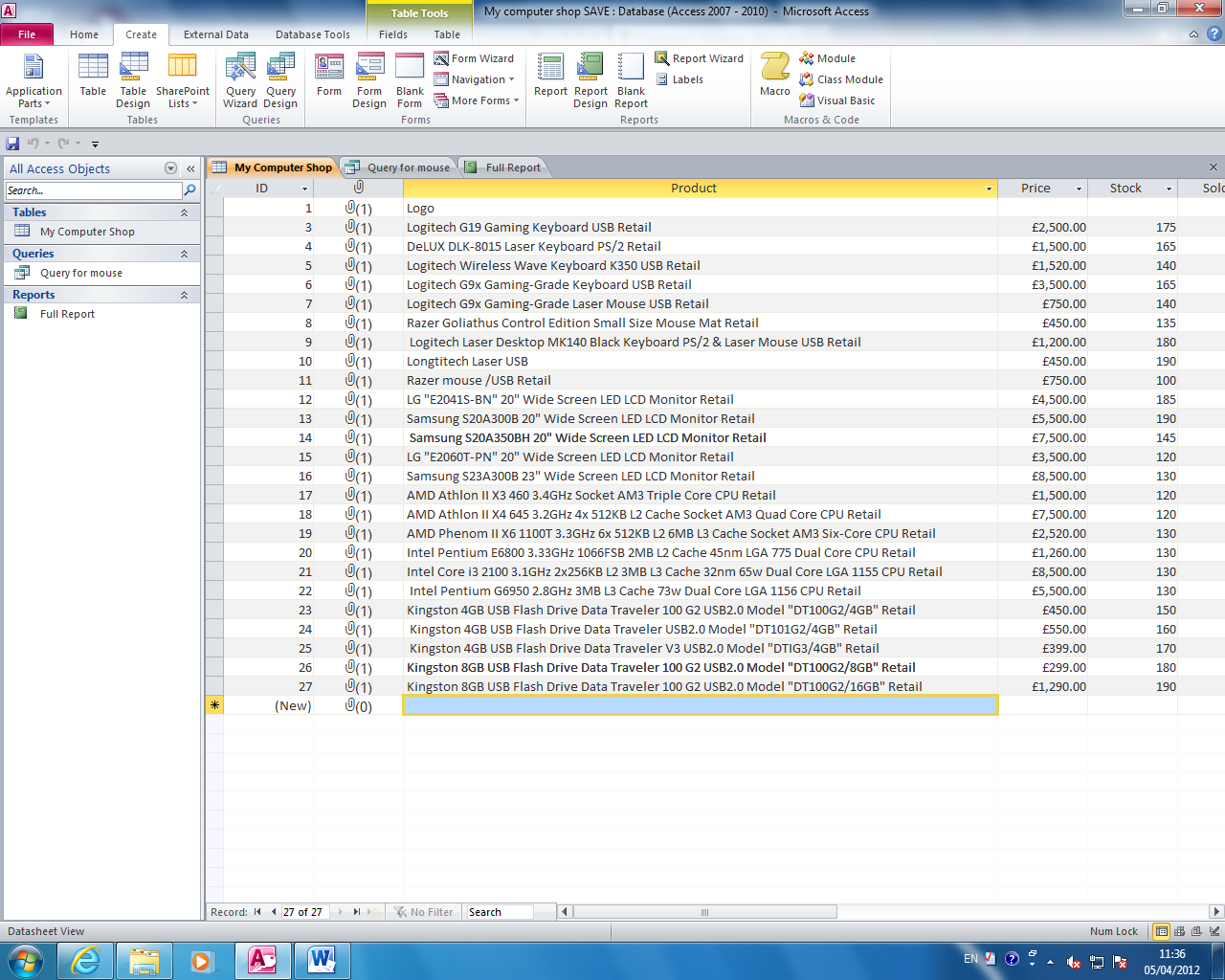


This is how a report looks like when you clicked the word report

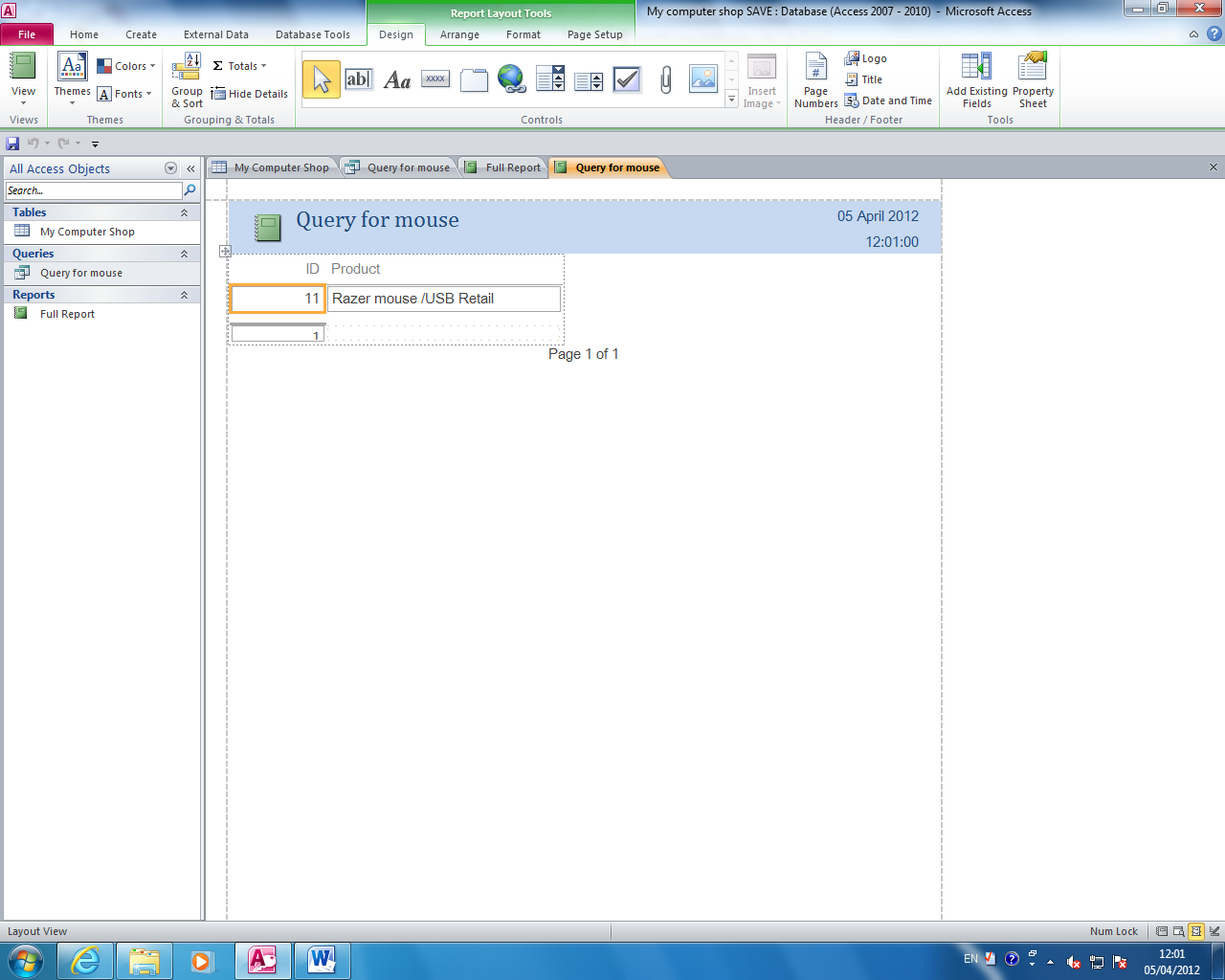


This is how it looks like when you save the report

Things to remember for Access

* Always name the query as appropriate as you can or you might forget.
* Spread sheet can also be a database
* 2 Things that access are better than excel is Queries and Report
* Disadvantage for a report is that if there’s too much product like 1000 product it will be too big and will be hard to find
* Always name the report as appropriately as you can because it’s easy to forget when you have a lot of report and you cant remember.

