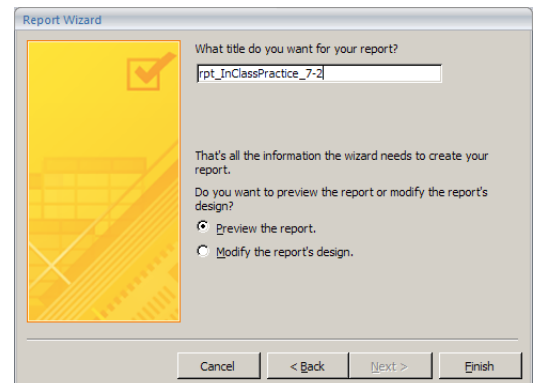
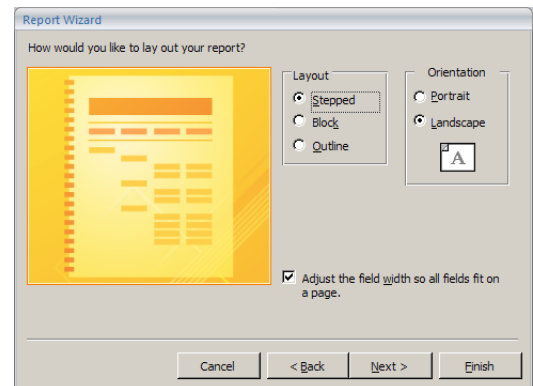
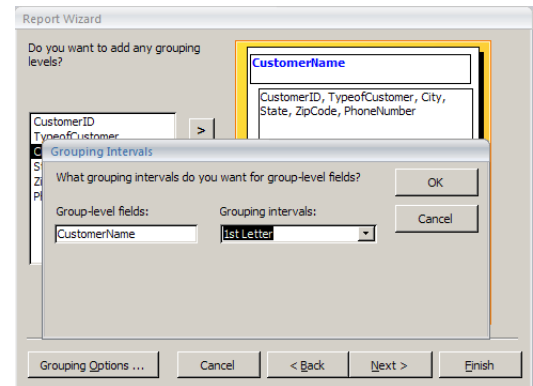
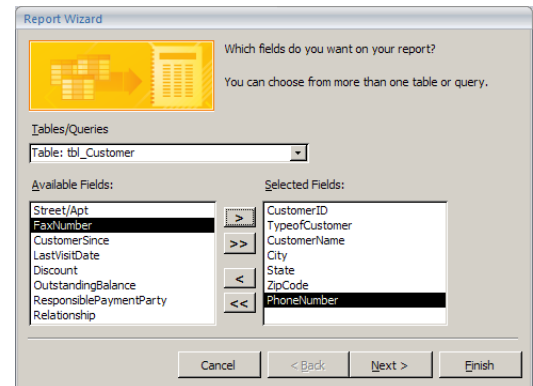




