

Fall 2015 Database Lab

Assignment: Database Application: Tracking Regional Office Performance at Campus Travel

Textbook: Valacich, Joseph S. and Schneider, Christoph. Information Systems Today: Managing in the Digital World. 6th Edition. Prentice Hall. ISBN: 9780132971218 (eText: 9780132971799).

Presentation Creator: Preuss

Presentation Date: 10/23/2015

Notes: This presentation shows most if not all the required steps in completing the assignment database. It is the student's responsibility to read and understand the assignment to insure the assignment is correctly done.

There is student responsibility that is not shown in this presentation.

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

C:\Users\Tim\Documents\cptr1138\Lab07

File Home Share View

This PC > Documents > cptr1138 > Lab07

Name	Date modified	Type	Size
campus_travel_trip_options.xlsx	10/21/2015 8:48 PM	Microsoft Excel W...	11 KB
<input checked="" type="checkbox"/> Ch 6 FY2012.mdb	10/23/2015 2:33 PM	Microsoft Access...	436 KB

2 items | 1 item selected 436 KB

The presentation select the example file to open in Access.

This PC

Recycle Bin

Alternate HASH-Gen...

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

---

Info

New

Open

Save

**Save As**

Print

Close

---

Account

Options

# Save As

## File Types

- Save Database As
- Save Object As

## Save Database As

Database File Types

- Access Database (\*.accdb)  
Default database format.

The presentation selects "Save As" to save the database in a current Access format.

- Back Up Database  
Back up important databases regularly to prevent data loss.

Save As



- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Ch 6 FY2012 : Database- C:\Users\Tim\Documents\cptr1138\Lab07\Ch-6 FY2012.mdb (Access 2002 - 2003 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Sort & Filter Records Find Window

Tables

- Destination
- Office
- Sales
- Sales\_agent

The database selects "OK" at the upgrade dialog box.

Microsoft Access

**This Database has been upgraded to the Access 2007 File Format. The new database cannot be shared with users of Access 2003 or earlier versions.**

For more information about conversion, click Help.

OK Help

NUM LOCK

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

FY2012 : Database- C:\Users\Tim\Documents\cptr1138\Lab07\FY2012.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Filter Sort & Filter Records Find Window Text Formatting

**SECURITY WARNING** Some active content has been disabled. Click for more details. [Enable Content](#)

**Tables**

- Destination
- Office
- Sales
- Sales\_agent

The database selects "Enable Content" to complete the work.



The screenshot shows the Microsoft Access 2013 interface. The title bar indicates the file is 'FY2012 : Database- C:\Users\Tim\Documents\cptr1138\Lab07\FY2012.accdb (Access 2007 - 2013 file format) - Access'. The ribbon is set to the 'HOME' tab, with the 'Tables' group selected. The 'Tables' dropdown menu is open, showing options like 'Navigate To Category', 'Custom', 'Object Type', 'Tables and Related Views', 'Created Date', 'Modified Date', 'Filter By Group', 'Tables', 'Queries', 'Forms', 'Reports', and 'All Access Objects'. A yellow callout box with a black border points to the dropdown arrow on the 'Tables' group, containing the text: 'First, the presentation selects the down arrow to get the menu shown.'

