

Access Basics 2: Create Simple Queries, Forms, and Reports



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1.0 hours

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Basic Access Objects

Access consists of four main database objects: Tables, Queries, Forms, and Reports. Each object has at least two views, Design and "Data".

The **Design View** is where we build the structure of that database object.

The "Data" view shows the output of the data and is different for each object. Tables and Queries have a **Datasheet View**, Forms have a **Form View**, and Reports have a **Report View**, or a **Print Preview** view.

- **Tables** store the data and feed data to the other database objects.
- **Queries** are used most commonly to compile data and feed other database objects.
- **Forms** are used most commonly for enter, modify and view records.
- **Reports** are used most commonly to present an orderly report.

Tables

Tables store data. The Tables are the true 'database' (base of data). These need to be created and properly linked (related) in order to effectively use the other Access tools. Tables are the core of your database; everything else in Access depends on the Tables.

The **Design View** of a Table allows you to create and modify:

- **Field Names** (the column headings)
- **Data Type** (number vs short text vs date/time...)
- **Descriptions**, which will be displayed in the status bar in the Data view of Forms
- And the **Properties** of each field, such as how many characters can be entered (text field size), or how the data is formatted (05/05/15 or May 5, 2015).

Field Name	Data Type	Description (Optional)
VisitID	AutoNumber	Automatic ID Number for the Visit
PatientID	Short Text	Patient ID # Link to Patient table
VisitDate	Date/Time	
VisitTime	Date/Time	
VisitLength	Number	Length of visit in Minutes
ReasonID	Number	Link to Reason table
DoctorID	Number	Link to Doctor Table

Field Properties	
General	
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

The **Datasheet View** of a Table allows you to create and modify the data within a grid structure based on the settings of the Design View.

VisitID	Med Rec	Visit Date	Vist Time	Length	Reason	Doctor
1	465-710	1/8/2008	11:15 AM	15	Followup	Sidney, Samueson, x801234
2	107-284	1/15/2008	4:00 PM	75	Physical	Sidney, Samueson, x801234
3	828-079	1/26/2008	3:30 PM	30	Nausea	Sidney, Samueson, x801234
4	105-469	1/30/2008	9:15 AM	45	Followup	Sidney, Samueson, x801234
5	154-788	2/6/2008	11:00 AM	30	Sore Throat	Sidney, Samueson, x801234
6	155-612	2/15/2008	12:00 PM	45	Physical	Sidney, Samueson, x801234

Vocabulary

Field – One column of a Table common to all the records

Record – One row of a Table containing all data about a particular entry

Table – One set of related data

Database – Structured collection of related Tables

A collection of fields makes up a record. A collection of records makes up a Table. A collection of Tables makes up a database.

Queries

Queries show a selection of records based on criteria (limitations) you provide. Queries can pull from one or more related Tables and Queries. Temporary relationships can be made within the query.

The **Datasheet View** of a Query looks like a Table. All data added or modified in a Query, will be saved in the Table. The **Design View** is where the structure of the Query is created. This is where we choose the record sources and fields and set the sort order and criteria.

Record Sources – Tables and/or Queries containing the data

Fields – Field names from the above record source and expressions to build new fields

Sort Order – Order of the result, in order of position

Criteria – Limitations applied to the final result

Field:	Table:	Sort:	Criteria:
FIRST	Patients	Ascending	
LAST	Patients	Ascending	
Visit Date	Visit Info		Between #12/1/2016# And #12/31/2016#

Forms

Most Forms display one record at a time, in a formatted user-friendly view. You can build your Form so it will display multiple records. As you develop Forms, you can create navigation buttons, insert graphics, and change the colors to display everything consistently. Forms have three basic views: Design View, Layout View, and Form View.

Your record source can be a Table or Query. If we want to *all* the patients use the Table; if we only want to see a subset, use a Query.

Patients							
MED REC	LAST	FIRST	ADDRESS	CITY	ST	ZIP	
015-695	Jacobsen	Jeffery	1398 NE 8th Ave, #1245	Gainesville	FL	32567	
068-821	Perez	Penelope	2034 Banana Drive	Gainesville	FL	32567	
073-809	Glass	Gloria	2343 Kale Lane	Gainesville	FL	32597	
082-340	Knight	Katrina	9204 Avocado Ave	Gainesville	FL	32667	
082-366	Smith	Sarah	456 East Main Street	Gainesville	FL	32608	

Record: 1 of 76 No Filter Search

The data entered or modified in a Form is automatically saved to the Table. The Table is the true

Patients	
MED REC	015-695
LAST	Jacobsen
FIRST	Jeffery
ADDRESS	1398 NE 8th Ave, #1245
CITY	Gainesville
ST	FL
ZIP	32567

location of the data; the Form is a "pretty" way to view/modify/create the data.

For the Basics workshop, we will use the AutoCreate and Wizard buttons to make our Forms. Take the Intro to Forms and Reports workshop for more in depth form creation.

We modify our Forms by using the **Layout View** to change the placement and size of the fields, and the **Design View** to add objects like command buttons to move between records, and open other database objects like other Forms and Reports.

Departments	
Dept ID	
Department	Front Desk
Department Employees	
FIRST	LAST
Charlie	Carson
Edgar	Edwards
Ophelia	Oakley
Pamela	Perkins
Rafel	Risso

MED REC	015-695	Close Form			
LAST	Jacobsen	FIRST	Jeffery	New Patient	
ADDRESS	1398 NE 8th Ave, #1245				
CITY	Gainesville	ST	FL	ZIP	32567
Home Phone	3525551234	Cell Phone			
Work Phone	3522734321	Fax Number			
Email Address	jeffery.j.jacobson@jaysaregreat.com				
Search for Patient	View this Patient's Visits				

Reports

Reports are designed to create an organized output of data from your data. With a Report, you can group and summarize information. You cannot edit the data in a Report, but if you make the modifications in the Table, Query, or Form you will see the results when you open the Report again. Reports have four basic views: Report View, Print Preview, Layout View, and Design View.