7-1: Create a Customer Directory Report

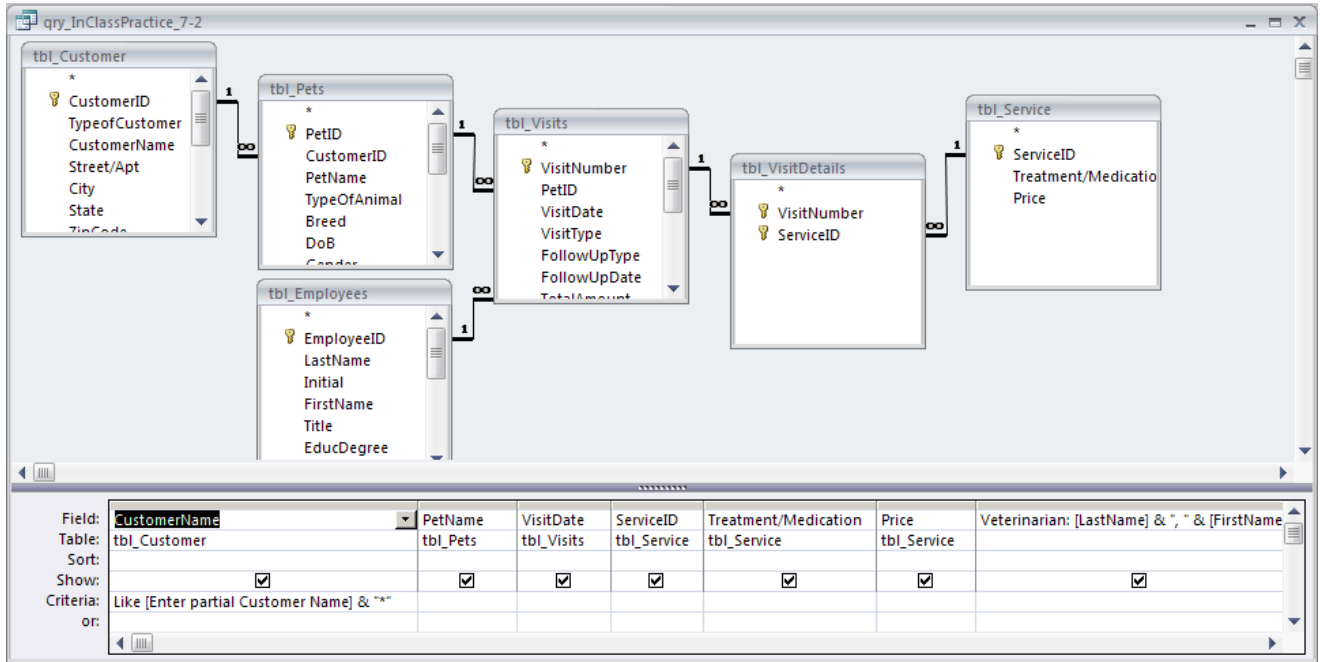
1. Select the Report wizard from the Create ribbon. In the first step, select tbl_Customer.
2. Select the following fields:
CustomerID, TypeOfCustomer, CustomerName, City, State, ZipCode, PhoneNumber.
3. Remove the grouping by state and add the CustomerName column. Click on Grouping Options and select for the Grouping Interval 1st Letter.
4. Select sorting by CustomerName in the Detail section.
5. Choose any layout and landscape as Orientation.
6. Choose any style.
7. Save the report as rpt_InClassPractice7-1.



