ACCESS 2016-PART II
SHORTCOURSE HANDOUT

TEXAS TECH UNIVERSITY
Information Technology Division

Texas Tech University | Heide Mansouri

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Microsoft Access 2016
Part–II
ShortCourse Handout

Introduction

Access 2016 ShortCourse - Part II is designed as an introductory course to Microsoft Access 2016 **Queries**, **Forms** and **Reports**.

Queries are an essential part of databases. You can use a query to answer a simple question, to perform calculations, or to combine data from different tables. Queries that you use to retrieve data from a table or to make calculations are called **Select Queries**. Queries that **add**, **change**, or **delete** data are called **Action Queries**. By using a query, you can assemble the data that you want to use before you design your report.

Forms are often the most convenient layout for entering, changing, and viewing records in your database. You can use forms to control access to data, such as which fields or rows of data are displayed. You can also add buttons and other functionality to a form to automate frequently performed actions.

Reports are used to present data in printed forms. You can create Reports for mailing labels, invoice tags, address and phone lists, sales and purchases analysis, and any other information that you store in a table.

This ShortCourse assumes that you have already attended Microsoft Access 2016 Part-I ShortCourse, or you are familiar with Microsoft Access 2016 Interface, and Access Database Design basics.

Course Objectives

After completing this ShortCourse, you should be able to:

- Create a new database;
- Use the Query Designer to create a select query that returns data from a single table;
- Create a Select Query that asks you to enter parameters and then returns results that match those parameters;
- Use a formula in a query to calculate a sum;
- Use the Query Wizard to create a Select Query that returns data from two tables.
- Add criteria to a query;
- Sort the query results;
- Create and modify forms;
- Create basic reports;
- Use Layout and Design views to change a report; and
- Create mailing labels.

Practice 1: Create a blank database

- Start the Microsoft Access 2016 program.
- From the **File** menu, click **New**. By default, **Blank Database** is highlighted.
- In **the File Name** box, type: **Customers Files**
- Click the **Create** button.
- **File** -> **Save As** -> **Save Database As** -> **Backup Database** -> **Save As** -> **Save**.
- Click **Enable Content**.

Practice 2: Create 3 tables, as follows

- Using the **Design View** and the steps given on the next page; create 2 tables (**Customers** table and **Orders** table).
- Create the **3rd** table, the **Products** table, using the **Microsoft Excel** program. And then **Import** this **Products** table into your Access database (**practice 3**, on page 5).

  Notice that there is at least one common field (matching fields) in related tables.

  Remember *that you can import only one worksheet at a time during an import operation. To import data from multiple worksheets, repeat the import operation for each worksheet.*

- ***To create the Customers table, do the following:***
  - ○ Click the **View** drop-down menu (on the **FIELDS** tab of **TABLE TOOLS**), choose **Design View**.
  - ○ Type **Customers** for **Table Name:** and then click **OK**.
  - ○ Create the table **Field Names** for Customers table, choosing correct data types (see the look up table), and pressing the **Enter** key. For example change the first Field Name to CustomerID, and change its Data type to Number.
  - ○ When finished typing all the Field Names (table column headers), click the **View** drop-down button, click the **Datasheet View** button, and click **Yes** to save this table.
  - ○ On Datasheet View, populate the Customers table, typing the phone numbers without formatting- we will format this using the Input Mask Wizard.
  - ○ **Close** the Customers' table (Right-click on this table's tab and then click **Close**).

CustomerID	LastName	FirstName	Street	City	State	PhoneNumber	Chocolate Preference
6	Hanson	Rita	304 King Ave	New York	NY	(212)555-3944	3
2	Smith	Frank	99 Prairie Ave	Denver	CO	(613)555-7264	2
8	Grant	Jim	89 Rain Way	Portland	OR	(513)555-7209	1
9	Hanson	Mary	306 King Ave	Denver	CO	(212)555-7890	3
1	Smith	Jim	156 Slide Rd.	New York	NY	(212)555-7788	1

- ***To create the Orders table, do the following:***
  - ○ On the **Create** tab (on the **Ribbon**), click the **Table** button.
  - ○ From the **View** drop-down menu, choose **Design View**.
  - ○ Type **Orders** for **Table Name**, and then click **OK**.
  - ○ Choosing correct data types (see the **look up** table), create the table **Field Names** for Orders table, using the **Enter** key.
  - ○ Click the **View** button, and click **Yes** to save this table.
  - ○ Populate the Orders table.
  - ○ **Close** the Orders' table (Right-click on this table's tab and then click **Close**).

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OrderID	CustomerID	OrderDate	Account#	Gift
101	1	1/2/2008	1667	yes
102	6	2/3/2008	2675	yes
103	2	2/6/2008	1971	No
104	8	3/4/2008	2501	No

- ***To create the Products table, do the following***:
    - o Minimize the Access program.
    - o Start the **Excel program**.
    - o Create the Products table.
    - o Save your file and close the Excel program.
    - o Switch to your Access database, to import this file into your database.

ProductID	OrdersID	UnitPrice	UnitsInStock
201	101	12.95	125
202	102	17.95	57
203	103	9.25	29

Look up Table

Field Name	Data Type
CustomerID (primary key for **Customer's** table)	Number
OrderID (primary key for **Order's** table)	Number
ProductID (primary key for **Product's** table)	Number
OrderDate	Date/Time
Account#	Number
Gift	Yes/No
UnitPrice	Currency

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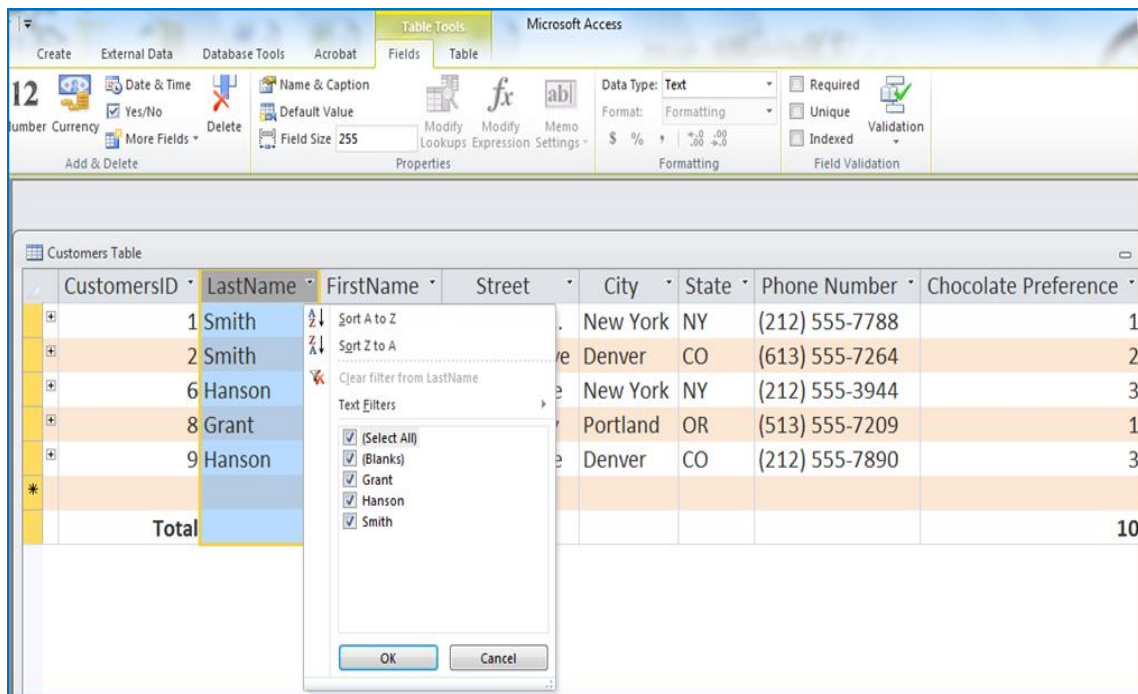**Practice 3: Import the Products table**