Report Header							
Patients							
Page Header							
LAST by 1st	LAST	FIRST	MED REC	ADDRESS	CITY		
LAST Header							
Detail							
=Left\$([LAS	LAST	FIRST	MED REC	ADDRESS	CITY		
Page Footer							
=Now()				="Page " & [Page] & " of " & [Pages]			
Report Footer							

Patients				
LAST by 1s	LAST	FIRST	ADDRESS	CITY
A	Adams	Annie	6831 NW 4th Ave	Gainesville
	Appleton	April	PO Box 456	Starke
	Arlington	Arnold	234 SE 45th Road	Gainesville
B	Brown	Bobbie	234 Peter Pan Terrace	Gainesville
	Bruce	Butch	3243 SE 4th Terrace	Gainesville
C	Cappers	Cathy	RR 2 Box 659	Waldo
	Carlson	Carly	1943 NW Main Street	Gainesville
	Clark	Carl	9213 Kiwi Road	Gainesville
D	Dawson	Debbie	832 Hook Place	Gainesville
E	Edwards	Edgar	5233 NW 232nd Drive	Gainesville
	Ellis	Emily	PO Box 5544	Gainesville
	Engle	Elizabeth	9420 Zucchini Street	Gainesville

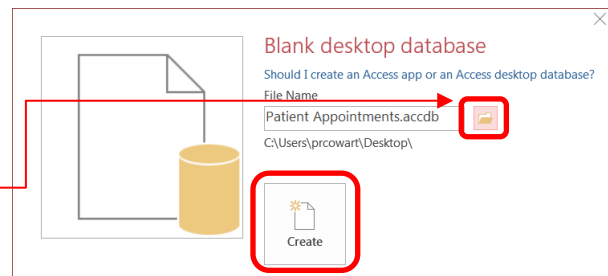
Jeffery Jacobsen 1398 NE 8th Ave, #1245 Gainesville, FL 32567	Penelope Perez 2034 Banana Drive Gainesville, FL 32567	Gloria Glass 2343 Kale Lane Gainesville, FL 32597
Katrina Knight 9204 Avocado Ave Gainesville, FL 32667	Sarah Smith 456 East Main Street Gainesville, fl 32608	Kevin Kent 2903 New Potato Drive Gainesville, FL 32608
Xena Xue 2890 Poseidon Place Gainesville, FL 32597	Todd Toole 9240 Carrot Way Gainesville, FL 32667	Carl Clark 9213 Kiwi Road Gainesville, fl 32667
Kala King RR 2 box 323 Waldo, FL 34567	Robert Rogers 534 Lovers Lane Gainesville, FL 32653	Jill Jones 209 Cantaloupe Way Gainesville, FL 32597

Departments
Department
Back Desk
- Johnson, Jan
- Blackthorne, Billie
- Appleton, Annie
- Fraser, Frances
Financial Services
- Newberg, Niara
- Macintosh, Melinda
- Garber, Greta

Class Exercise

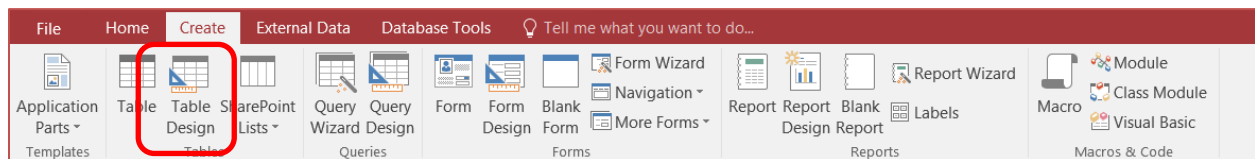
Create the Database

1. Open Microsoft Access
2. Choose **Blank Desktop Database** (single click)
3. Click on the yellow folder at the end of the **File Name** box and browse for the desktop
4. Name the File: **Access Basics 2**
5. Click **Create**



Create the Patients Table

1. Close the Table1 Access created
2. Click on the **Create** Tab and choose **Table Design**



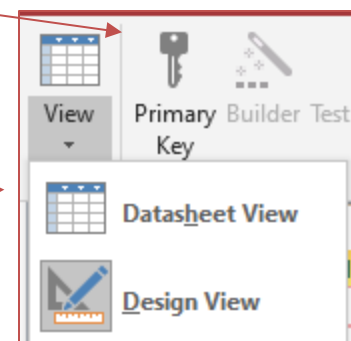
3. Type the first Field Name: **Pt Med Rec #**
 - Data Type: **Short Text**, Description: **Patient's Medical Record Number**
4. Enter in the rest of the fields (descriptions not necessary):

Field Name	Data Type	Description (Optional)
Pt Med Rec #	Short Text	Patient's Medical Record Number
Pt First Name	Short Text	
Pt Last Name	Short Text	
Pt Phone #	Short Text	
Pt Birth Date	Date/Time	

5. Set the Pt Med Rec # to be the key
 - Click on the big key on the Design tab, or right-click inside the Pt Med Rec # field
6. Save the Table as **Patients**

Enter First Record

1. Turn to the Datasheet View
 - Use the View button in the ribbon. It's on the Home tab and the Design tab.
 - Right-click on the table name and choose **Design**
 - Use the view buttons in the status bar, bottom right corner of the window

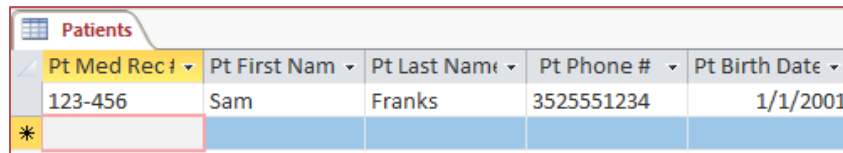


2. Enter our first Pt Med Rec #: **123-456**

3. Press tab move to the next field

Pt Med Rec #	Pt First Name	Pt Last Name	Pt Phone #	Pt Date of Birth
123-456	Sam	Franks	3525551234	1/1/1

- Pt First Name: **Sam**
- Pt Last Name: **Franks**
- Pt Phone #: **3525551234** (*all one number*)
- Pt Date of Birth: **1/1/1**
 - Access should add in the "200" for 2001, if it did not change, return to the Design view and set the *Data Type* to *Date/Time*.