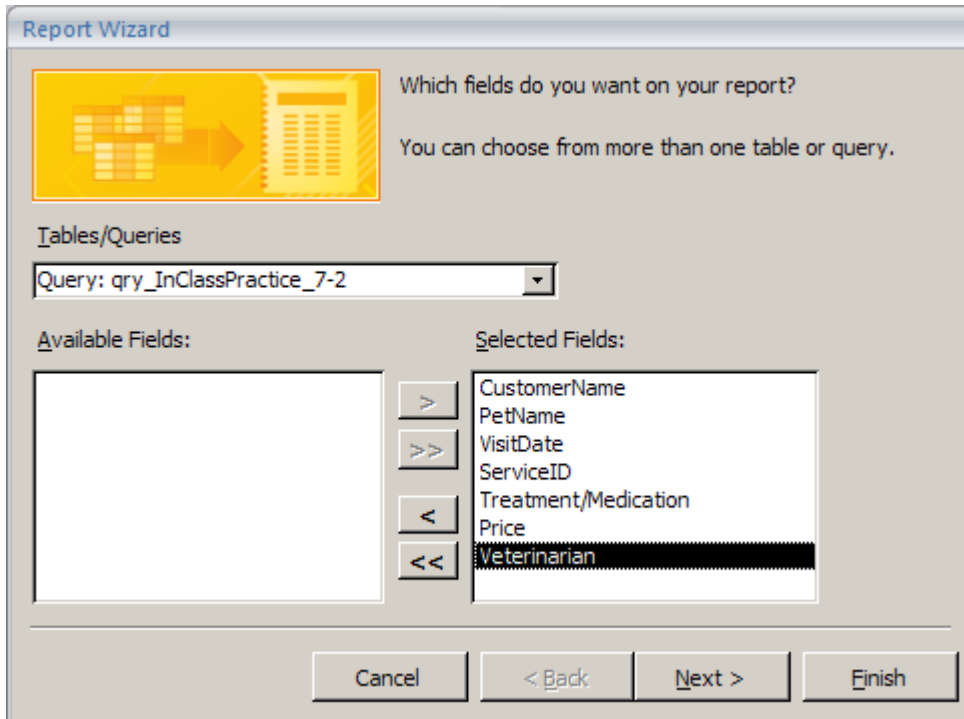


7-2: Create Customer Visits Report

1. Create the query qry_InClassPractice7-2 as shown below:

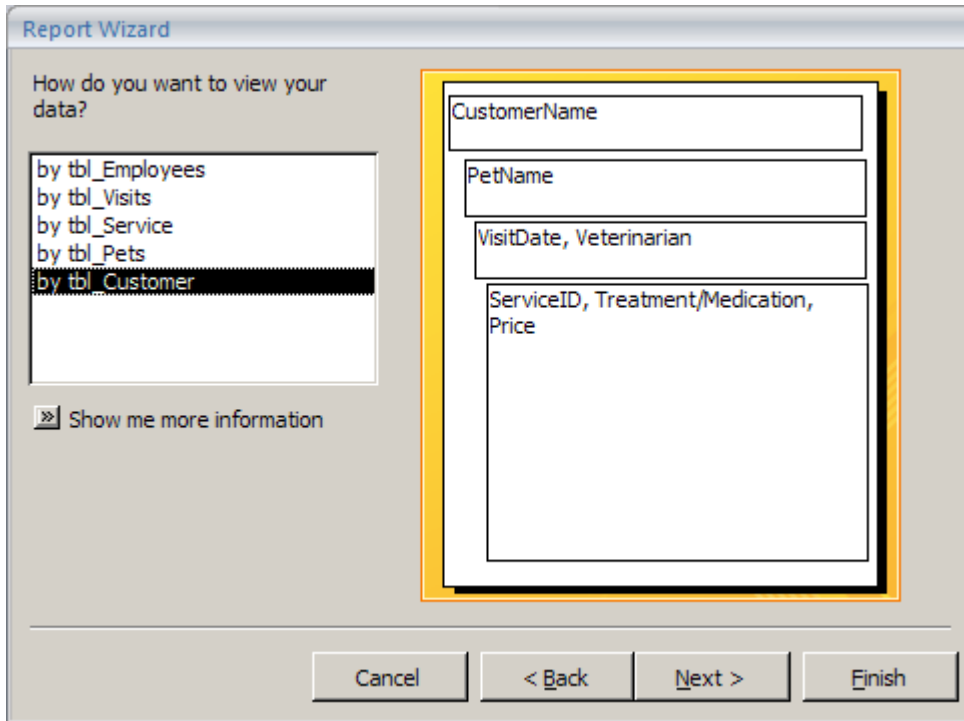


2. Now create a new report using the Report Wizard. Use the above query as a data source. Move all fields over in the Selected Fields area. Click on Next.