- On the **External Data** tab, in the **Import** group, click the **Excel** icon, and then click **Open**. *Note* that *the **External Data** tab is **not** available unless a database is open.*
- Browse to find your **Products** table - (file of type Excel), and then click **OK**.
- Follow the steps, clicking **Next**, and selecting
    - For **Field Option**: **ProductID**, in **Indexed:** box; select **Yes (No Duplicates**).
    - Click **Next**.
    - Select the Radio button: **Choose my own primary key**, and then choosing the **ProductID** as this table's Primary Key.
    - Click **Next**.
- In the **Import to Table:** box, type: **Products table**, and then click **Finish**.
- *Click **Close**. **Remember** that you can import only one worksheet at a time during an import operation. To import data from multiple worksheets, repeat the import operation for each worksheet.*
- Open the **Products** table in the **Design View** (on the **Home tab**), click in the **OrderID** field box.
- In the **Field Properties**, change the **Field size** of the **OrderID** to "**Long Integer**" to match this field's property in Orders table.
- Click **Save** and **Yes**.
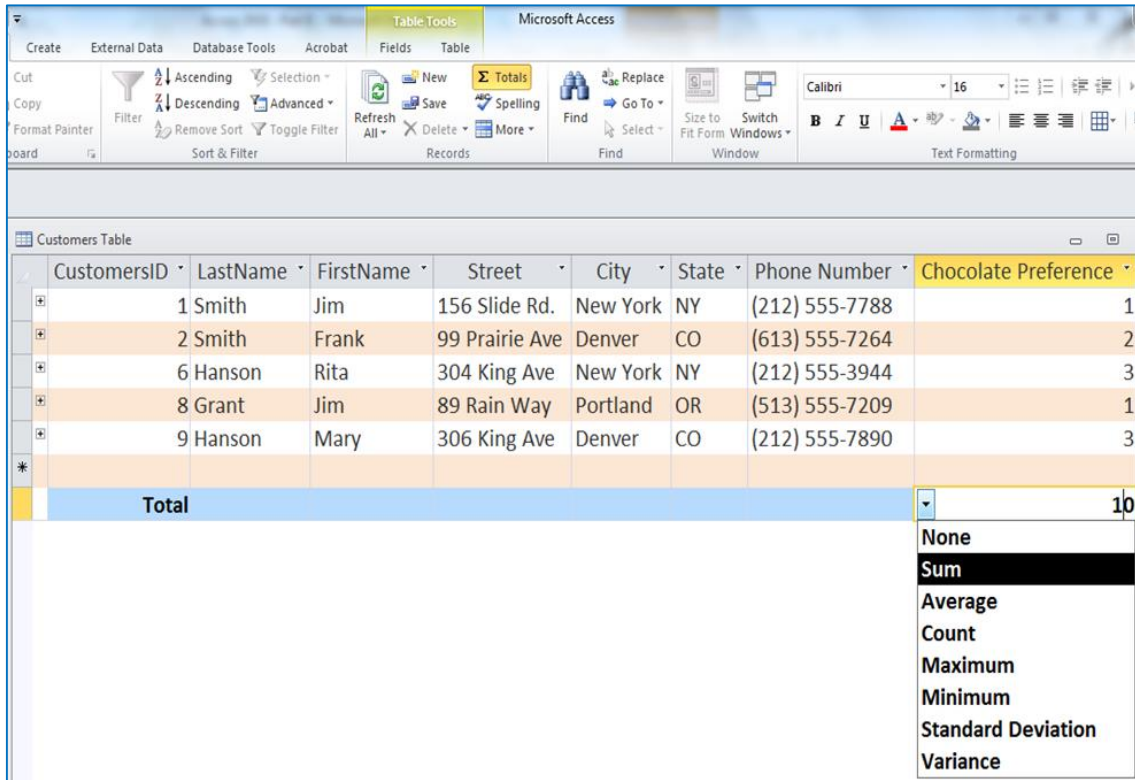- **Close** the table.

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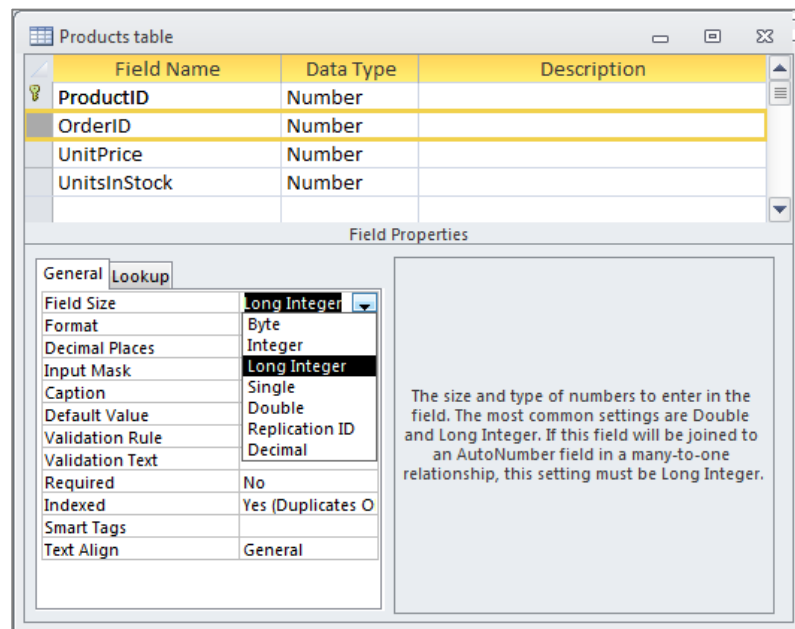
Some Table Editing Tips

- To edit a table in **Datasheet View**, use the **HOME** tab, and then use the **Filter** or **Advanced** buttons (on the **Sort & Filter** group).

- Select entire records by clicking on the gray tile to the left of the record, and then use the menus, or right-click on the record, and select your option (copy, paste, cut, delete records).

- To edit a table in **Design View**, and move to the next or previous field, press **TAB** or **SHIFT + TAB** keys (to go back).

- To select the current **Field Name** or remove the selection from the current field, press **F2.**

- To **undo** changes to current **Field Name** or **Record**, press **Esc** key. *Remember that Deleted records are NON-RETRIEVABLE.*

- To add a **Total** row to your table, on the **Home** tab, in the **Records** group click the **Totals** button (the predefined calculation button).

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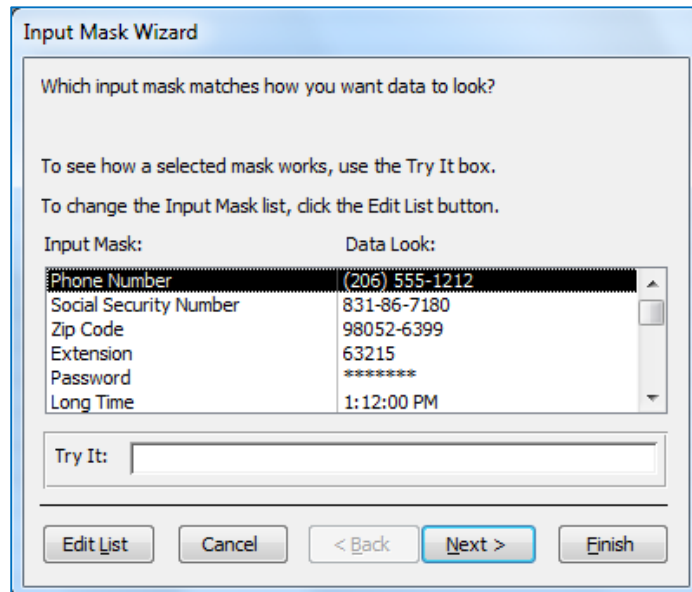## Input Mask

- An input mask is a set of literal characters and mask characters that control what users can enter in a field.
- It is a defined format for the field.
- You can create Masks, using the **Input Mask Wizard**.
- You can use Masks to control the format of data entered. It does not change how the data is stored, which is controlled by the field's data type and other field properties.