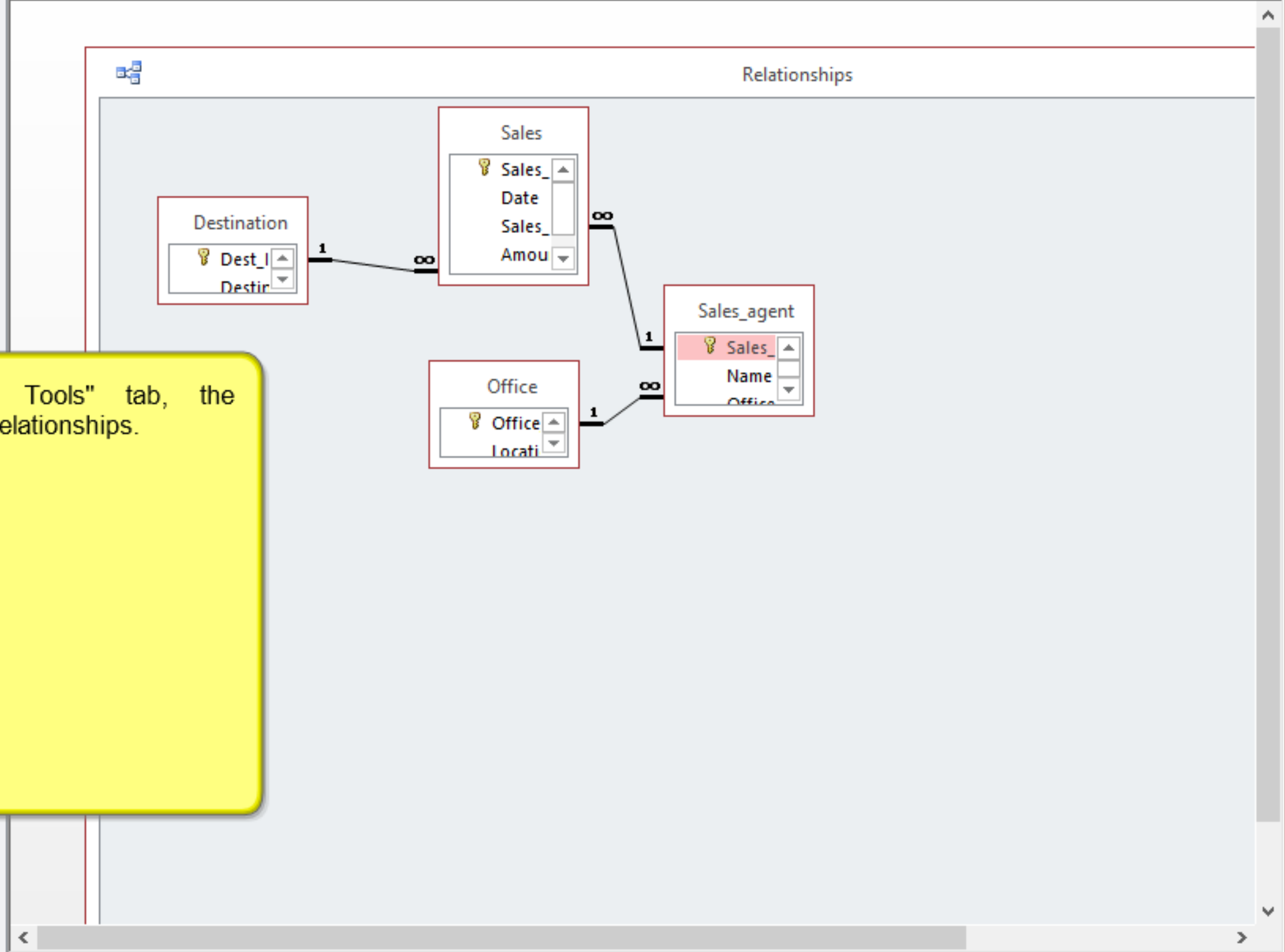
- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

- This PC
- Recycle Bin
- Alternate HASH-Gen...
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Tools Relationships

Edit Relationships  
 Clear Layout  
 Relationship Report  
 Show Table  
 Hide Table  
 Direct Relationships  
 All Relationships  
 Close

- All Access Obj...
- Tables**
- Destination
  - Office
  - Sales
  - Sales\_agent
- Reports**
- Sales\_agent



Under the "Database Tools" tab, the presentation checks the relationships.



Access [Navigation Icons] [User Name]

**FILE** HOME **CREATE** EXTERNAL DATA DATABASE TOOLS

Application Parts Templates | Table Design | SharePoint Lists | Query Wizard | Query Design | Form Design | Blank Form | More Forms | Form Wizard | Navigation | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

Reports | Reports Design | Blank Report

Macros & Code

All Access Objects


**Tables**

- Destination
- Office
- Sales
- Sales\_agent

**Reports**

- Sales\_agent

New Query



This wizard creates a select query from the fields you pick.

- Simple Query Wizard
- Crosstab Query Wizard
- Find Duplicates Query Wizard
- Find Unmatched Query Wizard

OK Cancel

Under the "Create" tab, the presentation selects the "Query Wizard".

Access | Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | More Forms | Form Wizard | Navigation | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Reports

- Sales\_agent

Simple Query Wizard

Which fields do you want in your query?  
You can choose from more than one table or query.

Tables/Queries  
Table: Office

Available Fields: [Empty]

Selected Fields:  
Office\_ID  
Location

Cancel | < Back | Next > | Finish

The presentation selects the fields from the table. The selection is shown.

Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Macro Class Module Visual Basic

This PC

Recycle Bin

Alternate HASH-Gen...

Google

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Reports

- Sales\_agent

Simple Query Wizard

Which fields do you want in your query?  
You can choose from more than one table or query.

Tables/Queries  
Table: Sales\_agent

Available Fields:		Selected Fields:
Sales_Agent	>	Office_ID
Office	>>	Location
	<	Name
	<<	

Cancel < Back Next > Finish

The presentation selects the fields from the table. The selection is shown.

Access | Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Report Wizard | Report Design | Blank Report | Labels | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Reports

- Sales\_agent

### Simple Query Wizard

Would you like a detail or summary query?

Detail (shows every field of every record)

Summary

Summary Options ...

1	aa
2	aa
3	cc

1	bb
2	dd
3	dd

1	aa
2	aa
3	bb
4	cc
5	dd
6	dd

Cancel | < Back | Next > | Finish

The presentation selects "Detail" query.

Access | Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

This PC

Recycle Bin

Alternate HASH-Gen...

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Reports

- Sales\_agent

Simple Query Wizard

What title do you want for your query?

Sales\_Agents\_By\_Office

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

Do you want to open the query or modify the query's design?

Open the query to view information.

Modify the query design.

Cancel < Back Next > Finish

The presentation enters the query title as shown.



Access [Navigation Icons] [User: Tim Preuss]

**FILE** | HOME | **CREATE** | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Report | Report Design | Blank Report | Labels | Report Wizard | Macro | Module | Class Module | Visual Basic

All Access Objects

**Tables**

- Destination
- Office
- Sales
- Sales\_agent

**Queries**

- Sales\_Agents\_By\_Office

**Reports**

**New Query**

Office\_ID

1
2
2
3
3
4
5
5
6
7
8

Simple Query Wizard  
 Crosstab Query Wizard  
 Find Duplicates Query Wizard  
 Find Unmatched Query Wizard

OK Cancel

Record: 1 of 11 | No Filter | Search

Under the "Create" tab, the presentation selects the "Query Wizard".



Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | More Forms | Form Wizard | Navigation | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Office

Reports

- Sales\_agent

Simple Query Wizard

Which fields do you want in your query?  
You can choose from more than one table or query.

Tables/Queries  
Table: Destination

Available Fields: [Empty]

Selected Fields:  
Dest\_ID  
Destination

Cancel < Back Next > Finish

The presentation selects the fields from the table. The selection is shown.

Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | More Forms | Form Wizard | Navigation | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

Macros & Code

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Office

Reports

- Sales\_agent

Simple Query Wizard

Which fields do you want in your query?  
You can choose from more than one table or query.

Tables/Queries  
Table: Sales\_agent

Available Fields:		Selected Fields:
Sales_Agent	>	Dest_ID
Office	>>	Destination
	<	Name
	<<	

Cancel < Back Next > Finish

The presentation selects the fields from the table. The selection is shown.

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Office

Reports

Simple Query Wizard

Would you like a detail or summary query?

Detail (shows every field of every record)

Summary

Summary Options ...

Cancel < Back Next > Finish

The presentation selects "Detail" query.

Record: 1 of 11 | No Filter | Search

Access | Tim Preuss

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All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Office

Reports

### Simple Query Wizard

What title do you want for your query?

Sales\_Agents\_By\_Destination

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

Do you want to open the query or modify the query's design?

Open the query to view information.

Modify the query design.

Cancel | < Back | Next > | Finish

The presentation enters the query title as shown.



Access | [Navigation Icons] | Tim Preuss

**FILE** | HOME | **CREATE** | EXTERNAL DATA | DATABASE TOOLS

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Templates | Tables | Queries | Forms | Reports | Macros & Code

All Access Objects

**Tables**

- Destination
- Office
- Sales
- Sales\_agent

**Queries**

- Sales\_Agents\_By\_Destination
- Sales\_Agents\_By\_Office

**New Query**

Simple Query Wizard  
 Crosstab Query Wizard  
 Find Duplicates Query Wizard  
 Find Unmatched Query Wizard

OK Cancel

Dest_ID		
12		
2		
5		
5		
7		
3		
1		
10		
11		
10		
12		
13		
14		
9		
8	Bangkok	Kent
7	Kochi	Jodi
6	Moscow	Ben
5	Delhi	Kent
4	Dubai	Firas
3	London	Herman
2	Paris	Kurt
1	Rome	Russel
2	Paris	Leslie
3	London	Chris

Record: 1 of 30 | No Filter | Search

Under the "Create" tab, the presentation selects the "Query Wizard".