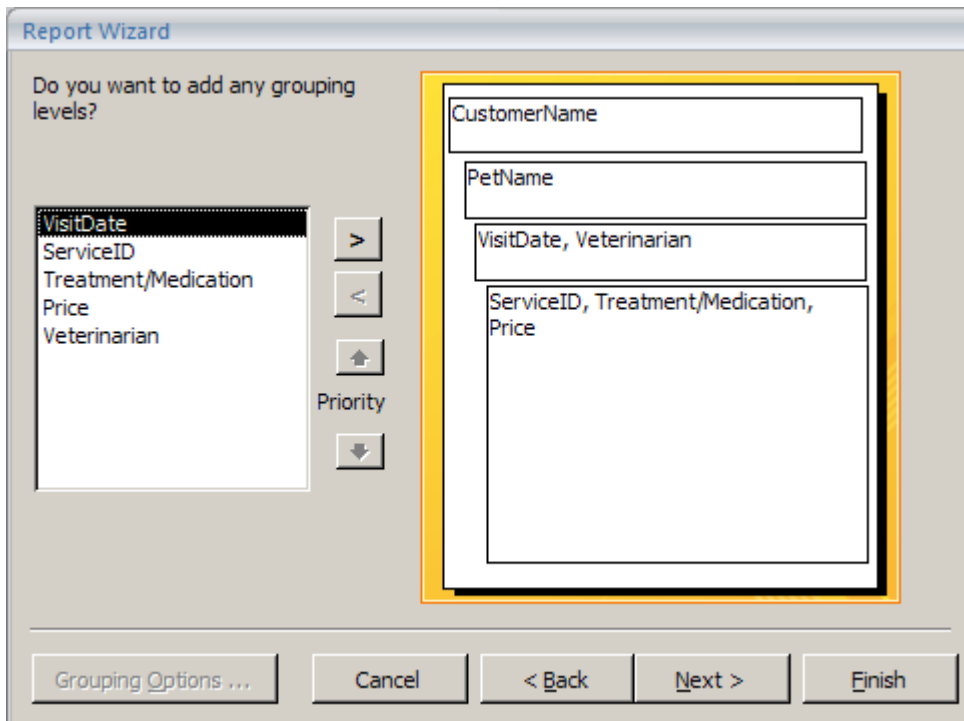




3. Leave everything as is and click on Next.

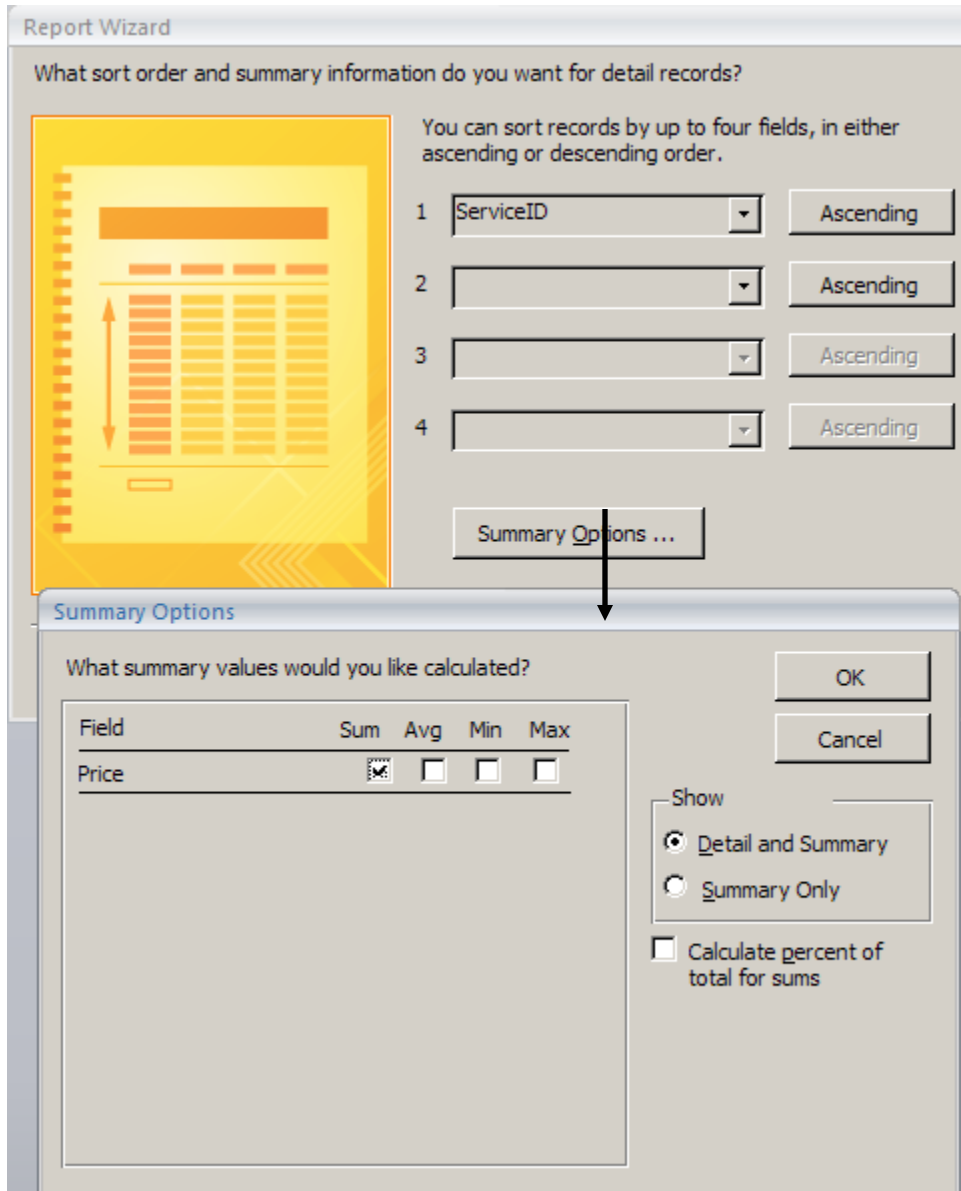


4. Again, leave everything as is in the next step and click on Next.





5. Select ServiceID as a sorting field. Click on Summary Options and select Sum for the field Price. Click on OK, then on Next.





6. Choose Landscape as page orientation and then click on Next.

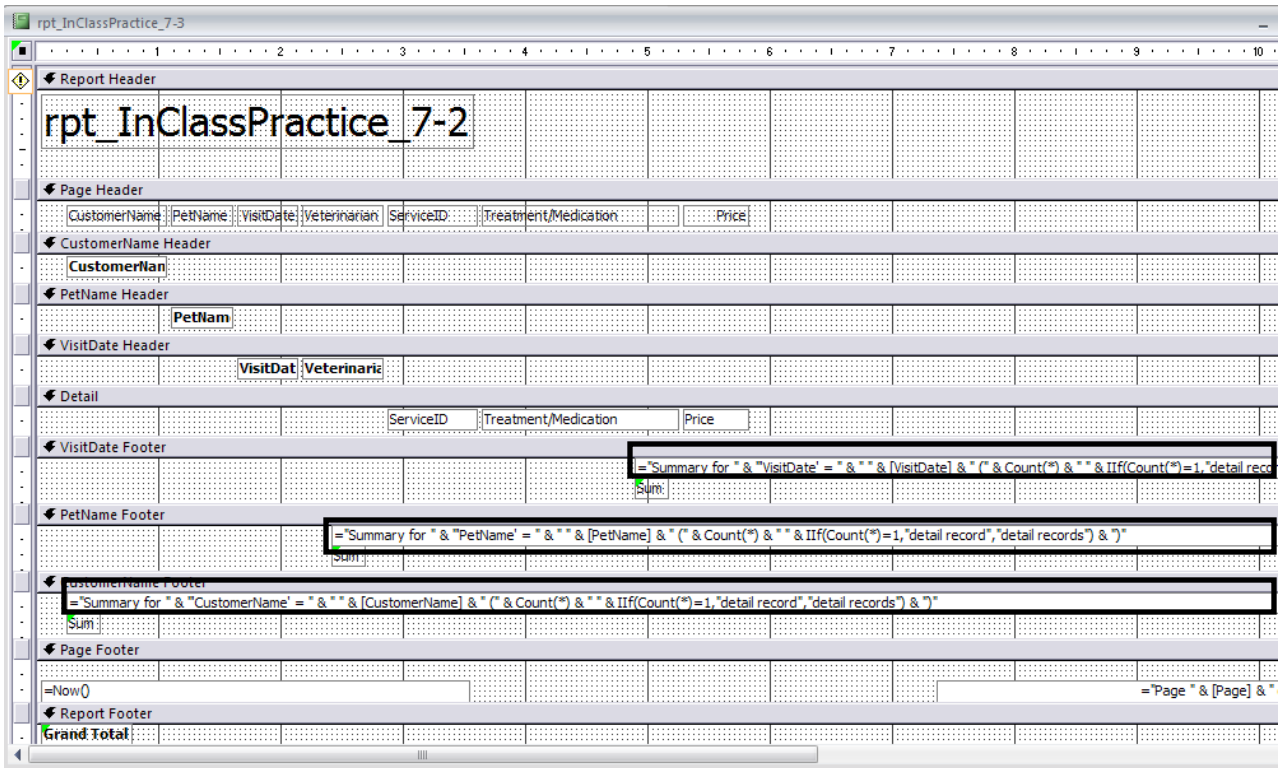
The screenshot shows the 'Report Wizard' dialog box with the question 'How would you like to lay out your report?'. On the left is a preview of a report. On the right, under 'Layout', the 'Stepped' radio button is selected. Under 'Orientation', the 'Landscape' radio button is selected. A checkbox at the bottom is checked with the text 'Adjust the field width so all fields fit on a page.'. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

7. Choose any style and click on Next. In the last step, type rpt_InClassPractice_7-2 as a title. Then click on Finish. The parameter dialog box is displayed, simply type the letter a and then click on OK.