Practice 4: Create an Input Mask for phone number, using the Customers table.

- In the Navigation Pane, right-click the **Customers** table and click **Design View** on the shortcut menu.

- Click in the **Phone Number** field.

- In the lower section of the design grid, on the **General** tab, click the **Input Mask** property box.

- Click the **Build** button, to start the **Input Mask Wizard**, and then follow the instructions in the wizard.

- Switch to Datasheet view (right-click the document tab for the open table and click Datasheet View on the shortcut menu).

- Test your mask.
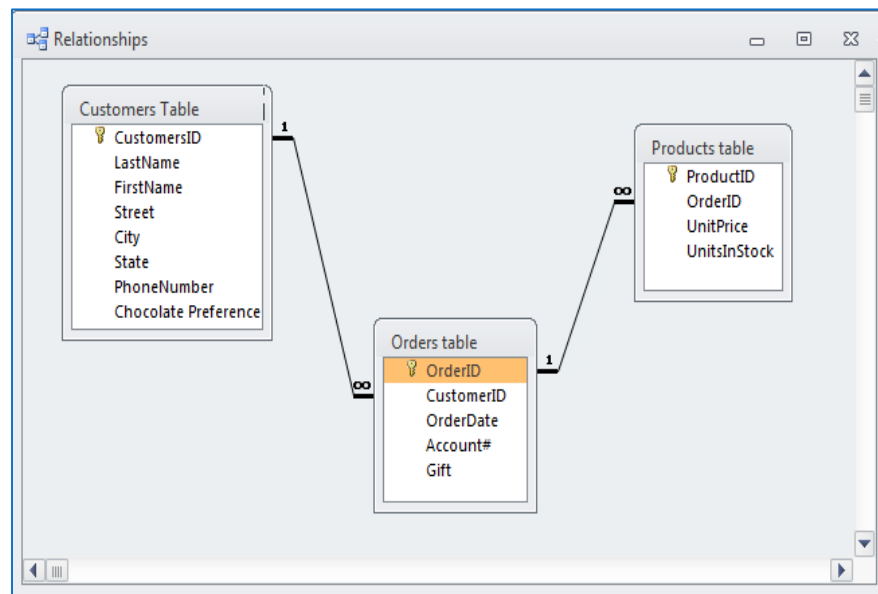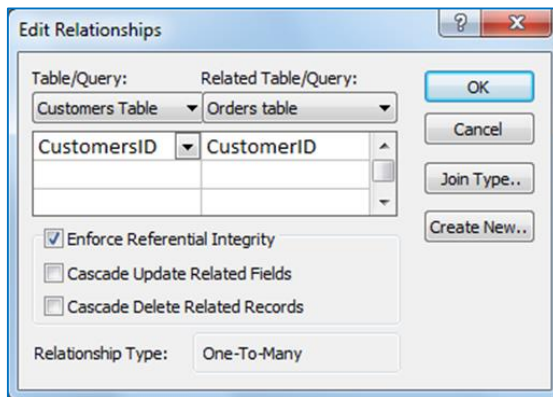
Validation Rules

- A **Validation Rule** is field specific rule that imposes a constraint that defines a set of values for a given field.

- You use Validation Rules to restrict your data to the way it will be accepted in one or several fields.

- You can type **Validation Rules** in, by hand or use the **Expression Builder**. In our exercise, we will create and test several field validation rules.

- Validation rules work hand in hand with **Input Masks** to prevent bad data entry.

- You create **Input Mask** or **Validation Rules** on the **Design View** of a table, in the **General** tab of the **Field Properties**.

Practice 5: Create a Validation Rule

- Open the **Customers** table in the **Design View**.

- Click on **Phone number** field.

- Click in **Validation Rule** box.

- Type: **Like "212*" or like "513*" or like "613*" or like "806*"**

- Press the **Enter** key.

- In the validation text box, type: **The Area Code; must be 212, or 513, or 613, or 806.**

- Click in the **caption** box and type: **Phone Number**.

- **Save** and return to **Datasheet View**.

- Test the validation rule.

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Practice 6: Create Relationships and Enforce the Referential Integrity

- Close all open tables.

- On the **Database Tools** tab, click the **Relationships** icon.

- On the **Show Table** dialog box, click on each table, and then click **Add**.

- When finished, close the **Show Table** dialog box.

- Click-and-drag the matching field in one table and drop it on the matching field in another table (the **Primary key**, and the **Foreign key**). *Remember: that data type for common fields in different tables should have the same data type, and the same size!*

- Check the **Enforce Referential Integrity** box.

- Click on the **Create** button.

- To Edit the Relationship between tables, just double-click on the link, and then Edit Relationship.

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Practice 7: Creating a Form

- Using the **Form Wizard** (**Create** tab -> **Forms** -> **Form Wizard**), create a new form based on the **Customers table**, using all the fields.
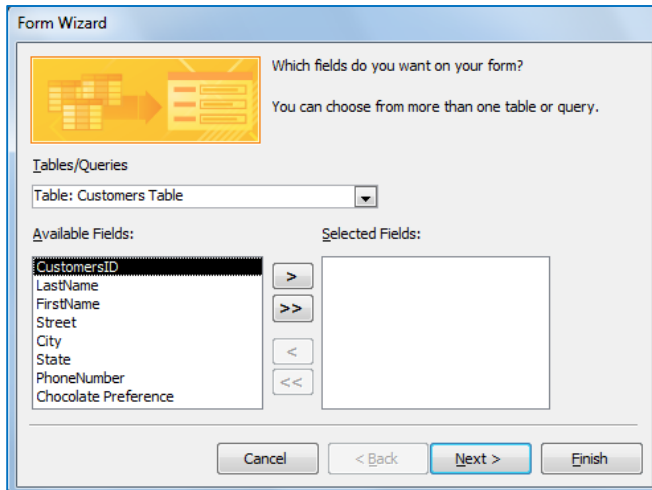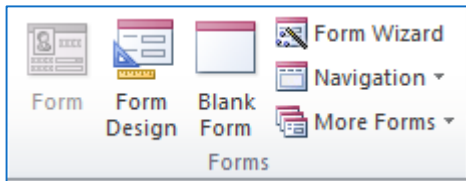
- Follow the steps, choosing a **Layout** and a **Style** for your form.
- Name your form: **Customers Form**, and then click **Finish**.
- To add an image to a form, on the **Layout View** of the form, on the **Form Layout Tools**, on the **Design** tab (on the controls group), click on the Image button. Find and add an image to your form.
- Click on the **Form View** (View -> Form View) to see the effect of your design.
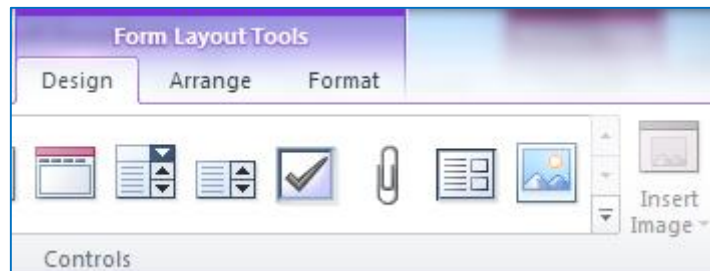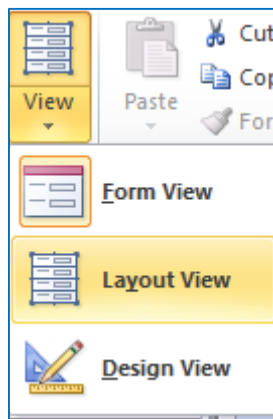
- In **Form View**, click on the **New (blank) record** icon , and then enter the following information (using the Tab key to move from one box to another):
  - o CustomerID: 4
  - o Last Name: Brink
  - o First Name: Amy
  - o Street: 22 Slide Rd.
  - o City: Lubbock
  - o State: TX
  - o Phone Number: 8065551234
  - o Chocolate Preference: 2
- **Close** the form.
- Open the **Customers table** to check that Amy Brink's information was entered.
- **Close** the Customers table.
- Open the Customers table to check that Amy Brink's information was entered.
- Close the Customers table.