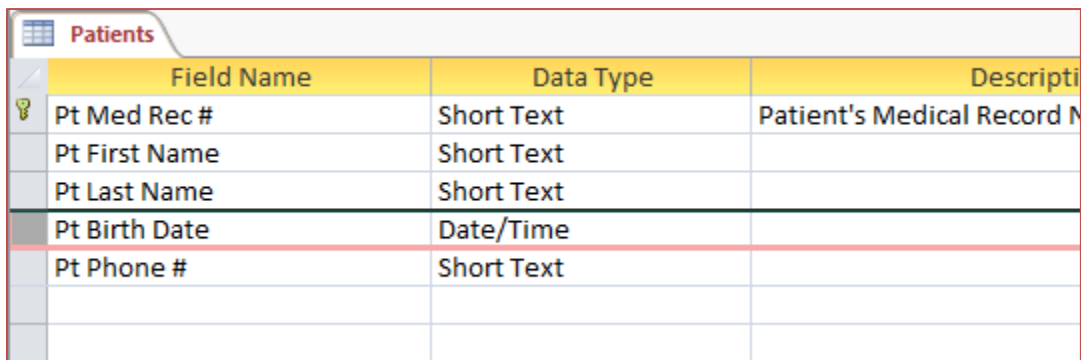


Pt Med Rec #	Pt First Name	Pt Last Name	Pt Phone #	Pt Birth Date
123-456	Sam	Franks	3525551234	1/1/2001
*				

Rearrange Fields

1. In **Design View**, move Pt Date of Birth above the Pt Phone #

- Click on the row heading, the grey box in front of the field name. Then Click/Drag the line above the Pt Phone #

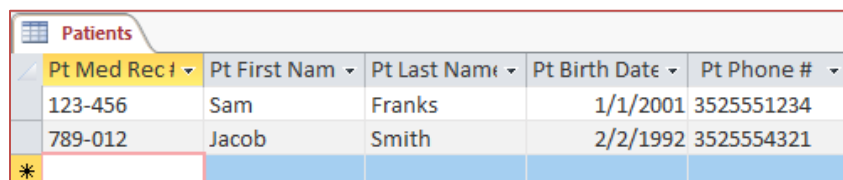


Field Name	Data Type	Description
Pt Med Rec #	Short Text	Patient's Medical Record Number
Pt First Name	Short Text	
Pt Last Name	Short Text	
Pt Birth Date	Date/Time	
Pt Phone #	Short Text	

2. In **Datasheet View**, Enter the next record

- Again, no separators in the phone number

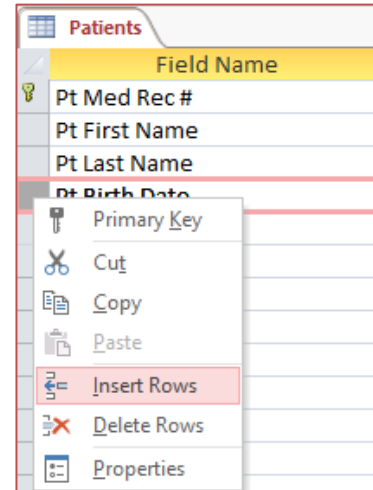
Pt Med Rec #	Pt First Name	Pt Last Name	Pt Date of Birth	Pt Phone #
789-012	Jacob	Smith	2/2/92	3525554321



Pt Med Rec #	Pt First Name	Pt Last Name	Pt Birth Date	Pt Phone #
123-456	Sam	Franks	1/1/2001	3525551234
789-012	Jacob	Smith	2/2/1992	3525554321
*				

Adding Fields

1. In **Design View**, Insert a row above Pt Date of Birth
2. Name the field **Pt Handed**
 - Insert Rows from **Design** tab, or from the right-click menu
3. Set the new field to be **Short Text**
4. In **Datasheet View**, enter **Right** (the whole word) for both patients. Use the arrow keys to move between the records.



Pt Med Rec #	Pt First Name	Pt Last Name	Pt Handed	Pt Birth Date	Pt Phone #
123-456	Sam	Franks	Right	1/1/2001	3525551234
789-012	Jacob	Smith	Right	2/2/1992	3525554321
*					

Enter a "trouble maker" Record

1. In **Datasheet View**, enter the next record

Pt Med Rec #	Pt First Name	Pt Last Name	Pt Handed	Pt Date of Birth	Pt Phone #
555-555	Jane	Williams	A	March 3, 1983	352-555-5555

- Enter Pt Handed (Ambidextrous) as just one character **A**
- Enter Pt Date of Birth as **March 3, 1983**; it should change to 3/3/1983
- Type in the hyphens for the Pt Phone Number **352-555-5555**

2. Flip between the Design view and Datasheet View

- Notice Jane's record moves. This is because by default Access sorts by the primary key field. Since Pt Med Rec # is our key, every time the data is refreshed it will sort the data by the primary key field.

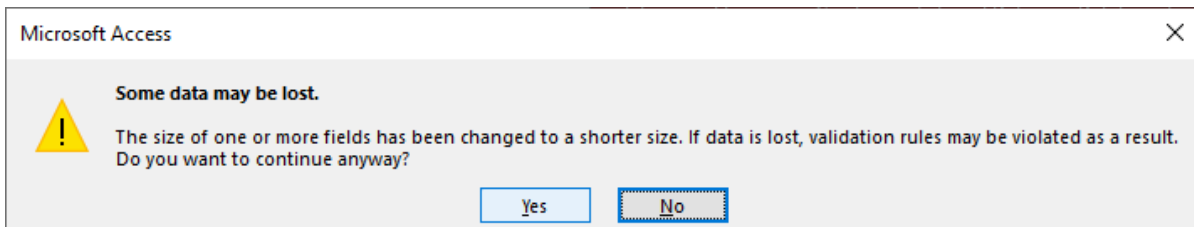
Pt Med Rec #	Pt First Name	Pt Last Name	Pt Handed	Pt Birth Date	Pt Phone #
123-456	Sam	Franks	Right	1/1/2001	3525551234
555-555	Jane	Williams	A	3/3/1983	352-555-5555
789-012	Jacob	Smith	Right	2/2/1992	3525554321
*					

Field Size Property

1. In Design View, set **Field Size** property of Pt Handed at the bottom of the window to be 1
2. When you return to the Datasheet View and Save, you will get the following warning message saying data may be lost. We want this to happen, click Yes.
3. Data is lost, our Pt Handed entries that were Right should now only read R

