**Reports**

Reports are another way to lay out all the data in access. It is easier to use because you can see everything in it. Pictures can be seen clearly instead of opening it manually.

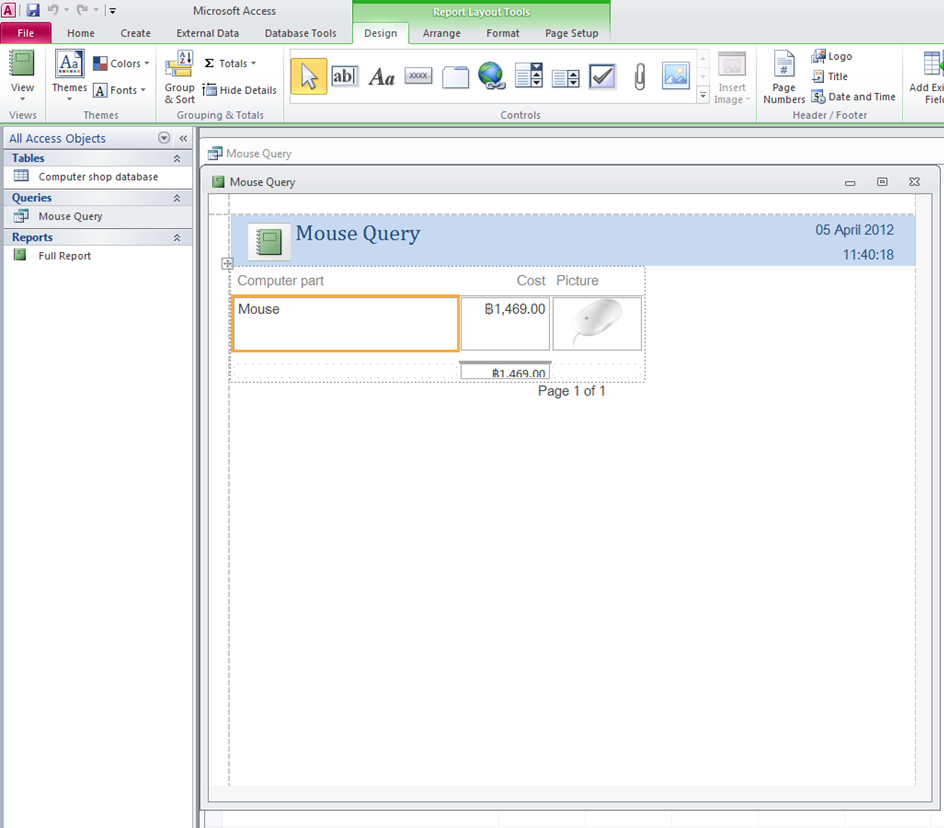
A disadvantage of reports is that if there is too much data, the report cannot handle it. The solution for this is to use a query to sort out information

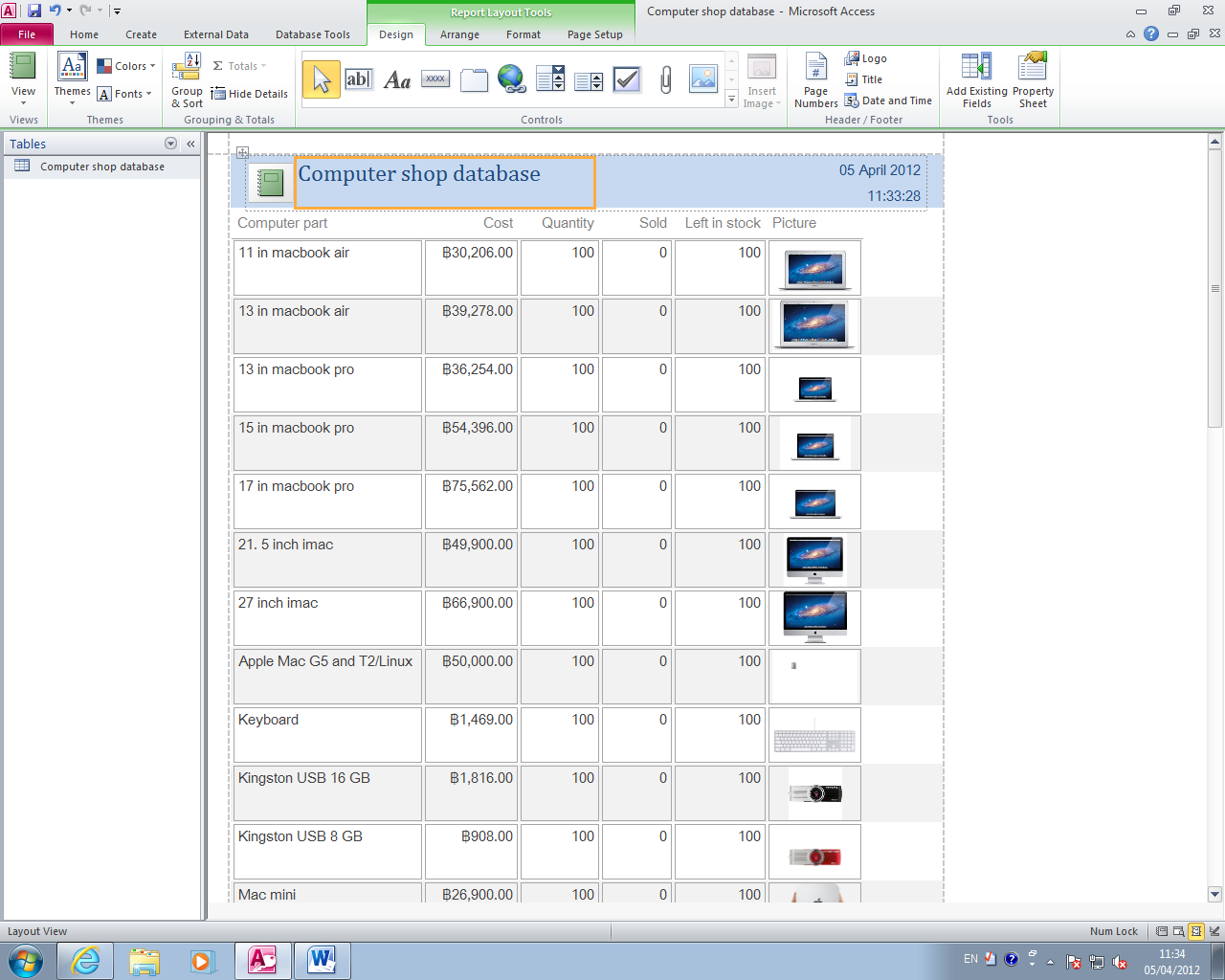
Reports are useful in school for things like grade reports and comments on the reports. The criteria for effort will be 1,2,3,4,5 and the criteria for grade will be A,B,C,D,E. This way, the teachers cannot enter any grade aside from what the criteria has suggested. For the comments, the data type will be complete text, it is a free format.

Reports are useful in work to show to the boss or to order more stock, etc… When you order more stock, it is helpful for all the people that will be using the reports to send the stock.

**Query Report**

This is the report for the mouse query. First I made a mouse query than I made a report of it so that it is easier to see the pictures. It is also good to use because you can see specific information which you have requested.

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**Full report**

This is my full report for my computer shop. I have converted my table into a report to be able to see everything clearly instead of manually clicking it.