  Note: Deleting a form, does not delete the data, because data are stored in tables.

Control Buttons

Control buttons are available on **Form Design Tools**, or **Report Design Tools**, on **Form Layout View**, or **Report Layout View**.

Practice 8: Adding Command Button to a Form

- In **Design View** of a form, on **Controls Section** click the Form Control **Button**.
- In the design grid, click where you want the command button to be inserted (in the Form Header for example).
- Select **Form Operations** from the **Categories:** list, and select **Print Current Form** from the **Actions:** list.
- Click **Next**.

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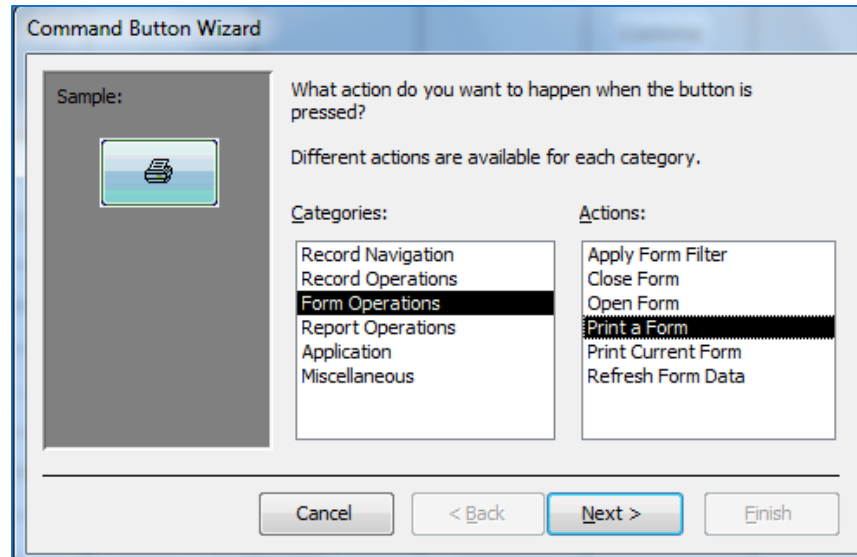
- Select the **Printer** icon, (**Picture:** radio button).
- Click **Next**.
- Name the button **Printing Current Form**.
- Click **Finish**.
- Try it in **Form View**. Close the form.

Note: Deleting a form, does not delete the data, because data are stored in tables.

Queries

You can use queries to filter your data, to perform calculations with your data, and to summarize your data. A query is a multi-purpose object in Microsoft Access. It can be used to display data from a single table or multiple tables, perform calculations on your data, and modify data within your tables. The most common type of query is the **Select Query**. Access provides two primary ways to create **select queries** — the **Query Designer** and the **Query Wizard**.

Regardless of the tool you use, you follow some common steps when you create a select query:

- Start by choosing a **record source** for the query. A record source can be one or more **tables**, one or more **queries**, or a combination of the two.
- From the record source, select the **fields** that you want to see in the query.
- Add any **sorting**, **filtering**, or other selection **criteria** to your queries
- You can also use criteria that make a query ask you for input before it runs, and you'll see that later in this course.

After you finish adding fields and any selection criteria, **run** your query to see if it gives you the correct results.

When you run a **select query**, Access displays the results in a datasheet. The result is called a **record set** (the result of running a query), and you can work with it in the same way that you work with a datasheet. For example, you can add or change data, and Access will write your changes to the tables that serve as the record sources for your query. You can also use your record sets to provide data for forms, reports, and even other queries. *Remember* that unlike tables, record sets don't physically exist in your database. Instead, Access stores the query, and it only displays a record set when you run the query.

The **Query Designer** gives you the most control over a **Select Query**. It also makes it easy to create a query that uses a single table as a record source. For example, this type of query makes it easy to list your assets and their purchase dates.

Finally, you can use multiple tables, or other queries, as the record source for a new query. In fact, you'll query multiple record sources far more than you will single sources. Multi-source queries are how you answer questions such as which assets came from which suppliers, for example.

The **Query Wizard** is the easiest way to get started building multi-source queries, especially if you're new to Access.

Selecting the Columns

To create the fields for a query, you use the table(s) or query (queries) displayed in the upper section of the window. Once you have decided on the originating object(s), you can select which fields are relevant for your query:

- To select one field from the list, just click it
- To select many fields on the same range, you can click one of them, press and hold Shift. Then click one field on the other end of the desired range
- To select fields at random, click one of the desired fields, press and hold Ctrl; then click each one of the desired fields
- To select all fields, you can click the * line on the list of fields

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To Add Columns

To make a field participate in a query, you have various options:

- Once you have made your selection on the list in the top part of the query window, you can drag it and drop it in the bottom section of the query window

- Instead of dragging a field or all fields, you can either double-click a field to add it to the query, or double-click the line with * to add all fields to the query

- In the bottom part of the query window, click an empty Field box to show a combo box. Then click the arrow of that combo box and select an item from the list:

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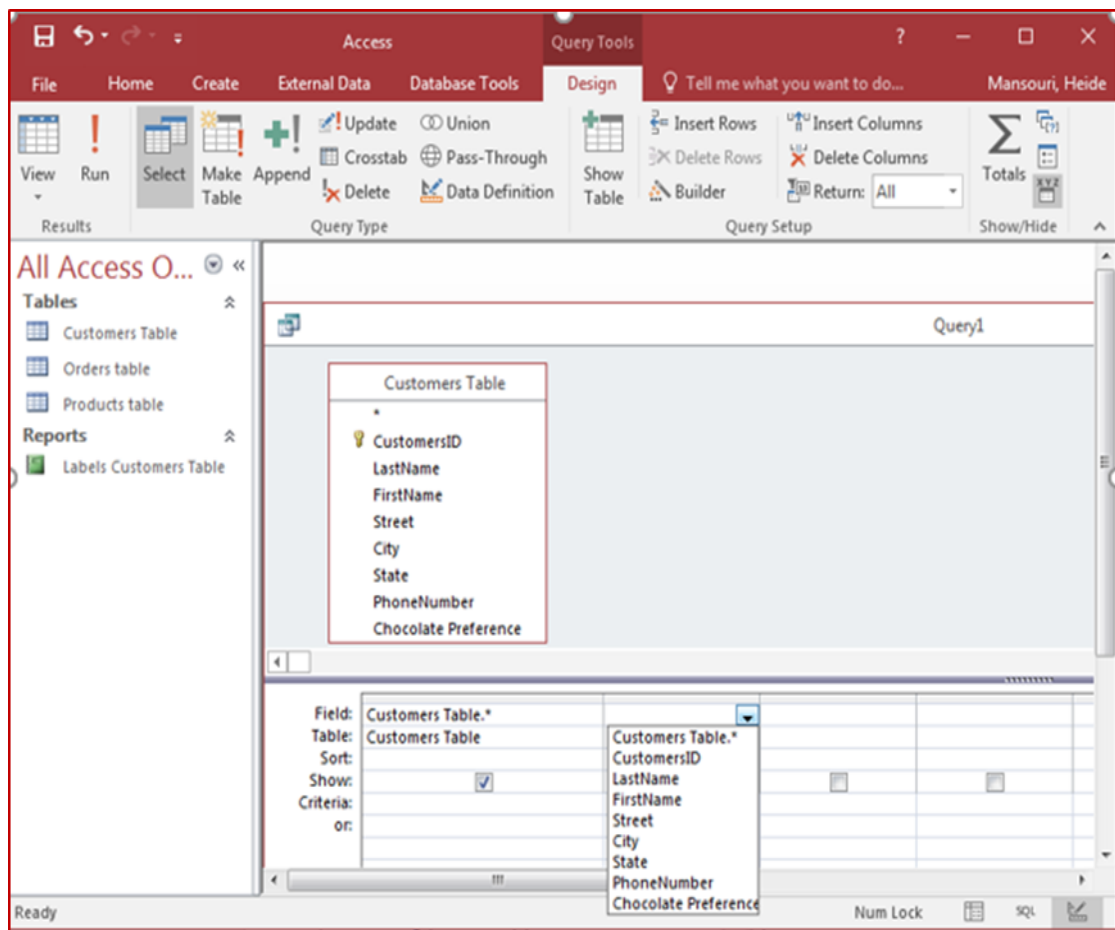
Practice 9: Creating Queries

- On the **Create** tab, click the **Query Design.**

- In the **Show Table** window, click **Customers**, and then click the **Add**.