Access

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All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Destination
- Sales\_Agents\_By\_Office

Reports

Simple Query Wizard

Which fields do you want in your query?  
You can choose from more than one table or query.

Tables/Queries  
Table: Destination

Available Fields:  
Dest\_ID

Selected Fields:  
Destination

Cancel < Back Next > Finish

The presentation selects the fields from the table. The selection is shown.

9	Taipei	Firas
8	Bangkok	Kent
7	Kochi	Jodi
6	Moscow	Ben
5	Delhi	Kent
4	Dubai	Firas
3	London	Herman
2	Paris	Kurt
1	Rome	Russel
2	Paris	Leslie
3	London	Chris

Record: 1 of 30 | No Filter | Search



Access | Tim Preuss

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All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Destination
- Sales\_Agents\_By\_Office

Reports

Simple Query Wizard

Which fields do you want in your query?  
You can choose from more than one table or query.

Tables/Queries  
Table: Sales

Available Fields:  
Sales\_ID  
Sales\_Agent  
Amount  
Destination

Selected Fields:  
Destination  
Date

Cancel < Back Next > Finish

The presentation selects the fields from the table. The selection is shown.

9	Taipei	Firas
8	Bangkok	Kent
7	Kochi	Jodi
6	Moscow	Ben
5	Delhi	Kent
4	Dubai	Firas
3	London	Herman
2	Paris	Kurt
1	Rome	Russel
2	Paris	Leslie
3	London	Chris

Record: 1 of 30 | No Filter | Search

Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Destination
- Sales\_Agents\_By\_Office

Reports

Simple Query Wizard

Which fields do you want in your query?  
You can choose from more than one table or query.

Tables/Queries  
Table: Sales\_agent

Available Fields:  
Sales\_Agent  
Office

Selected Fields:  
Destination  
Date  
Name

Cancel < Back Next > Finish

The presentation selects the fields from the table. The selection is shown.

9	Taipei	Firas			
8	Bangkok	Kent			
7	Kochi	Jodi			
6	Moscow	Ben			
5	Delhi	Kent			
4	Dubai	Firas			
3	London	Herman			
2	Paris	Kurt			
1	Rome	Russel			
2	Paris	Leslie			
3	London	Chris			

Record: 1 of 30 | No Filter | Search

Access | Tim Preuss

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All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Destination
- Sales\_Agents\_By\_Office

Simple Query Wizard

Would you like a detail or summary query?

Detail (shows every field of every record)

Summary

Summary Options ...

Cancel | < Back | Next > | Finish

The presentation selects "Detail" query.

9	Taipei	Firas
8	Bangkok	Kent
7	Kochi	Jodi
6	Moscow	Ben
5	Delhi	Kent
4	Dubai	Firas
3	London	Herman
2	Paris	Kurt
1	Rome	Russel
2	Paris	Leslie
3	London	Chris

Record: 1 of 30 | No Filter | Search

Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

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Macros & Code

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Sales\_Agents\_By\_Destination
- Sales\_Agents\_By\_Office

Simple Query Wizard

What title do you want for your query?

Destinations\_Sold\_By\_Agent

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

Do you want to open the query or modify the query's design?

Open the query to view information.

Modify the query design.

Cancel < Back Next > Finish

The presentation enters the query title as shown.

9	Taipei	Firas	
8	Bangkok	Kent	
7	Kochi	Jodi	
6	Moscow	Ben	
5	Delhi	Kent	
4	Dubai	Firas	
3	London	Herman	
2	Paris	Kurt	
1	Rome	Russel	
2	Paris	Leslie	
3	London	Chris	

Record: 1 of 30 | No Filter | Search



Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates Table Table Design SharePoint Lists Query Wizard Query Design Form Form Design Blank Form Navigation More Forms Report Report Design Blank Report Report Wizard Labels Macro Class Module Visual Basic

All Access Obj...

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent
- Sales\_Agents\_By\_Destination

Report Wizard

Which fields do you want on your report?  
You can choose from more than one table or query.

Tables/Queries  
Query: Sales\_Agents\_By\_Office

Available Fields: Selected Fields:

- Office\_ID
- Location
- Name

Cancel < Back Next > Finish

Under the "Create" tab, the presentation selects the "Report Wizard".

