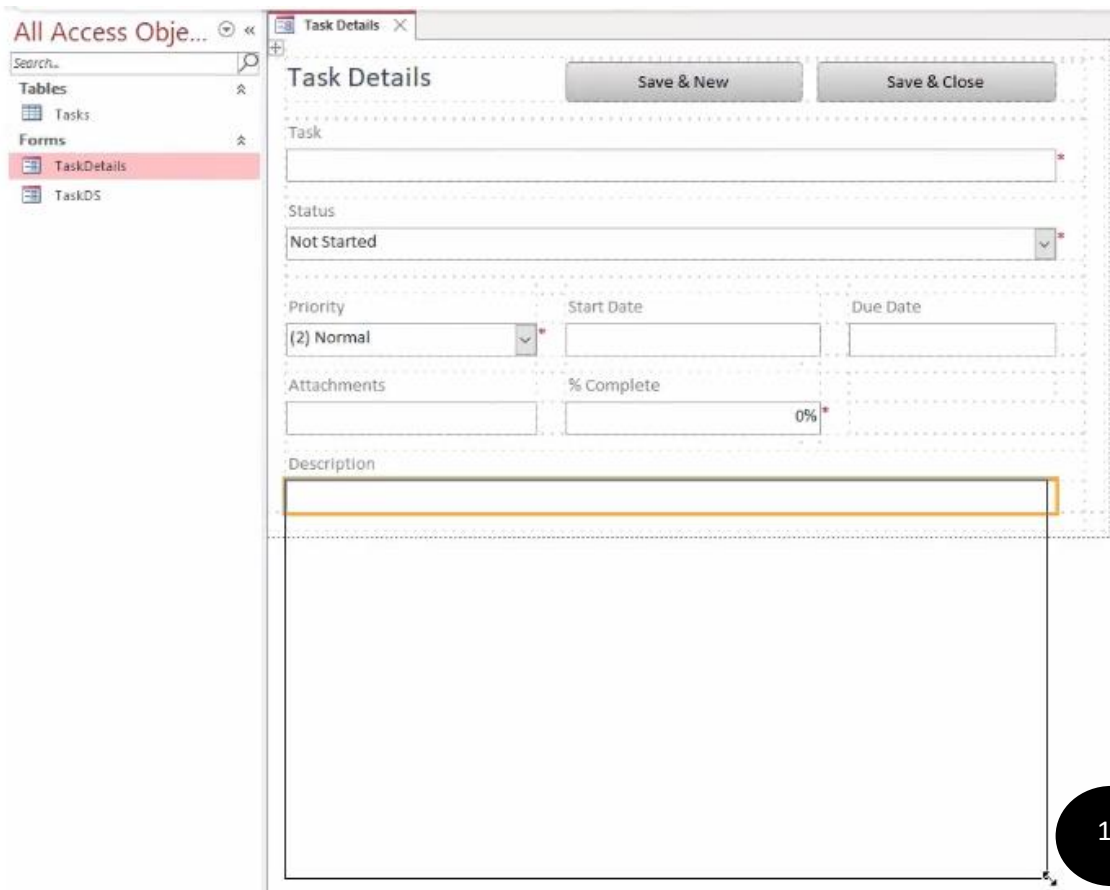
- Click on Enable Content. Double-click on the TaskDetails form



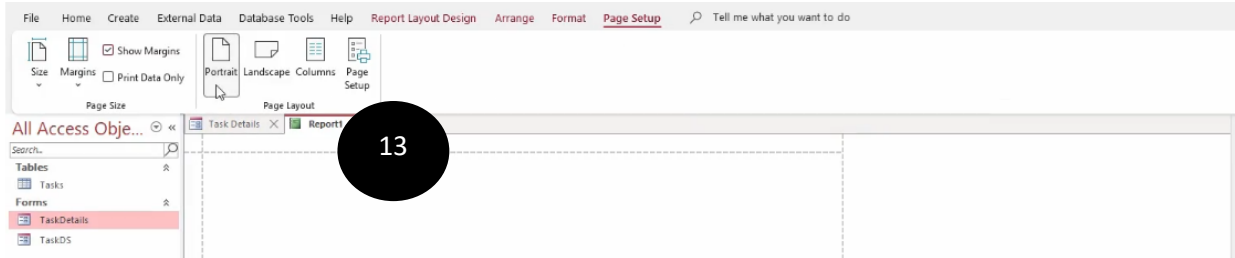
11. Click on the Home tab. Click on the View down arrow, then click on Layout View.