Patients	
Field Name	Data Type
Pt Med Rec #	Short Text
Pt First Name	Short Text
Pt Last Name	Short Text
Pt Handed	Short Text
Pt Birth Date	Date/Time
Pt Phone #	Short Text

General	Lookup
Field Size	1
Format	
Input Mask	
Caption	



Pt Med Rec #	Pt First Name	Pt Last Name	Pt Handed	Pt Birth Date	Pt Phone #
123-456	Sam	Franks	R	1/1/2001	3525551234
555-555	Jane	Williams	A	3/3/1983	352-555-5555
789-012	Jacob	Smith	R	2/2/1992	3525554321

Format Date Property

1. In Design View, set the **Format** property for Pt Date of Birth to be a **Medium Date**
 - Notice there is no "field size" for a date field, because it does not matter how many characters you type in, as long as it is a valid date.
 - Like Microsoft Excel, Access recognizes dashes (1-1-2001) and slashes (1/1/2001)

Patients	
Field Name	Data Type
Pt Med Rec #	Short Text
Pt First Name	Short Text
Pt Last Name	Short Text
Pt Handed	Short Text
Pt Birth Date	Date/Time
Pt Phone #	Short Text

General	Lookup
Format	Medium Date
Input Mask	
Caption	

Pt Med Rec #	Pt First Name	Pt Last Name	Pt Handed	Pt Birth Date	Pt Phone #
123-456	Sam	Franks	R	01-Jan-01	3525551234
555-555	Jane	Williams	A	03-Mar-83	352-555-5555
789-012	Jacob	Smith	R	02-Feb-92	3525554321

Input Mask Property

We will explore the Input Mask more in depth in the *Tables* class.

- In Design View, set an **Input Mask** for the Phone Number
 - Click in the **Input Mask** Property for Pt Phone #
 - Click the **Build** button (...) at the end of the line to launch the wizard
 - If needed, select Phone Number
 - Click FINISH
- Fix Jane's Phone Number by taking out the extra dash after the area code (352)

Pt Med Rec #	Pt First Name	Pt Last Name	Pt Handed	Pt Birth Date	Pt Phone #
123-456	Sam	Franks	R	01-Jan-01	(352) 555-1234
555-555	Jane	Williams	A	03-Mar-83	352-555-5555
789-012	Jacob	Smith	R	02-Feb-92	(352) 555-4321

Test New Settings

- Enter a new record

Pt Med Rec #	Pt First Name	Pt Last Name	Pt Handed	Pt Date of Birth	Pt Phone #
527-594	Doris	Jones	Left	4/4/74	3525556789

- Try to type the whole word Left, because we limited the field size to 1, you can only enter the first letter.
 - Any 'valid' date format, think Excel, can be entered and Access will format it to our property settings.
 - The input mask should pop up as soon as you type the first number. You will not be able to type in letters, numbers only.
- Close the Table
 - Open the Patient's Table to view the new sort order, remember it sorts by the primary key
 - Close the Table

Pt Med Rec #	Pt First Name	Pt Last Name	Pt Handed	Pt Birth Date	Pt Phone #
123-456	Sam	Franks	R	01-Jan-01	(352) 555-1234
527-594	Doris	Jones	L	04-Apr-74	(352) 555-6789
555-555	Jane	Williams	A	03-Mar-83	(352) 555-5555
789-012	Jacob	Smith	R	02-Feb-92	(352) 555-4321

- A screenshot of the Microsoft Access ribbon, specifically the 'Database Tools' tab. The ribbon has a dark red header with the following tabs: 'File', 'Home', 'Create', 'External Data', and 'Database Tools'. Below the header, the ribbon is divided into several groups. The 'Queries' group contains icons for 'Query Wizard', 'Query Design' (highlighted with a red rectangle), and 'Queries'. The 'Forms' group contains icons for 'Form Wizard', 'Navigation', 'More Forms', 'Form Design', and 'Forms'. The 'Reports' group contains icons for 'Report Wizard', 'Report Design', 'Blank Design Report', and 'Labels'. The 'Macros & Code' group contains icons for 'Module', 'Class Module', and 'Visual Basic'.

-
- The screenshot displays the Microsoft Access interface with a query named 'Query1' open in Datasheet View. The query results are shown in a table with three columns: 'Pt First Name', 'Pt Last Name', and 'Pt Handed'. The data rows are as follows:
- | Pt First Name | Pt Last Name | Pt Handed |
|---------------|--------------|-----------|
| Sam | Franks | R |
| Doris | Jones | L |
| Jane | Williams | A |
| Jacob | Smith | R |
- The bottom pane shows the query design grid, which includes the following fields and criteria:
- | Field: | Pt First Name | Pt Last Name | Pt Handed |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|
| Table: | Patients | Patients | Patients |
| Sort: | | | |
| Show: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Criteria: | | | |
| or: | | | |

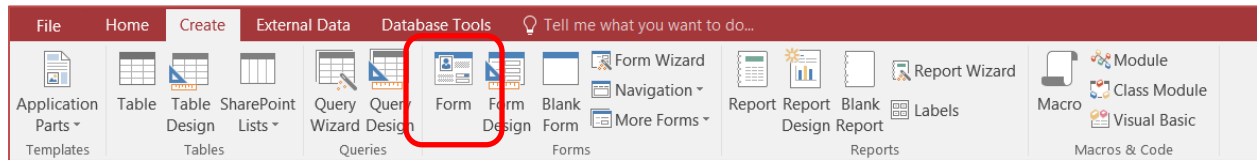
- | Pt First Nam | Pt Last Nam | Pt Handed |
|--------------|-------------|-----------|
| Sam | Franks | R |
| Jacob | Smith | R |

Pt First Nam	Pt Last Name	Pt Handed
Sam	Franks	R
Jacob	Smith	R

[illegible]

Create Patients Form

1. Select Patients table from left Navigation Pane so it becomes the default data source
2. On the Create Tab, click on the **Form** button



3. The Form opens in Layout View
 - Place your mouse along the right border of the highlighted box (usually orange) and resize

A screenshot of the 'Patients' form in Layout View. The form has a title bar 'Patients' and a header section. Below the header, there are several text boxes for data entry: 'Pt Med Rec #' with the value '100-200', 'Pt First Name' with 'Annie', 'Pt Last Name' with 'Appleton', 'Pt Handed' with 'R', 'Pt Date of Birth' with '05-May-65', and 'Pt Phone #' with '(904) 555-1002'. The 'Pt Med Rec #' text box is highlighted with an orange border. At the bottom of the form, there is a status bar showing 'Record: 5 of 5', 'No Filter', and a 'Search' button. The 'Num Lock' indicator is also visible.