Access | Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | More Forms | Form Wizard | Navigation | More Forms | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

How do you want to view your data?

- by Office
- by Sales\_agent

Show me more information

Office\_ID, Location

Name

Cancel | < Back | Next > | Finish

The presentation selects the report view as shown.



Access | Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Form Wizard | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

Do you want to add any grouping levels?

Office\_ID, Location

Name

Office\_ID  
Location

> < Priority

Grouping Options ... Cancel < Back Next > Finish

The presentation set the report grouping as shown.

Access - Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Form Wizard | Navigation | More Forms | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

What sort order do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1	[Field]	Ascending
2	[Field]	Ascending
3	[Field]	Ascending
4	[Field]	Ascending

Cancel < Back Next > Finish

The presentation set the report sorting as shown.

The screenshot shows the Microsoft Access interface with the Report Wizard dialog box open. The wizard is at the 'How would you like to lay out your report?' step. The 'Layout' section has three radio buttons: 'Stepped' (selected), 'Block', and 'Outline'. The 'Orientation' section has two radio buttons: 'Portrait' (selected) and 'Landscape'. Below these is a checkbox labeled 'Adjust the field width so all fields fit on a page.' which is checked. At the bottom of the dialog, there are four buttons: 'Cancel', '< Back', 'Next >' (highlighted with a blue border), and 'Finish'. In the background, the Access ribbon is visible with tabs for FILE, HOME, CREATE, EXTERNAL DATA, and DATABASE TOOLS. The 'CREATE' tab is active, showing options for Application Parts, Tables, Query Wizard, Form, and Report Wizard. The 'Report Wizard' group is expanded, showing 'Report Design Report' as the selected option. The left-hand pane shows a list of tables and queries under 'All Access Objects'.

The presentation set the report layout as shown.

Access | Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Form Wizard | Navigation | More Forms | Report | Report Design | Blank Report | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

What title do you want for your report?

Sales\_Agents\_By\_Office

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

The presentation set the report title as shown. The presentation selects "Modify the report's design" before continuing.







Access | Tim Preuss

FILE | HOME | **CREATE** | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | More Forms | Form Wizard | Navigation | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

All Access Objects

**Tables**

- Destination
- Office
- Sales
- Sales\_agent

**Queries**

- Destinations\_Sold\_By\_Agent
- Sales\_Agents\_By\_Destination

Report Wizard

Which fields do you want on your report?  
You can choose from more than one table or query.

Tables/Queries  
Query: Destinations\_Sold\_By\_Agent

Available Fields: | Selected Fields:  
Name  
Destination  
Date

Cancel | < Back | Next > | Finish

Under the "Create" tab, the presentation selects the "Report Wizard".

Access

Tim Preuss

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts Templates

Table Table Design SharePoint Lists

Query Wizard Query Design

Form Form Design Blank Form

Form Wizard Navigation More Forms

Report Report Design Blank Report

Report Wizard Labels

Macro

Module Class Module Visual Basic

Macros & Code

This PC

Recycle Bin

Alternate HASH-Gen...

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

How do you want to view your data?

- by Destination
- by Sales
- by Sales\_agent

Name

Destination, Date

Show me more information

Cancel < Back Next > Finish

The presentation selects the report view as shown.

Access | Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | More Forms | Form Wizard | Navigation | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

This PC

Recycle Bin

Alternate HASH-Gen...

All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

Do you want to add any grouping levels?

Destination  
Date

Name

Destination, Date

Priority

Grouping Options ... | Cancel | < Back | Next > | Finish

The presentation set the report grouping as shown.

Access [Navigation] [User: Tim Preuss]

**FILE** HOME CREATE EXTERNAL DATA DATABASE TOOLS

Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | More Forms | Form Wizard | Navigation | More Forms | Report Wizard | Labels | Report | Report Design | Blank Report | Macro | Module | Class Module | Visual Basic

Macros & Code

All Access Objects

**Tables**

- Destination
- Office
- Sales
- Sales\_agent

**Queries**

- Destinations\_Sold\_By\_Agent

**Report Wizard**

What sort order do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1	[Dropdown]	Ascending
2	[Dropdown]	Ascending
3	[Dropdown]	Ascending
4	[Dropdown]	Ascending

Cancel < Back **Next >** Finish

The presentation set the report sorting as shown.