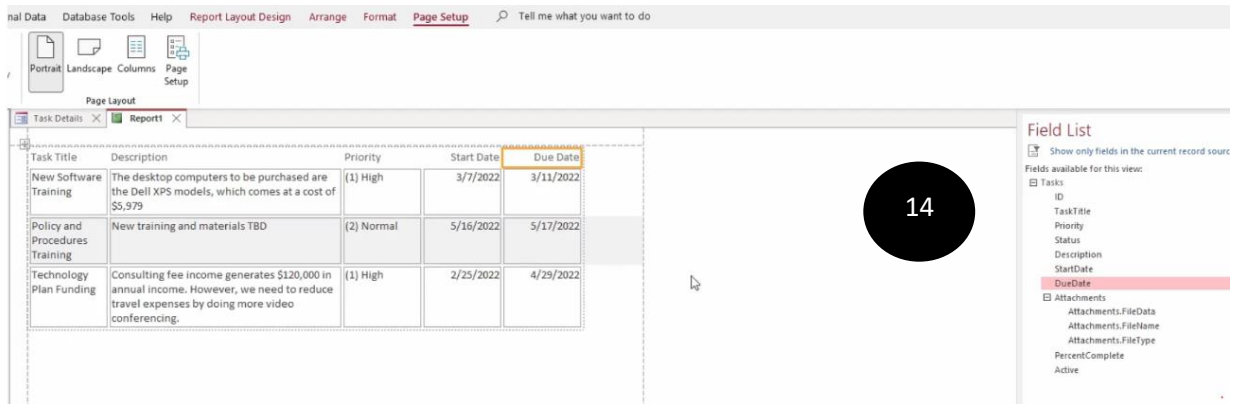
12. Go to the Description field, and make it a little longer by clicking on the lower right side and using your mouse to move the line downward.



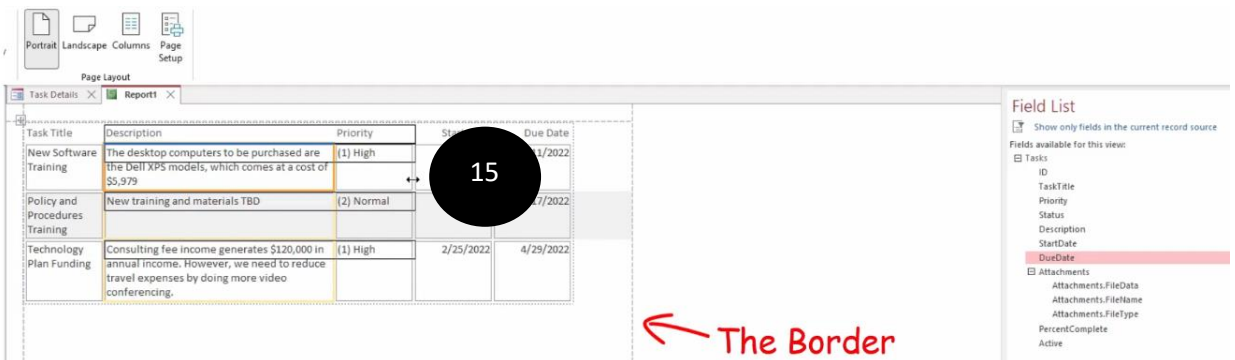
13. Let's create a report that summarizes all of the projects. Click on the Create tab. With the Report Layout tools tab selected, click on Blank Report and choose Portrait.