The screenshot shows the 'Report Wizard' dialog box with the question 'What title do you want for your report?'. The text box contains 'rpt_InClassPractice_7-2'. Below this, it says 'That's all the information the wizard needs to create your report.' and 'Do you want to preview the report or modify the report's design?'. The 'Preview the report.' radio button is selected. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

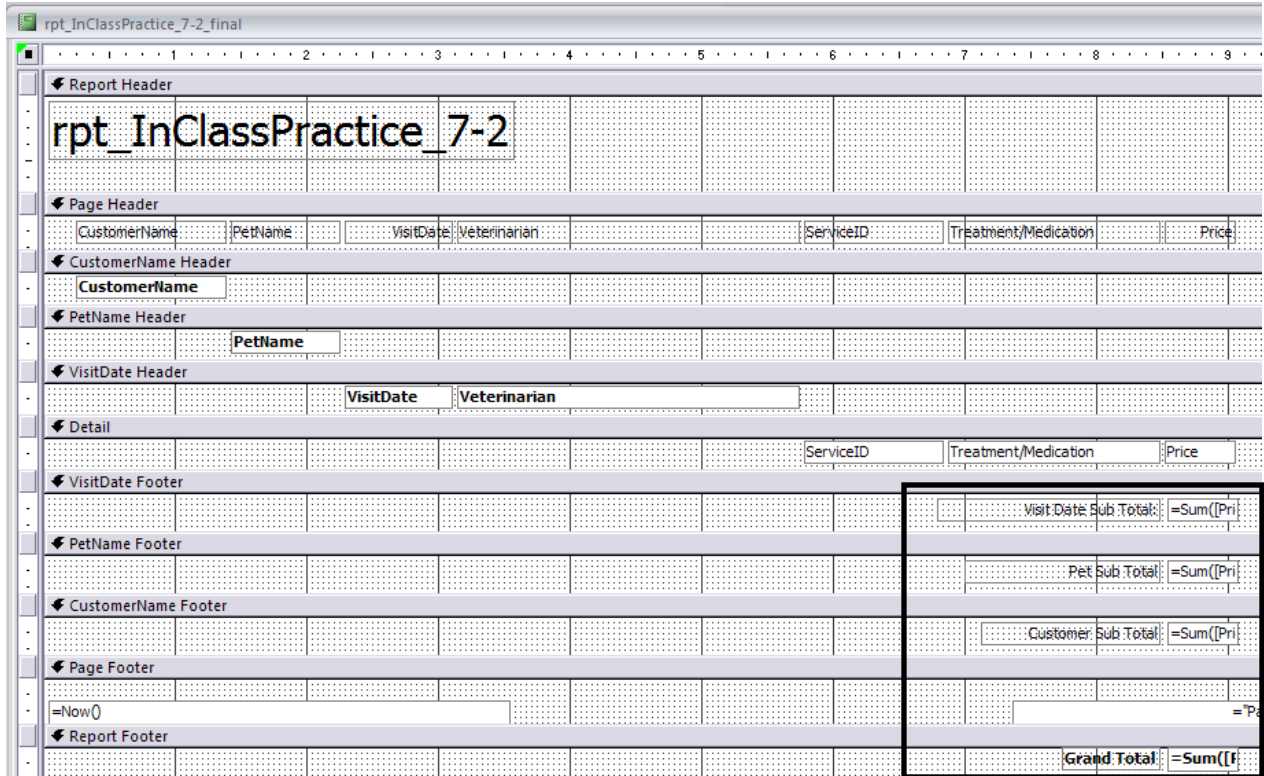


8. Now navigate in design view and delete the highlighted sections below:





9. Move the labels Sub and the Sum text boxes closer together. Change the text in the labels sub as shown below:



10. Select the Sum text boxes, display the property sheet and set the Format property to Currency. Make other final move and size changes as needed.