4. Right-click on the Form name and go to the Design view
5. Right-click on the Form name and go to the Form view
6. Create a new **Right** handed patient
 - Move through the records until you reach a blank one, or use the "New Record" button in the ribbon.
 - Make sure to leave the record, "pencils down!", move to another record or save.
7. Save Form as "**Patients**"
 - Records save automatically when we move to a new record. Again this is because Access is set to be multi user.
8. Close the Form

View the New Data

1. Double-click the **Patients** table to open, view new person
2. Double-click the **Right** query to open, view new person
 - If you did not close the table and/or query, you may not see the person right away. Close the object, and when you open them you'll see the new person, or click the Refresh button on the **Home** Tab

Notes

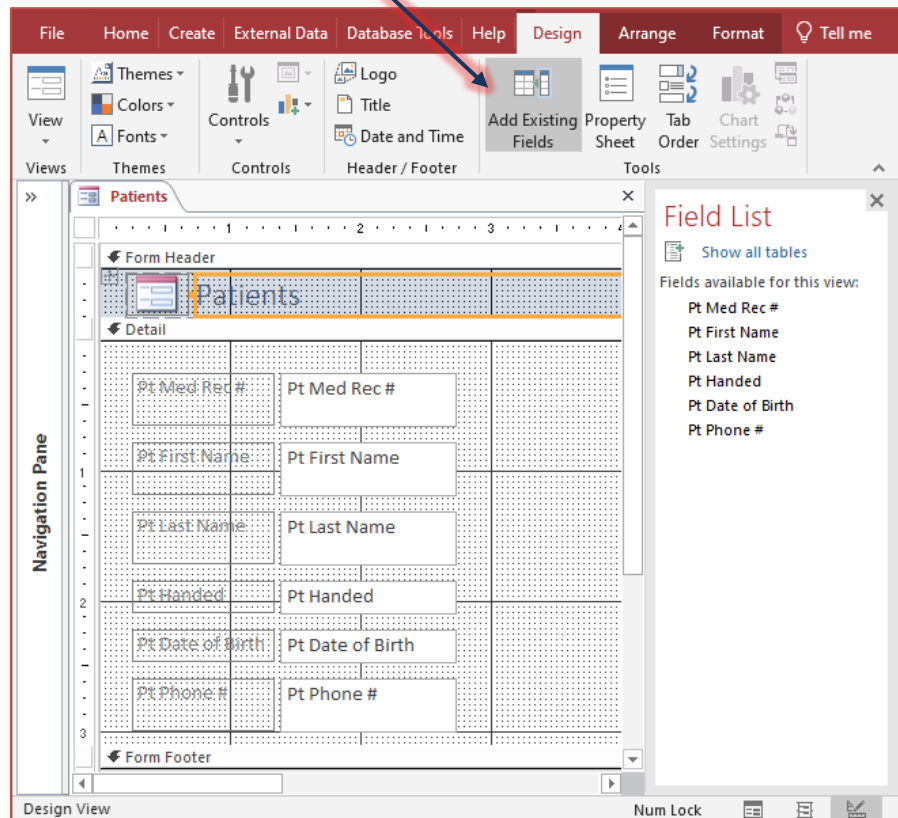
Access creates the structure of the form based on the structure of the table at that moment in time. If you make any structural changes like adding a new field, it will not magically appear here, you will have to go to the design of the form and add it.

Data is saved in the table and will appear in all the database objects; formatting however can change.

- PT HANDED: Still limited to one character. This is a data property so if we change the number of characters allowed in the table, it will carry through here.
- PT DATE OF BIRTH: Fields can be formatted through-out the database. Once this form has been created, you can reformat the date and it will not change the format in other database objects.

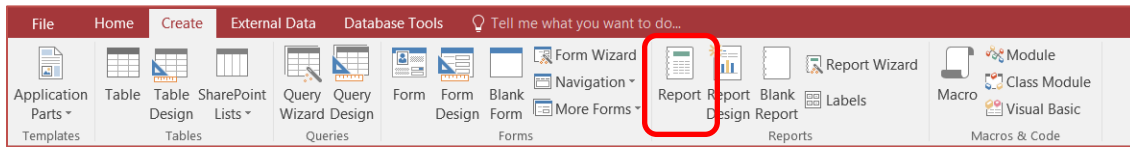
To a new field to your Form/Report

- Go to the Design view
- Open the Add Existing Fields (button on the Design Tab)
- Drag field off the list into the Form/Report
- If the field is not on the list, it's not in the data source.
- If needed, modify the design of the table or query, and try again. Be sure to close the form before you modify the data source.