Access | Tim Preuss

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Application Parts | Table | Table Design | SharePoint Lists | Query Wizard | Query Design | Form | Form Design | Blank Form | Navigation | More Forms | Form Wizard | Report Wizard | Labels | Macro | Module | Class Module | Visual Basic

All Access Objects

Tables


- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

How would you like to lay out your report?



Layout

- Stepped
- Block
- Outline

Orientation

- Portrait
- Landscape

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

Cancel | < Back | Next > | Finish

The presentation set the report layout as shown.



Access | Tim Preuss

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS

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All Access Objects

Tables

- Destination
- Office
- Sales
- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

What title do you want for your report?

Destinations\_Sold\_By\_Agent

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

The presentation set the report title as shown. The presentation selects "Modify the report's design" before continuing.



Access | [Navigation Icons] | Tim Preuss

**FILE** | HOME | **CREATE** | EXTERNAL DATA | DATABASE TOOLS

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Macros & Code

All Access Objects

**Tables**

- Destination
- Office
- Sales
- Sales\_agent

**Queries**

- Destinations\_Sold\_By\_Agent
- Sales\_Agents\_By\_Destination

**Report Wizard**

Which fields do you want on your report?  
You can choose from more than one table or query.

Tables/Queries  
Query: Sales\_Agents\_By\_Destination

Available Fields: [Empty]

Selected Fields:  
Dest\_ID  
Destination  
Name

Buttons: Cancel | < Back | **Next >** | Finish

Under the "Create" tab, the presentation selects the "Report Wizard".

The screenshot shows the Microsoft Access 2013 interface. The ribbon includes FILE, HOME, CREATE, EXTERNAL DATA, and DATABASE TOOLS. The 'Report Wizard' dialog box is open, with the question 'How do you want to view your data?'. The options are 'by Destination' (selected), 'by Sales\_agent', and 'Show me more information'. The 'Name' field contains 'Dest\_ID, Destination'. The 'Next >' button is highlighted with a blue border. A yellow callout box on the left contains the text: 'The presentation selects the report view as shown.'

The presentation selects the report view as shown.



Access

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Application Parts Templates

Table Design Tables

SharePoint Lists

Query Wizard Design

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Macro

Module Class Module Visual Basic

Macros & Code

All Access Objects

Tables

- Destination
- Office
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- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

Do you want to add any grouping levels?

Dest\_ID, Destination

Name

Dest\_ID  
Destination

Priority

Grouping Options ...

Cancel < Back Next > Finish

The presentation set the report grouping as shown.



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All Access Objects

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- Destinations\_Sold\_By\_Agent

Report Wizard

What sort order do you want for detail records?

You can sort records by up to four fields, in either ascending or descending order.

1	[Field]	Ascending
2	[Field]	Ascending
3	[Field]	Ascending
4	[Field]	Ascending

Cancel < Back Next > Finish

The presentation set the report sorting as shown.

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Macros & Code

All Access Objects

Tables


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- Destinations\_Sold\_By\_Agent

Report Wizard

How would you like to lay out your report?



Layout

- Stepped
- Block
- Outline

Orientation

- Portrait
- Landscape

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

Cancel < Back Next > Finish

The presentation set the report layout as shown.

Access

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This PC

Recycle Bin

Alternate HASH-Gen...

All Access Objects

Tables

- Destination
- Office
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- Sales\_agent

Queries

- Destinations\_Sold\_By\_Agent

Report Wizard

What title do you want for your report?

Sales\_Agents\_By\_Destination

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

The presentation set the report title as shown. The presentation selects "Modify the report's design" before continuing.

Access | REPORT DESIGN TOOLS

FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS | DESIGN | ARRANGE | FORMAT | PAGE SETUP

View | Themes | Group & Sort | Controls | Insert Image | Page Numbers | Logo | Title | Date and Time | Add Existing Fields | Property Sheet | Tab Order

- All Access Obj...
- Tables**
- Destination
  - Office
  - Sales
  - Sales\_agent
- Queries**
- Destinations\_Sold\_By\_Agent
  - Sales\_Agents\_By\_Destination
  - Sales\_Agents\_By\_Office
- Reports**
- Destinations\_Sold\_By\_Agent
  - Sales\_agent
  - Sales\_Agents\_By\_Destination

Sales\_Agents\_By\_Destination

Sales_Agents_By_Destination							
Dest_ID	Destination	Name					
Dest_ID	Destination	Name					
		Name					

Footer: ="Page " & [Page] & " of " & [Pa

The presentation may add more information to the report.