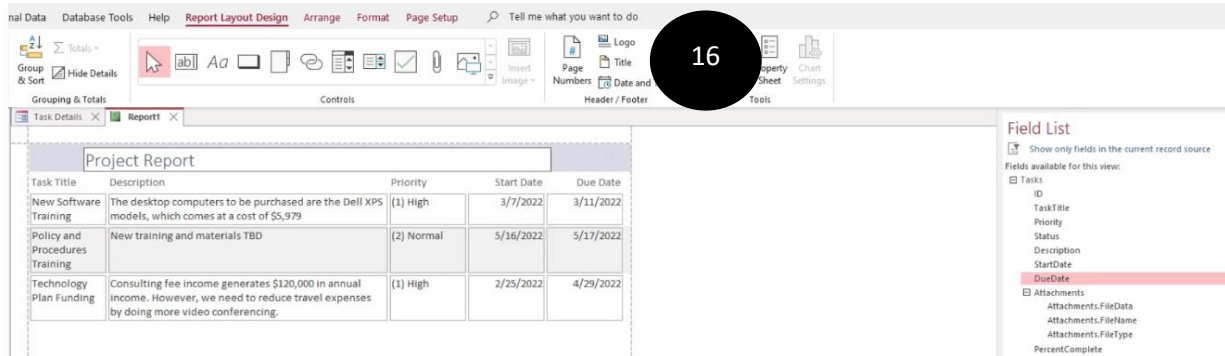
14. Click on "Show all tables", then click on the plus sign and let's add Task Title, Description, Priority, Start Date and Due Date.



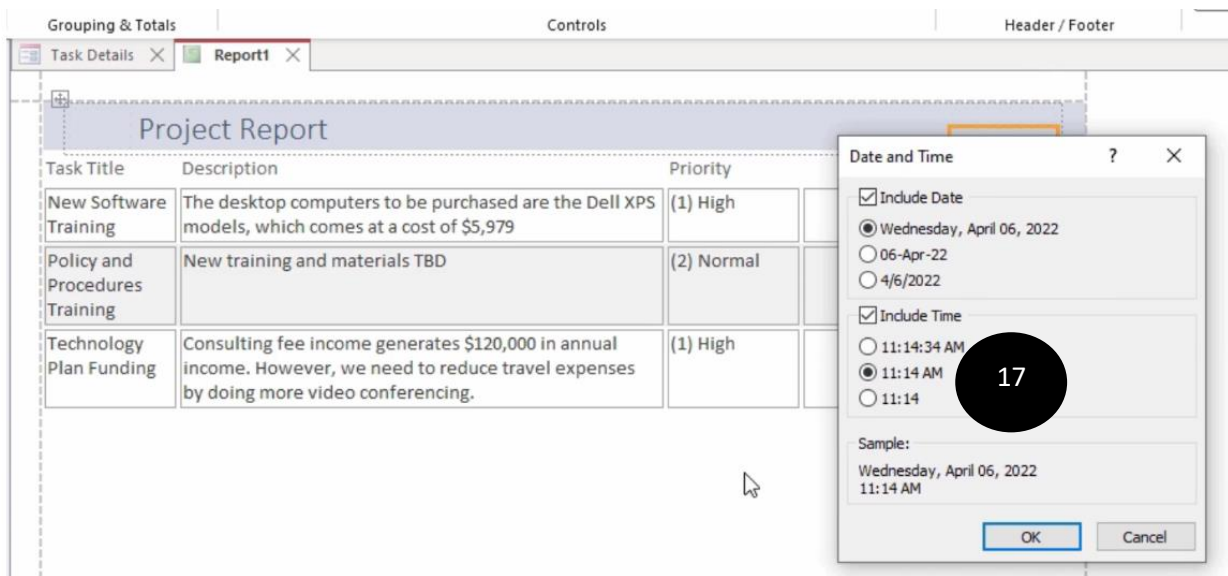
15. Position a mouse to the right side of the description and make it a little wider. Make sure that all the fields are still inside the border.