- Click **Orders**, and then click **Add**.

- Click **Products**, and then click **Add**.

- Choose the **First Name**, **Last Name**, **Account#**, and the **UnitPrice** from the 3 tables, and drag them to query design grid.

- Release the mouse button (or- double-click on the field names).

- In the Ribbon, click the **Run button**

!
Run
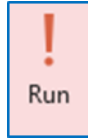
Practice 10: Sorting the results of the query, using the query that you just created

- In the Ribbon, click **View**, then **Design View**.

- In the **Last Name** field, click in the **Sort** row.

- When the drop-down arrow appears, click it, then click **Ascending**.

- In the Ribbon, click the **Run** button.

- The query should run, and sort the records alphabetically by Last Name.

- In the Ribbon, click **View**, then **Design View**.

- In the **Customer** Last Name field, click in the **Sort** row again, then click (**not sorted**).

- Click the **Run** button.

- **Close** the query.
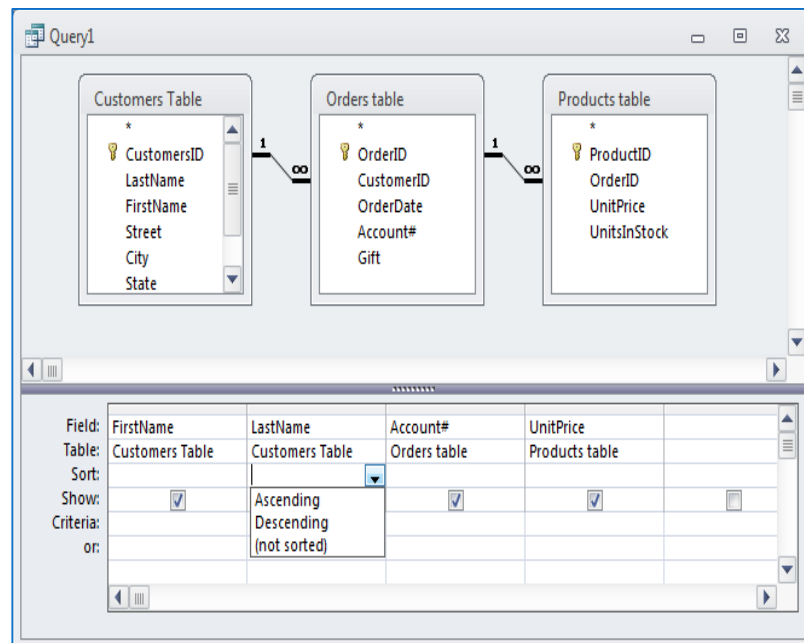
Practice 11: Specifying Criteria

- On the **Create** tab, click the **Query Design**.

- In the **Show Table** window, click **Customers** table, and then click the **Add**.

- Click **Orders** table, and then click **Add**. Close the dialog box.

- Choose the **First Name, Last Name, and Account#**, from the 2 tables, and drag them to query design grid.

- Click in the **Account#** field, click in the **Criteria** row.

- Type: **>2500**, and then press the **ENTER** key. *Access will surround the text values with double quotation ("), and date values with the # character.*

- In the **Ribbon**, click **Run**.

- Query returns customers who have account number greater than 2500.
  *Note: Criteria can look very different from each other, depending on the data type of the field to which they apply and your specific requirements. Some criteria are simple, and use basic operators and constants. Others are complex, and use **functions**, **special operators**, and **include field references**.*

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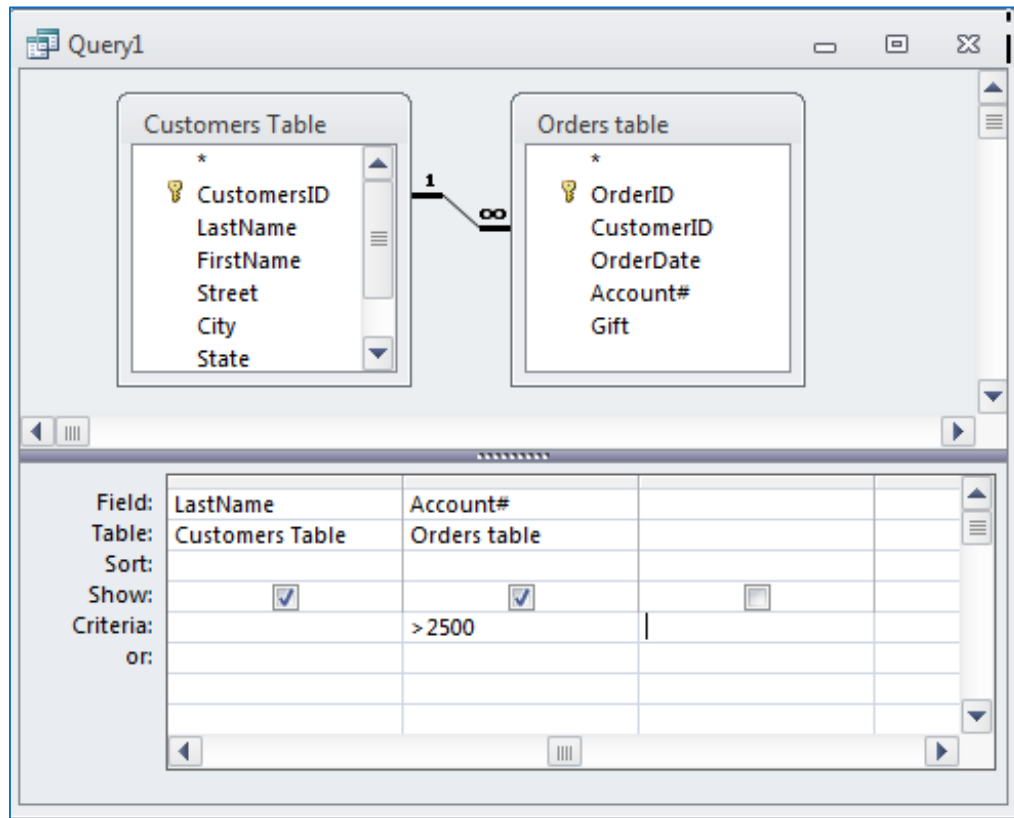
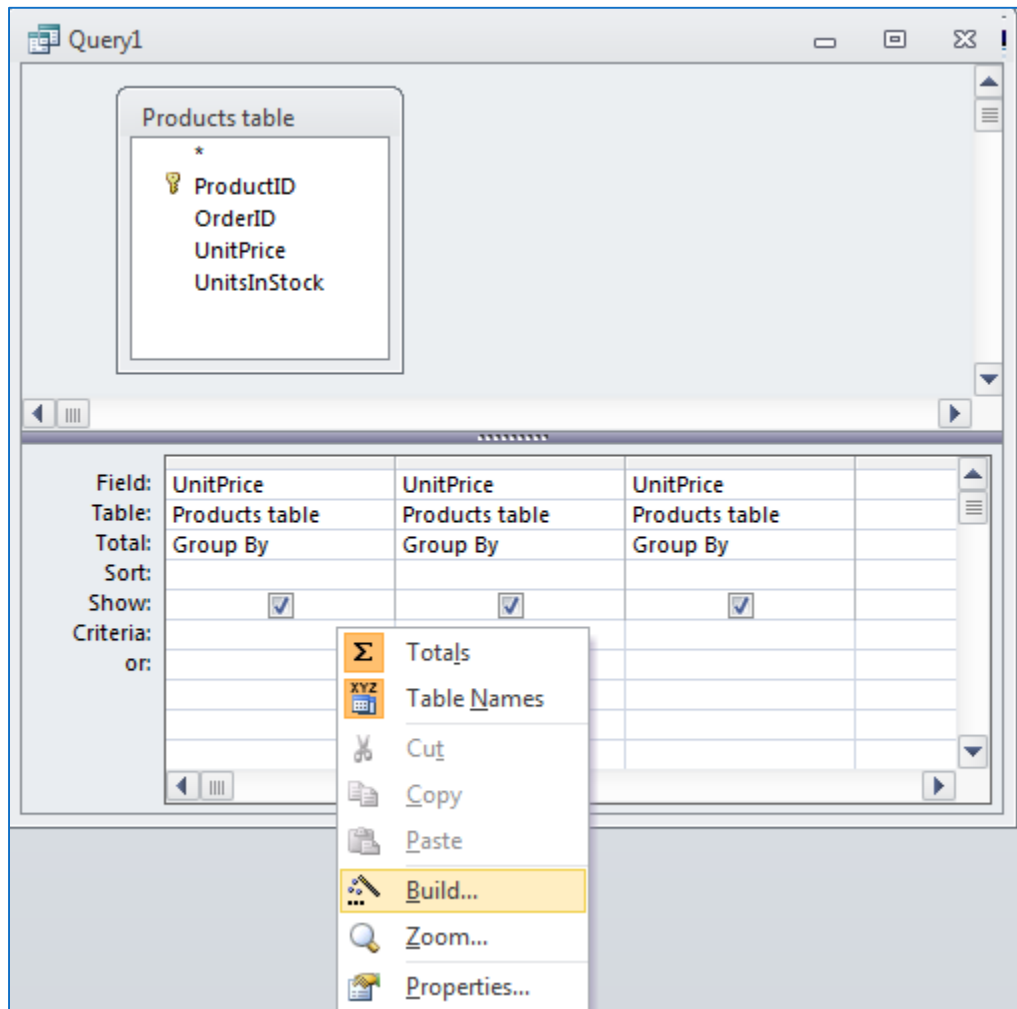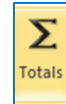**Practice 12: Use the Action Query to Calculate Totals**