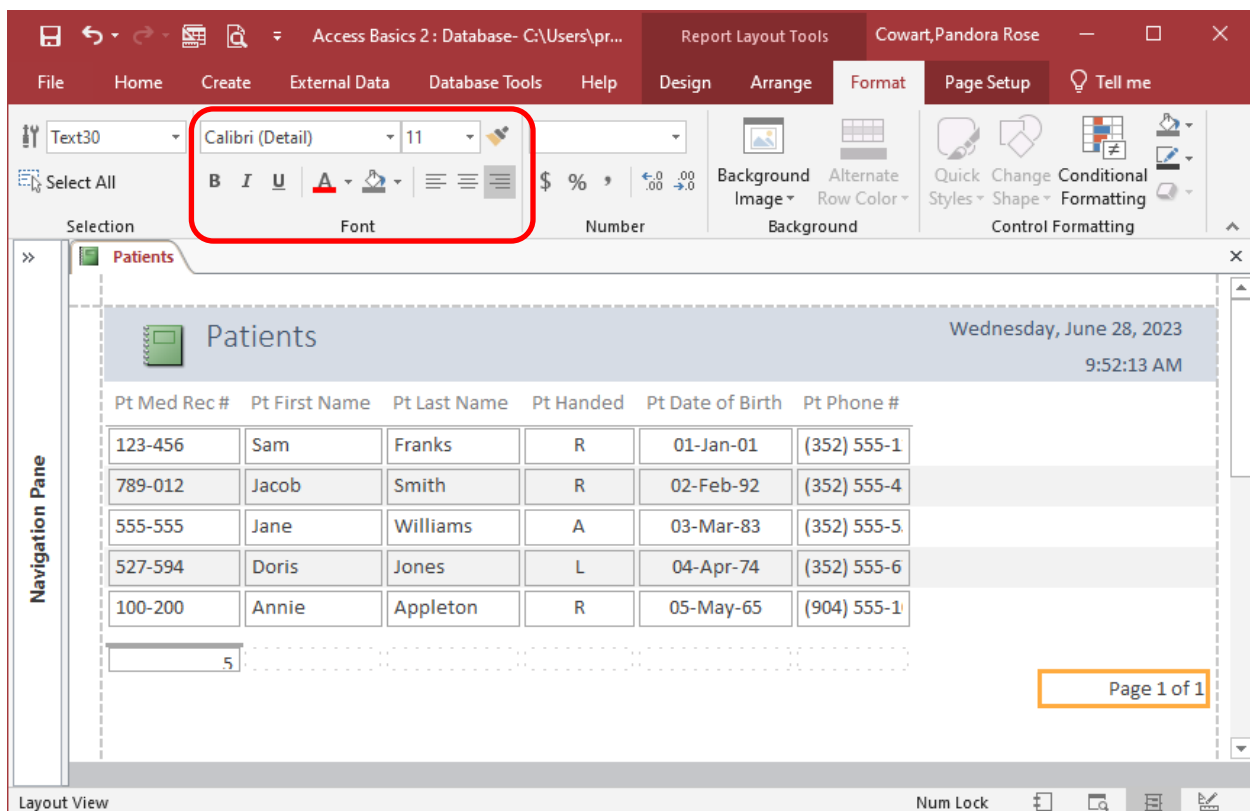


Create Simple Report Patients

1. Select the Patient table from left Navigation Pane so it becomes the default data source
2. On the **Create** Tab click on the **REPORT** button

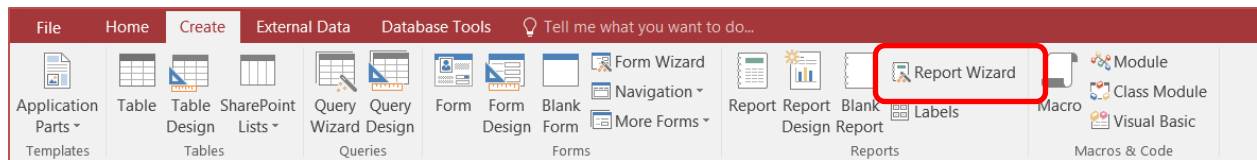


3. Like the new Form, the Report opens in *Layout View*
 - If needed, close the extra panes like the Field List
 - The sort order here is by the order the data was entered
4. Click on a title or data point to select it and adjust the columns to fit the data
 - You can autofit the titles, but not the data. You can see below that the Phone # is too narrow for the autofit. Data lives in the tables, and doesn't really exist here, it's being funneled into the report when we look at the Layout, Report, and Print Preview.
 - Remember the dashed line along the side is the page break
5. Format the columns Pt Handed and Pt Date of Birth to be centered
 - Look on the Home tab or Format tab for the Center button
6. Resize the Page Number in the bottom right, align right
7. Close and Save as **Patients**



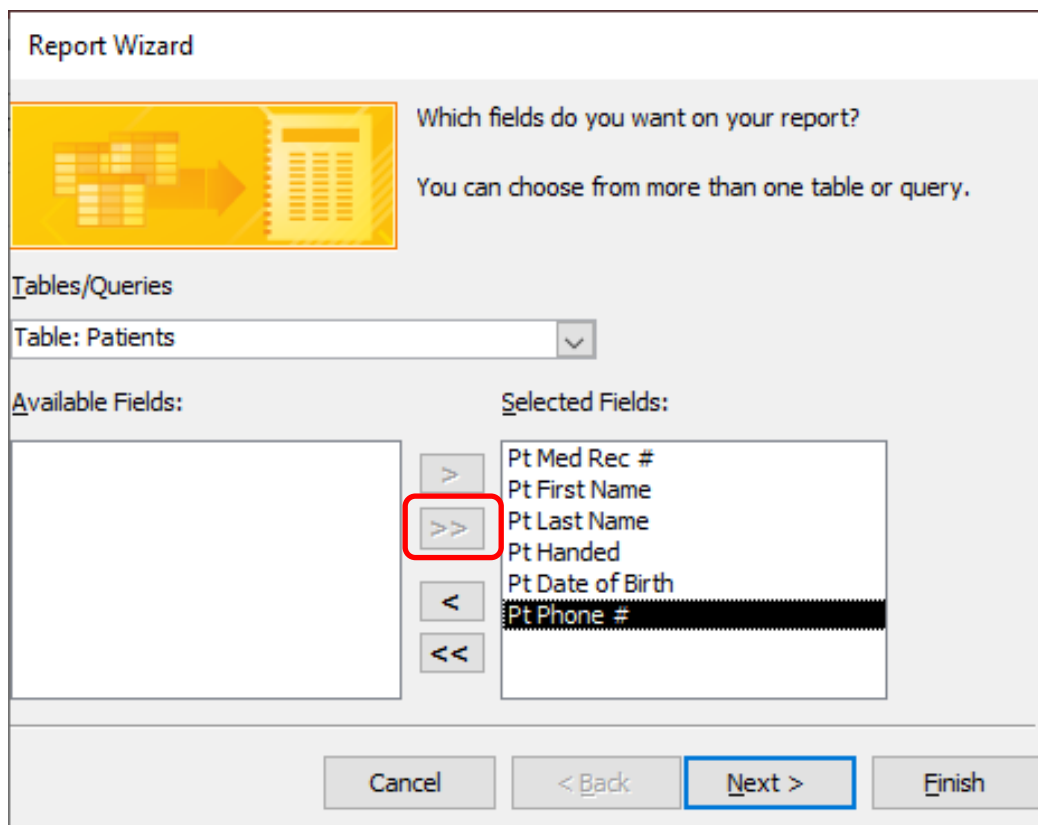
Create Grouped Report Patients by Handed