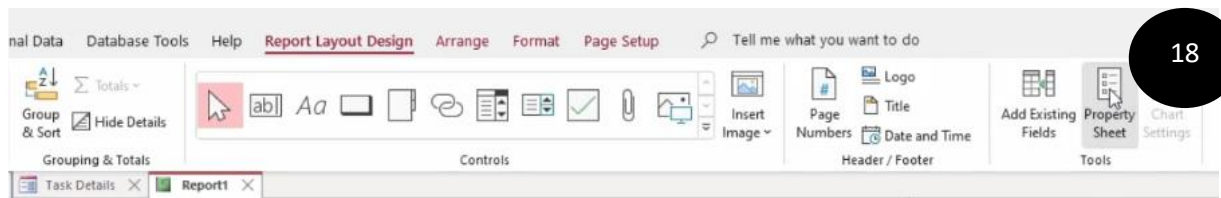
16. Click on Report Layout Design, then click on Title; and let's name it "Project Report"



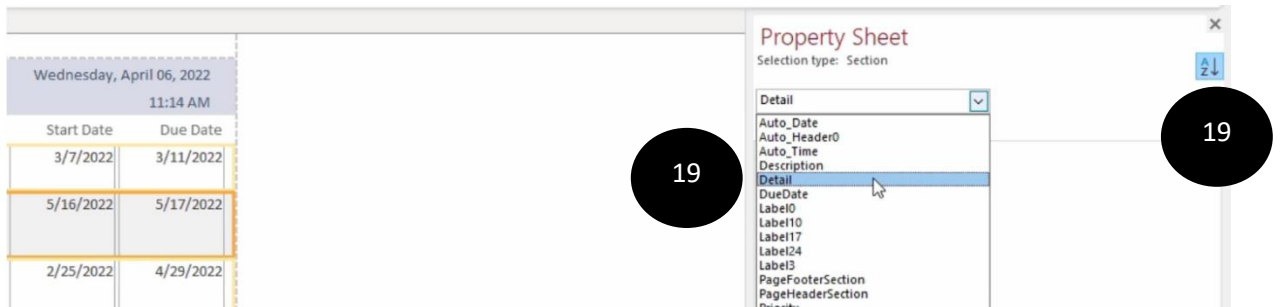
17. Click on the place holder on the right side of the report, then click on Date and Time. Check off the second option under Time; click Ok.



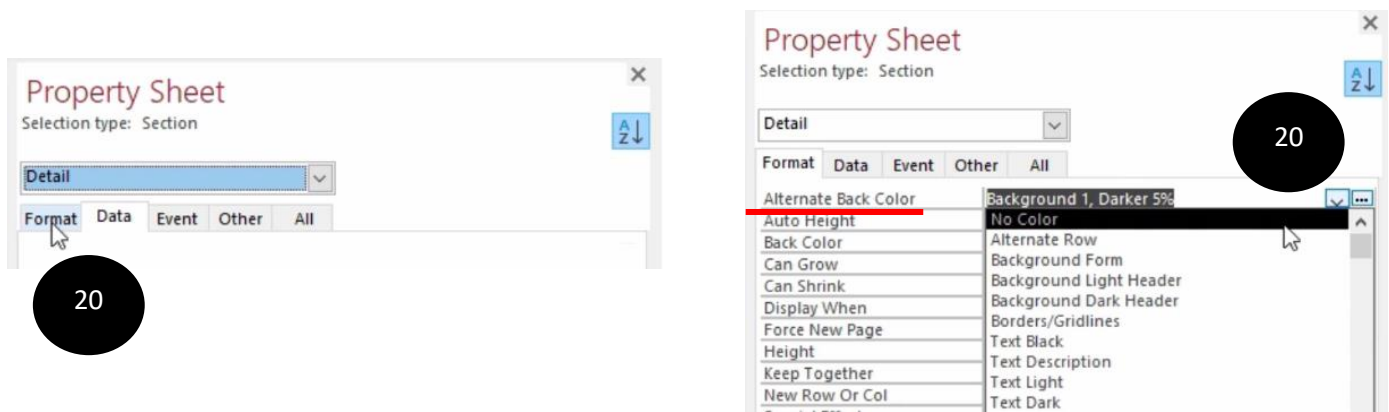
18. Close the Field List, then click on Property Sheet.