- On the **Create** tab, click the **Query Design**.

- In the **Show Table** window, click **Products** table, and then click the **Add**.

- Click the **Close** button.

- Choose the **UnitPrice**, and drag it to query design grid (or- double click the UnitPrice field).

- Repeat this 2 more times.

- In **Design View** Click the "**Totals**" button (the predefined calculation button). A new row below the field name called **Total** appears.

- Click on the **Total** row, and use the drop down list box to select the calculations.

- **Run** the query.

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Practice 13: Custom Calculation in Query (Crosstab Query)

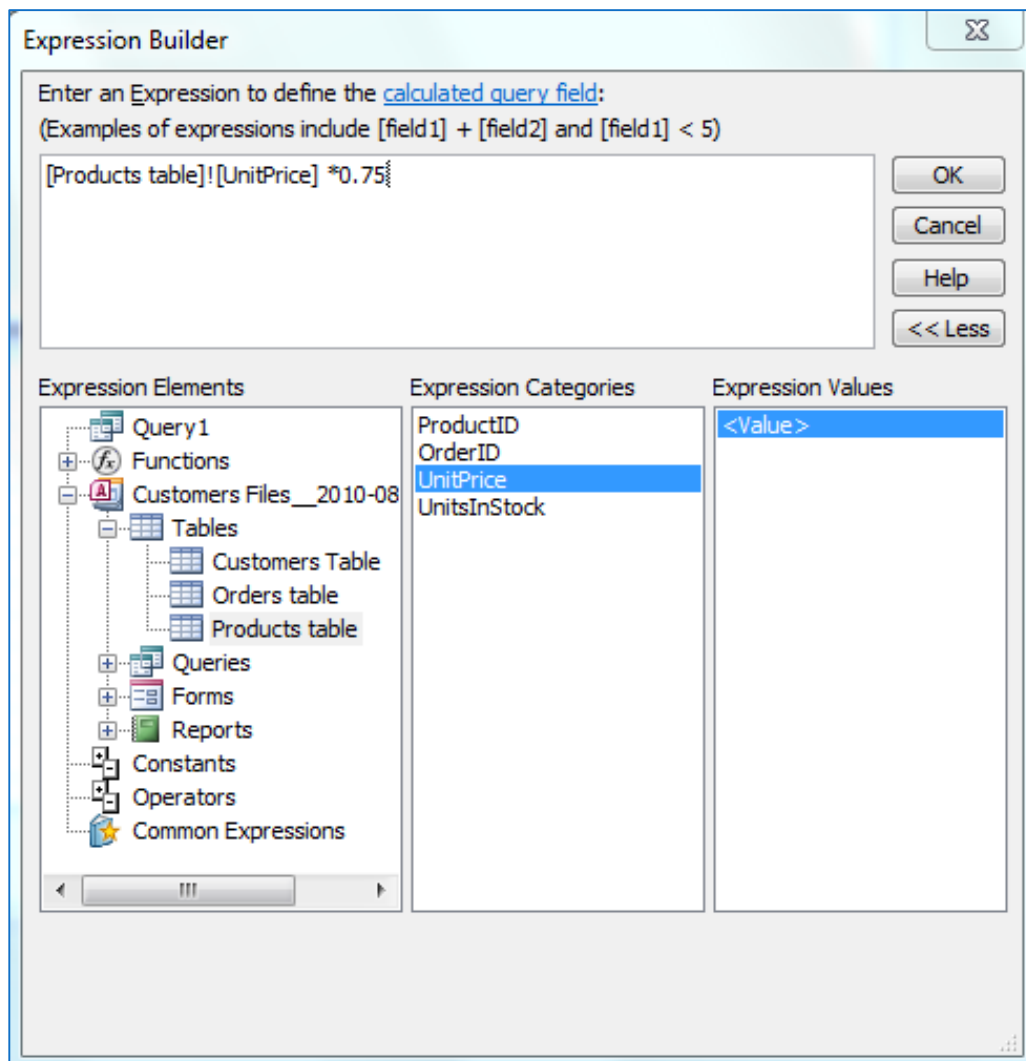To calculate a 25% off sale price, we need to find **UnitPrice*0.75** (no spaces)

- On the **Create** tab, click the **Query Design**.

- In the **Show Table** window, click **Products** table, and then click the **Add**.

- Click **Close**.

- Choose the **UnitPrice**, and drag it to query design grid.

- Right-click on a new field, and choose **Build...**

- Or, click the **Build ...** button.

- Enter **UnitPrice*0.75**, in the Expression Builder box.

- Click **OK**.

- **Run** the query.

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Practice 14: Make a query to ask for input (parameter query)

- On the **Create** tab, click the **Query Design**.

- In the **Show Table** window, click **Orders** table, and then click the **Add**.

- Double-click on the fields names.

- Click the **Criteria** box for **OrderDate**, and type the text:

<p align="center">**Between [Starting date] and [Ending date]**</p>

- **Run** the query, and type **1/1/2008** for **staring date**, and **4/1/2008** for **the ending date**.