1. If needed, select the Patient table from Navigation Pane so it becomes the default data source
2. On the Create Tab click on the REPORT WIZARD button



3. Step 1 (Select fields)

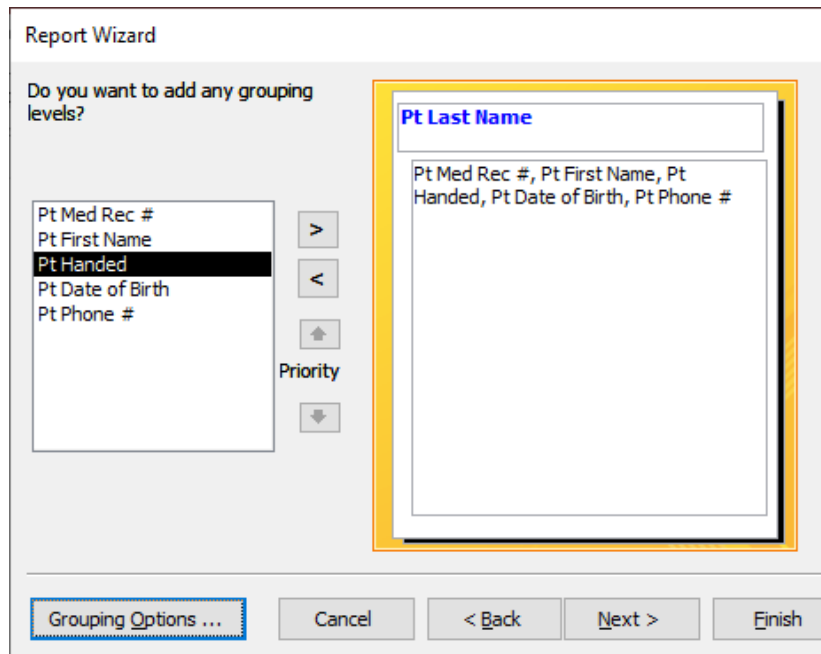
- Confirm you are using **Table: Patients**
- You can use more than one data source, but this is a simple report
- Use double arrow (>>) to move over all fields
- Push the Next button



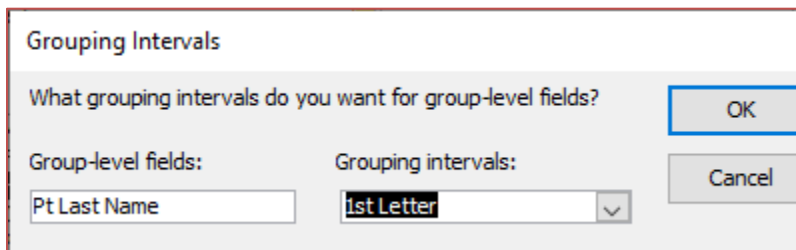
4. **NEXT** Step 2 (Grouping) –

a. Group by Last name

- Select the **Pt Last Name** and press the > button to Group it



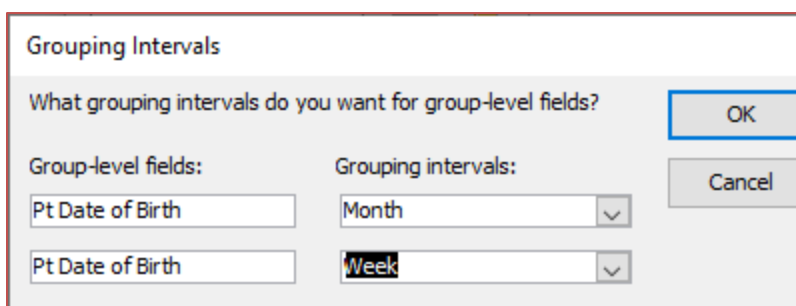
- Push the Grouping Options in the bottom left corner of the window and choose "1st Letter"



- Ungroup all fields (no blue in the right side)

b. Group by Pt Date of Birth twice

- Grouping Options by Month & by Week



- Ungroup all fields (no blue in the right side)

c. Group by Handed

The 'Report Wizard' dialog box is shown with the title 'Report Wizard'. Below the title is the question 'Do you want to add any grouping levels?'. On the left, there is a list of fields: 'Pt Med Rec #', 'Pt First Name', 'Pt Last Name', 'Pt Date of Birth' (which is highlighted), and 'Pt Phone #'. To the right of this list are four buttons: '>', '<', '↑', and '↓'. Below these buttons is the label 'Priority'. On the right side of the dialog, there is a box titled 'Pt Handed' which contains the text 'Pt Med Rec #, Pt First Name, Pt Last Name, Pt Date of Birth, Pt Phone #'. At the bottom of the dialog are five buttons: 'Grouping Options ...', 'Cancel', '< Back', 'Next >' (which is highlighted with a blue border), and 'Finish'.

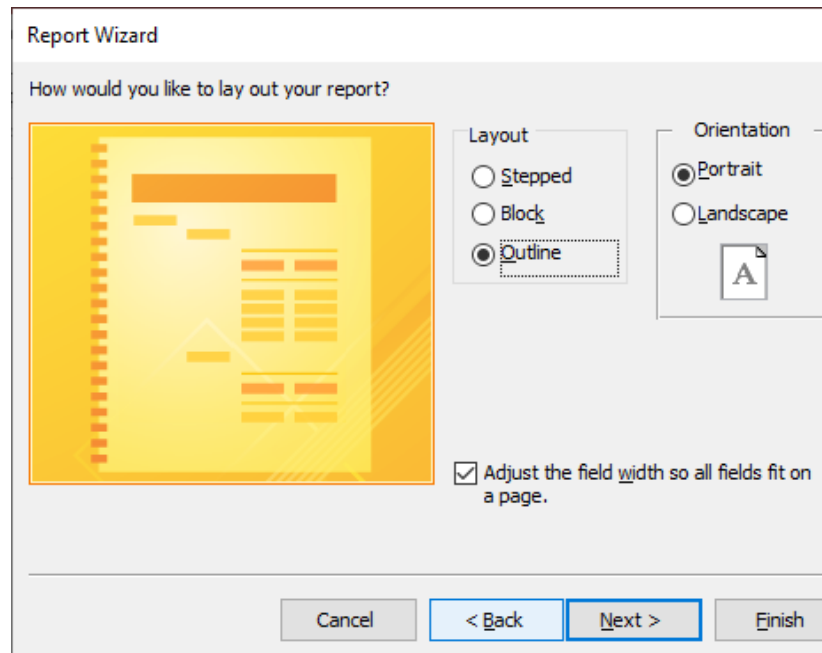
5. **NEXT** - Step 3 (sorting)