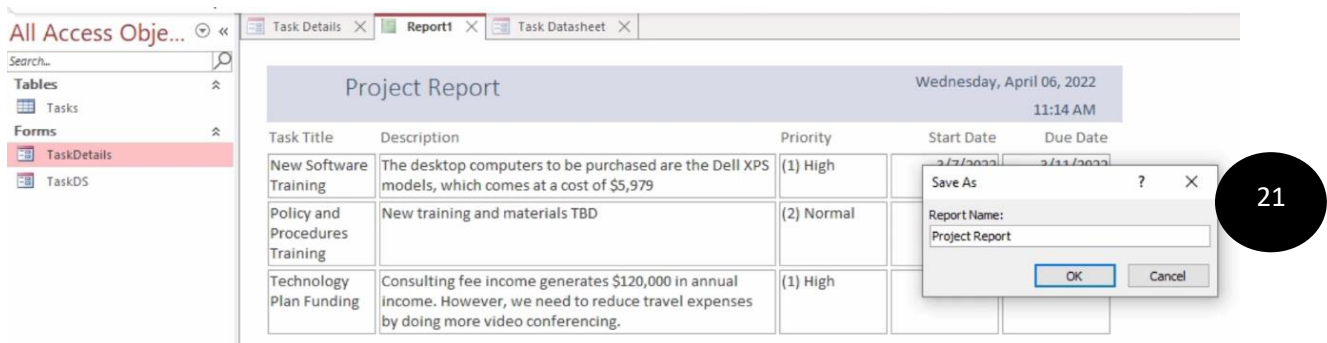
19. Click on Sort AZ under Format, then click just outside the Report and make sure you see “Detail” under Section Type.



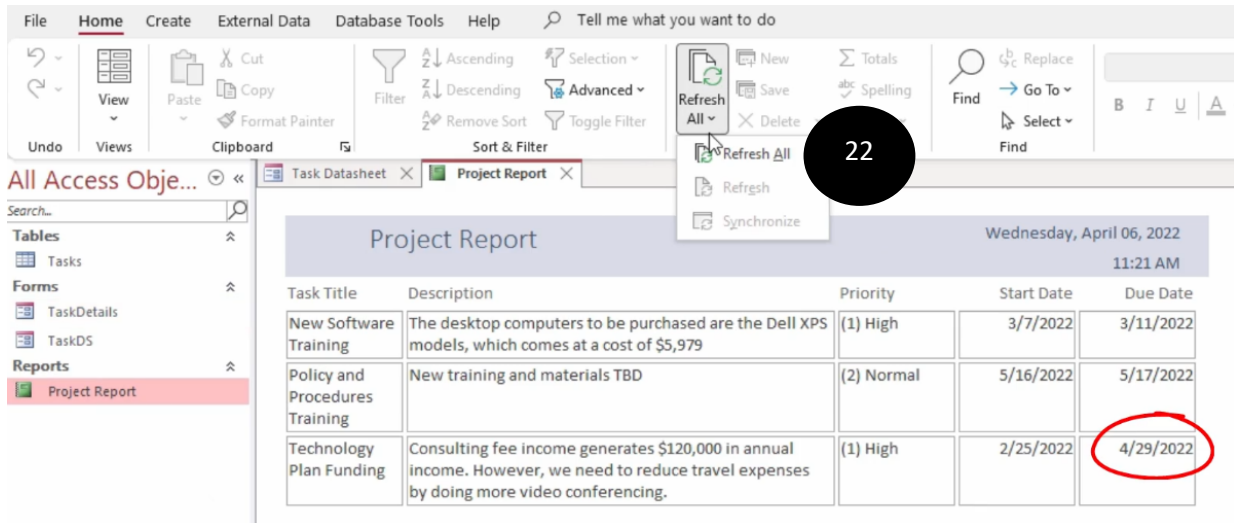
20. Then click on the Format tab. Under Alternate back color, choose “No Color”. Close the Property Sheet.



21. Then click on the View Tab to go back to Datasheet View. Then right-click on the Report tab and click Save. Let’s name it “Project Report”. Close the report.