- In the Ribbon, click the **Run** button.

- **Save** and close the query.
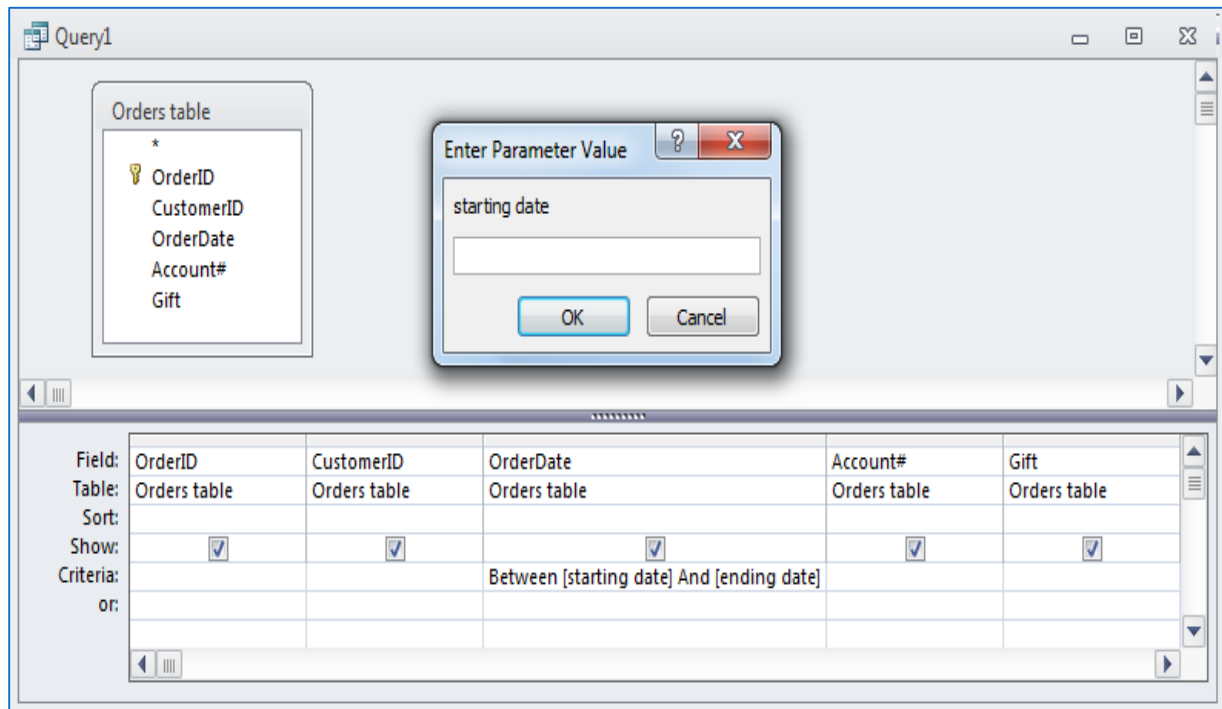
Boolean operators

- Boolean operators are expressions such as **AND**, **OR**, **NEITHER**, and **NOR** that allow you to add multiple criteria to a query. They take their name from George Boole, the mathematician who first used them.

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Practice 15: Implementing the OR operator

- On the **Create** tab, click the **Query Design**.

- In the **Show Table** window, click **Customers** table, and then click the **Add**. **Close** the dialog box.

- Choose the **First Name**, **Last Name**, and **State** and drag them to query design grid.

- In the **Criteria** row, under the **First Name** field, type: Jim.

- In the **First Name** field, click in the **OR** row under the criterion "Jim".

- Type: Mary and then press the **ENTER** key.

- In the Ribbon, click **Run**.
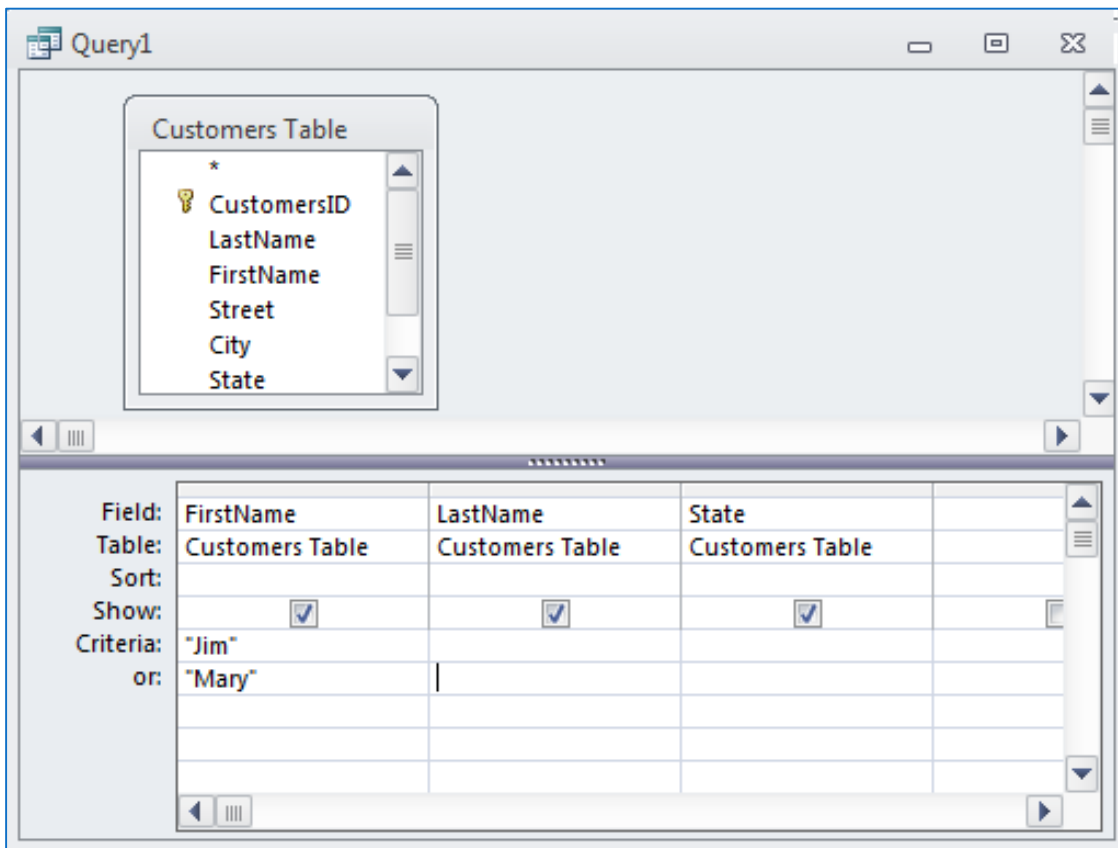
Practice 16: Implementing the AND operator

- Return to **Design View** of the query (**View** > **Design**).

- Remove the query criteria from the First Name field (Highlight them, and then press the **DELETE** key.)

- In the **First Name** field, click in the **Criteria** row.
- Type: "**Amy**", and then press the **ENTER** key.
- In the State field, type: "**NY**" in the Criteria row, and then press the ENTER key.
- In the Ribbon, click **Run**. No records were returned, because there's no one in the table whose first name is Amy, AND lives in the state of New York.

Note:
- Access is not case sensitive
- When query is open, right-click the query tab to view **SQL codes**.

Using the Wild Cards in Query Criteria
Wildcard symbols are codes used to allow you to make complex searches for information

> ***** Any group of characters in this position
>
>   - Example: **B*ge** finds Baggage, Barge, etc.
>
> **?** Any single character in this position
>
>   - Example: **J?ne** will find June and Jane
>
> **#** Any single digit in this position
>
>   - Example: **199#** will find all years between 1990 and 2000
>
> **[ ]** Square brackets for inclusions
>
>   - Example: **Jo[ha]n** finds John and Joan (includes any of the letters h & a)
>
> **[!]** Square bracket and exclamation marks for exclusion.
>
>   - Example : **Min[!t]** finds Mine, & Mind but excludes mint
>   - Or- Use the criteria in design view of the query.