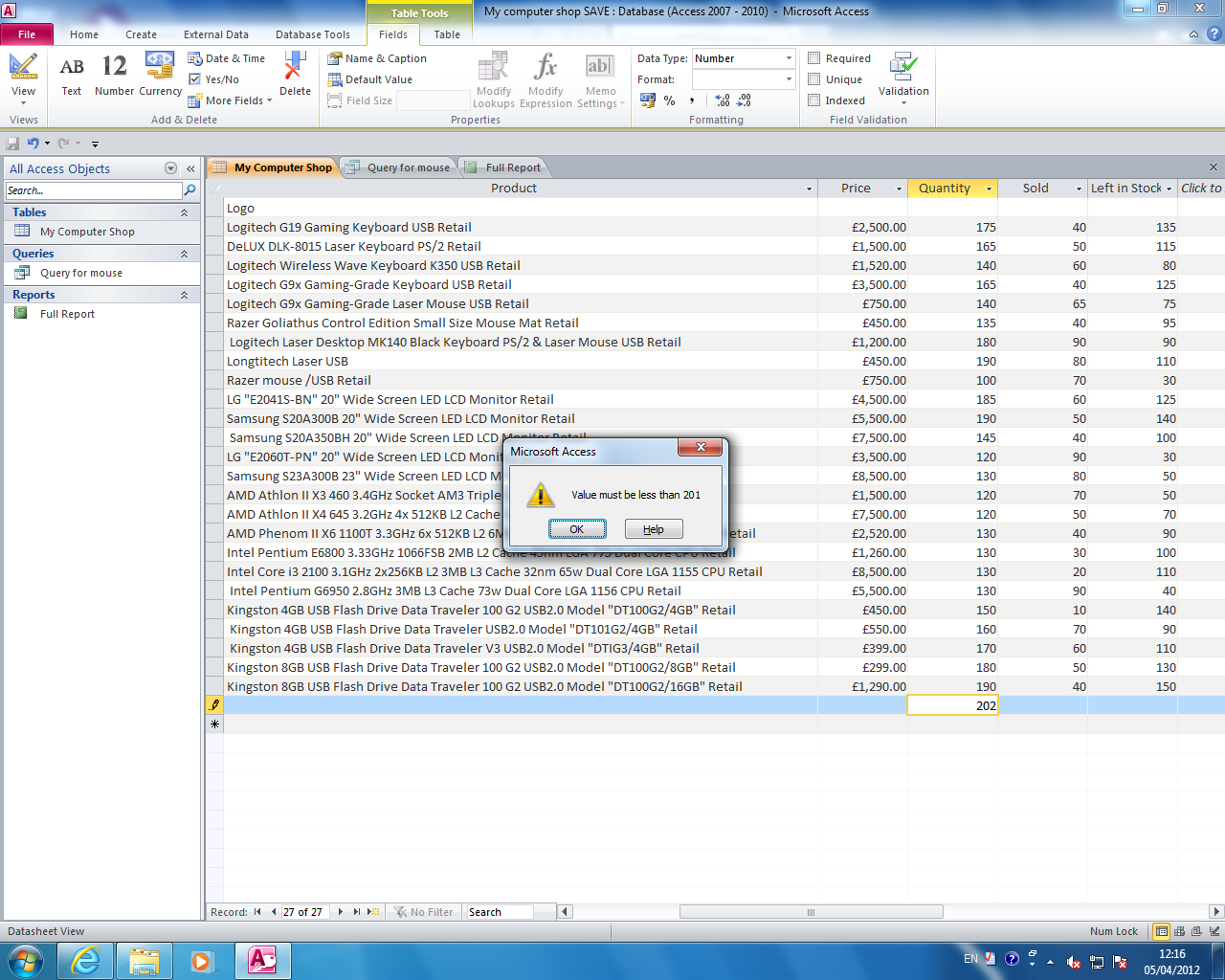
How is report important?

* It is important to have report because it has pictures and if you want to send a report to update or order the stock then it is important that you use report because it has everything including the pictures.
* Reports can be change to queries for example if there’s 1000 product in the report and you are finding it too difficult to find all of the product you can query it by using basic query to find only the mouse the keyboard or the monitor and once you have the query wizard finish then you can click report and it will appeared like what it looks like.

Once you click the report of the query you did it will appears like the picture above.

Why do we need Report?

* It is important to have a report when ordering stock or wanted a new stock because if you send it to someone to buy it they might not know that how it looks like. But in report they have picture which can tell that how the product looks like.



This is how you do a validation for the quantity. If the quantity is more than 201 then it cant be put down it must be less than 201