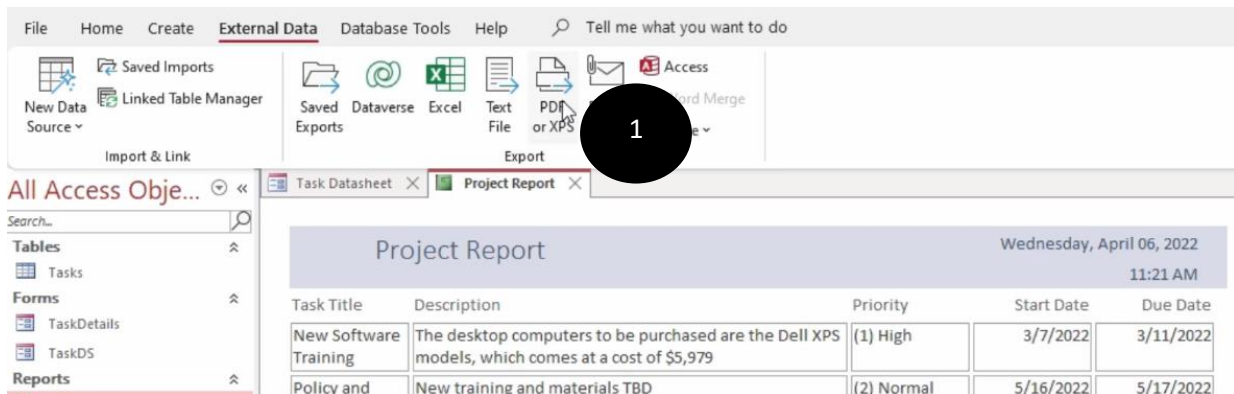


22. As you input new entries and make changes using the Project form, the report will also reflect those changes after you open it and click on “Refresh All”. For example, we can change one of the due dates on the Form and then save it. When we go back to open the Report, we can click on Refresh All, and see that due date change made on the report:

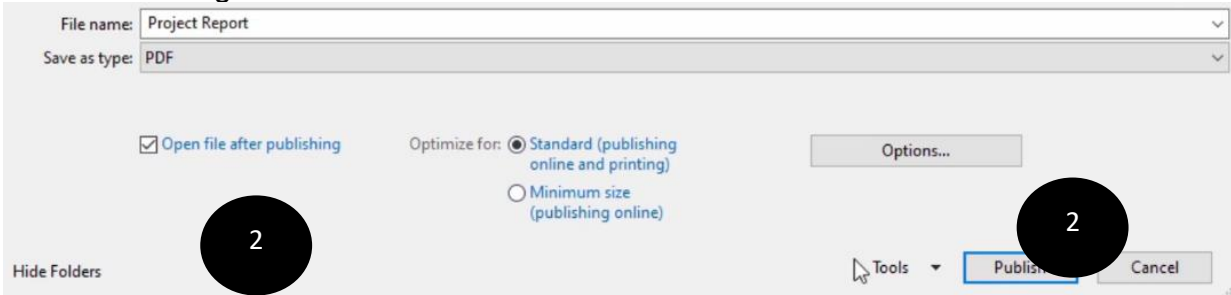


Exporting a Report

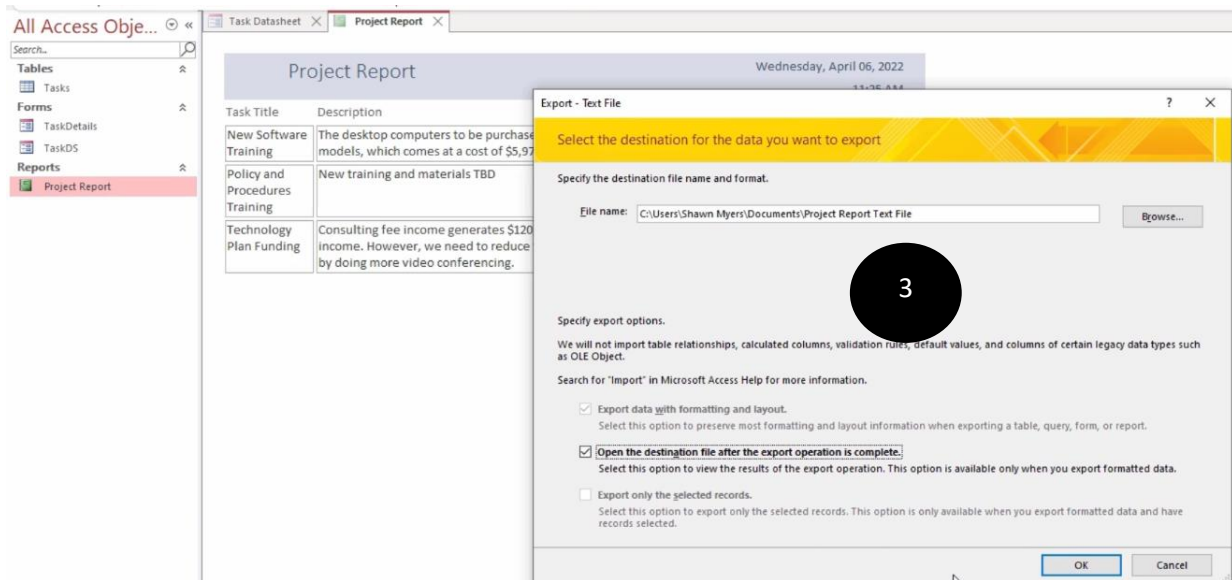
1. To export the report as a PDF file, click on the external data tab. Click on PDF or XPS from the Export group.



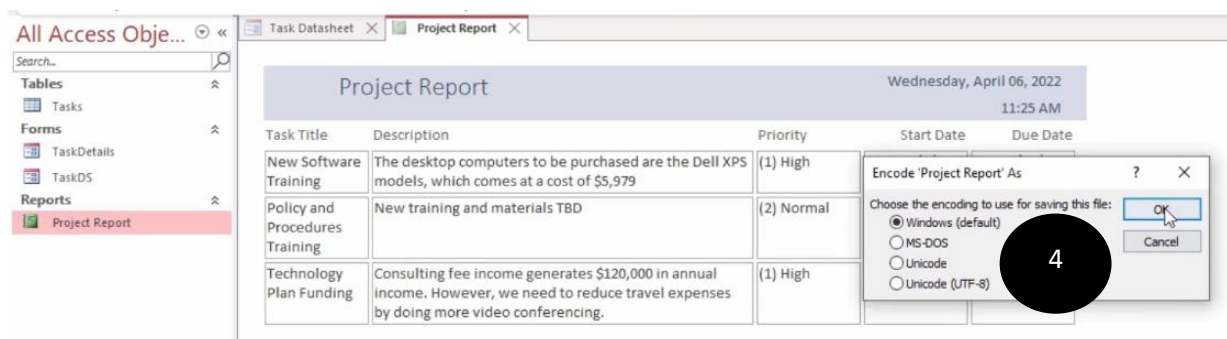
- Choose a file location in this case. For this example, let's choose "Open File After Publishing". Let's choose "Standard" and then click "Publish".



- To export the report as a text file, you would click on "Text File" under Export. Change the file name, keep the same file location and checkoff where it says, "Open the destination file after the exports been completed". Click Ok.



- Keep the default setting under "Encode 'Project Report' As"; click OK.



The Report will open in the Windows Notepad application.



The screenshot shows a Notepad window titled "Project Report Text File - Notepad". The menu bar includes "File", "Edit", "Format", "View", and "Help". The document content is a table with the following data:

Task Title	Description	Priority	Start Date	Due Date
New Software Training	The desktop computers to be purchased are the Dell XPS models, which comes at a cost of \$5,979	(1) High	3/7/2022	3/11/2022
Policy and Procedures Training	New training and materials TBD	(2) Normal	5/16/2022	5/17/2022
Technology Plan Funding	Consulting fee income generates \$120,000 in annual income. However, we need to reduce travel expenses by doing more video conferencing.	(1) High	2/25/2022	5/13/2022