Practice 17: Implementing a Wild Card character
- Return to **Design View** of the Query.
- Remove all query criteria from all fields.
- In the Last Name field, click in the **Criteria** row.
- Type: **H*** , and then press the **ENTER** key. *TIP: An asterisk (*) stands for any character or combination of characters.*
- In the Ribbon, click **Run**.
- Right-click the Query's tab, and then choose **Save**.
- When the **Save As** window appears, type: **Last Names that begin with H** in the **Query Name** box.

- Click the **OK**.

- **Close** the query window.

Practice 18: Creating Customers Listing Report

- Close all open objects.

- In the **Navigation Pane**, click the **Customers Table** to select it.

- In the Ribbon, click the **Create** tab, and then click **Report** (in Reports group).

- Click the Page Setup tab on the **Report Layout Tools**, and select **Landscape**.

- Right-click the report's **LastName** column, **Select the Entire Column**, and then adjust the column width.

- Adjust the remaining report's columns if necessary.

- Use the **Home** tab, and the **Text Formatting** to adjust the orientation of the content of the report's columns

- Using the **Design** tab on the **Report Layout Tools**, select a **Theme** to apply to the report.

CustomersID	LastName	FirstName	Street	City	State	Phone Number	Chocolate Preference
1	Smith	Jim	156 Slide Rd.	New York	NY	(212) 555-7788	1
2	Smith	Frank	99 Prairie Ave	Denver	CO	(613) 555-7264	2
3	Smith	Tom	12 slide rd	Lubbock	TX	(806) 555-1234	5
4	Brink	Amy	22 Slide Rd.	Lubbock	TX	(806) 555-1234	2
5	Brink	Amy	22 Slide Rd	Lubbock	TX	(806) 444-1234	2
6	Hanson	Rita	304 King Ave	New York	NY	(212) 555-3944	3
8	Grant	Jim	89 Rain Way	Portland	OR	(513) 555-7209	1
9	Hanson	Mary	306 King Ave	Denver	CO	(212) 555-7890	3
15	Smith	Adam	5602	Lubbock	TX	(806) 444-1234	7

Customers Table

Friday, August 27, 2010
11:52:39 AM

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Practice 19: Editing the Report label and the Font size

- Click the label with the caption **Customers Table**.

- Click the label again. Now the label can be edited.

- Edit the label to read **Customers Report**, and then press the **ENTER** key.

- Click the **CustomerID** label, to select it.

- On the **Report Layout Tools**, click the **Format** tab, and select a **Font size** of **10** and **bold**.

- Click the **Page Setup**, on the **Reports Layout Tools** tab, and on the **Print Options** tab, for margins type: **0.5** in the **Top** box, and **0.5** in the **Bottom**. Then click the **OK** button.

- Click the **View** button, and select **Print Preview**.

- By clicking on the report, the report view should **zoom-out/zoom-in**.

- Click the **Close Print Preview** button.

- **Close** the report.

- When the alert window appears, click the **Yes** button, and save the report as **Customers Report**.

Customers Report

Friday, August 27, 2010
1:28:01 PM

CustomersID	LastName	FirstName	Street	City	State	Phone Number	Chocolate Preference
1	Smith	Jim	156 Slide Rd.	New York	NY	(212) 555-7788	1
2	Smith	Frank	99 Prairie Ave	Denver	CO	(613) 555-7264	2
3	Smith	Tom	12 slide rd	Lubbock	TX	(806) 555-1234	5
4	Brink	Amy	22 Slide Rd.	Lubbock	TX	(806) 555-1234	2
5	Brink	Amy	22 Slide Rd	Lubbock	TX	(806) 444-1234	2
6	Hanson	Rita	304 King Ave	New York	NY	(212) 555-3944	3
8	Grant	Jim	89 Rain Way	Portland	OR	(513) 555-7209	1
9	Hanson	Mary	306 King Ave	Denver	CO	(212) 555-7890	3
15	Smith	Adam	5602	Lubbock	TX	(806) 444-1234	7

To Modifying Page Numbers on a Report

- **Open** the report in **Layout View**.

- On the **Format** tab, in the **Controls** group, click **Page Numbers**.

- Choose the format, position, and alignment you want for the page numbers.

- Clear the **Show Number of First Page** check box.

- Click **OK**.

- Switch to Print Preview to see how the numbers will look when you print the report.

To Modifying Date or Time on a Report

- **Open** the report in **Layout View**.

- On the **Format** tab, in the **Controls** group, click **Date and Time**.

- Click the date format you want.

- Clear the "**Include Time"** check box if you do not want to include the time.

- Click **OK**.

Practice 20: Creating Mailing Labels

- Click the **Create** tab.

- On the **Reports** group, click **Labels**.

- Select **Avery** in the **Filter** by **manufacturer** list.

- In the list of labels, under **Product number**, select **5160**.

- Click the **Next** button, **twice**.

- In the **Available Fields** list, double-click **First Name**.

- Press the **SPACE** bar on the keyboard.

- Double-click **Last Name**, then press the **ENTER** key.

- Double-click **Street Address**, then press the **ENTER** key.

- Double-click **City**, and then type a comma and a space.

- Double-click **State**, and then type two spaces.

- Click the **Next** button.

- When the next screen appears, double-click the **Last Name**.

- Then click the **Next** button.

- When the next screen appears, type: ***Shipping Labels*** in the box.

- Click the **Finish** button. **TIP**: *If you receive a warning box saying "Some data may not be displayed," you can click the OK button and ignore it.*

- **Close** the Shipping Labels report.

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On Your Own Exercise

Create a new report based on the **Customers** table using the **Report Wizard**.

- In the **Navigation Pane**, click the **Customers Table** to select it.
- In the Ribbon, click the **Create** tab, and then click **Report Wizard** (in Reports group).

- Use all the fields to report, *except* the **CustomerID** field, using the [>] button.
- Click **Next**.

- Group the Customers by **State** (click on the **State** field and the click on the [>] button).
- Click **Next.**
- Select a **Sort Order**, and then click **Next**.
- Select **Stepped** style for report **Lay out**, **Landscape** for **Orientation**, and then click **Next**.
- **Title** the report **Orders Report**. Click **Finish**.
- Close the Report Print Preview.
- From the View button, select Layout view.
- Change the font for the heading of the report to **Arial Bold**, using the **FORMAT** tab on the **REPORT LAYOUT TOOLS** tab.
- Preview the changes, using the **View** button on the **HOME** tab.
- Close the report.
- Select **Stepped** style, and click **Next**.
- Title the report **Orders Report**.
- Click **Finish**.
- **Close** the **Report Print Preview**.
- From the **View** button, select **Layout view**.
- Change the font for the heading of the report to **Arial Bold,** using the **Format** tab on the **Report Layout Tools** tab.
- **Preview** the changes, using the **Home** tab.
- **Close** the report.

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Orders Report

State	LastName	ersID	FirstName	Street	City	Phone Number	Chocolate Preference
CO							
	Hanson	9	Mary	306 King Ave	Denver	(212) 555-7890	3
	Smith	2	Frank	99 Prairie Ave	Denver	(613) 555-7264	2
NY							
	Hanson	6	Rita	304 King Ave	New York	(212) 555-3944	3
	Smith	1	Jim	156 Slide Rd.	New York	(212) 555-7788	1
OR							
	Grant	8	Jim	89 Rain Way	Portland	(513) 555-7209	1
TX							
	Brink	4	Amy	306 King Ave	Lubbock	(806) 111-2222	2

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Thank You!

Please e-mail your questions, comments, or suggestions to heide.mansouri@ttu.edu.