- Sort by Last Name Ascending and First Name Ascending

The 'Report Wizard' dialog box is shown with the title 'Report Wizard'. Below the title is the question 'What sort order do you want for detail records?'. On the left, there is a yellow box with a graphic of a spiral notebook and a grid with a double-headed vertical arrow, indicating sorting. To the right of this graphic is the text 'You can sort records by up to four fields, in either ascending or descending order.' Below this text are four rows of input fields. Row 1 has 'Pt Last Name' in the first dropdown and 'Ascending' in the second. Row 2 has 'Pt First Name' in the first dropdown and 'Ascending' in the second. Row 3 has an empty dropdown and 'Ascending' in the second. Row 4 has an empty dropdown and 'Ascending' in the second. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >' (which is highlighted with a blue border), and 'Finish'.

6. **NEXT** Step 4 (layout)

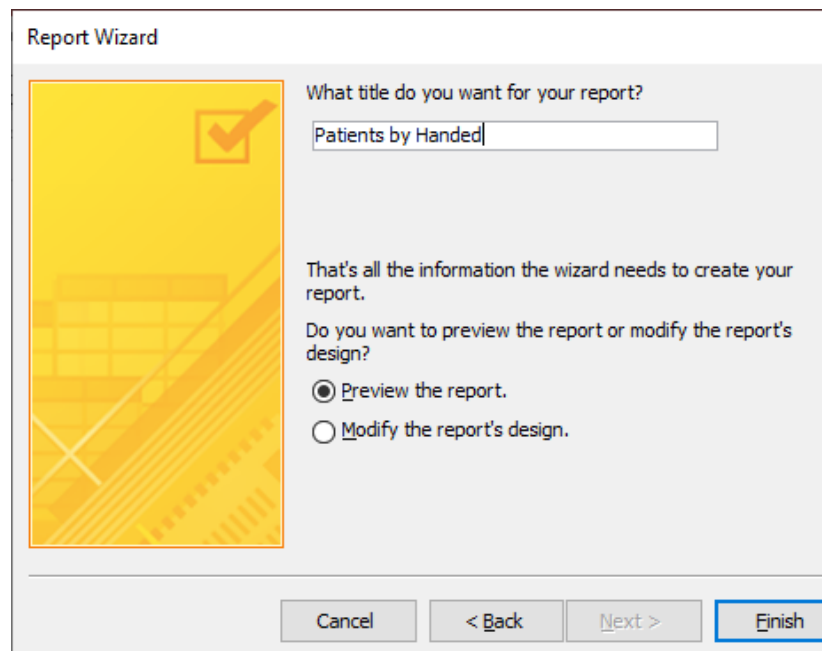
- Layout: Outline
- Orientation: Portrait
- Adjusting Fields (*checked*)



The 'Report Wizard' dialog box is shown at Step 4. The title bar reads 'Report Wizard'. The main question is 'How would you like to lay out your report?'. On the left is a preview of a report layout with a yellow background and orange text boxes. To the right of the preview are two sections: 'Layout' and 'Orientation'. The 'Layout' section has three radio buttons: 'Stepped' (unselected), 'Block' (unselected), and 'Outline' (selected). The 'Orientation' section has two radio buttons: 'Portrait' (selected) and 'Landscape' (unselected). Below these sections is a checkbox labeled 'Adjust the field width so all fields fit on a page.' which is checked. At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

7. **NEXT** Step 6 (saving)

- **Patients by Handed**
- Preview the report



The 'Report Wizard' dialog box is shown at Step 6. The title bar reads 'Report Wizard'. On the left is a preview of a report layout with a yellow background and orange text boxes. To the right of the preview is a text input field with the text 'Patients by Handed'. Below the input field is a message: '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?'. There are two radio buttons: 'Preview the report.' (selected) and 'Modify the report's design.' (unselected). At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

8. **FINISH** the wizard

- The report opens in the Print Preview; had we chosen "Modify the report's design" we would be in the Design view.

Modify the Report

1. Right-click on the tab name of the Report and go to the Layout view
2. Adjust the **Pt Date of Birth** field, stretching toward the **Pt Med Rec #** field
 - Remember to do the Title and the Data.
 - If you'd like to do both at the same time, select one and Shift-Click to select the other.
3. Close and save the Report

Patients by Handed					
Pt Handed		A			
Pt Last Name	Pt First Name	Pt Med Rec #	Date of Birth	Pt Phone #	
Williams	Jane	555-555	03-Mar-83	(352) 555-5555	
Pt Handed		L			
Pt Last Name	Pt First Name	Pt Med Rec #	Date of Birth	Pt Phone #	
Jones	Doris	527-594	04-Apr-74	(352) 555-6789	
Pt Handed		R			
Pt Last Name	Pt First Name	Pt Med Rec #	Date of Birth	Pt Phone #	
Appleton	Annie	100-200	05-May-65	(904) 555-1002	
Franks	Sam	123-456	01-Jan-01	(352) 555-1234	
Smith	Jacob	789-012	02-Feb-92	(352) 555-4321	
Wednesday, June 28, 2023					Page 1 of 1

Exit Access

1. Exit Microsoft Access
 - All of the Tables, Queries, Forms, and Reports you create are all in the same file.
2. Find and Open the Access file
3. Back up the database.
 - From the **File** menu, under **Save As...**
4. Compact and Repair the database
 - From the File Menu, under Info