



# Creating a Database Report



In this activity, you will use Microsoft Access to create a report based on the query you created in the activity *Creating a Multi-Table Query*.

1. Start **Microsoft Access** and open the **DBQuery** database you created in the activity *Creating a Multi-Table Query*.
2. Save the database as **DBReport-[your first initial and last name]**.  
For example: **DBReport-jsmith**
3. Select the **Student Room Query** database query you created previously.
4. Click the **Create** tab.
5. In the Reports group, click **Report**.
6. Your report should resemble Figure A4-6. Note that since you defined the fields when you created the query, you are not required to select them individually when you create the report.

The screenshot shows a Microsoft Access report titled "Student Room Report" with a date and time stamp of "Saturday, January 24, 2015 10:25:26 AM". The report displays a table with the following data:

Student Name	Favorite Color	Grade	Teacher Name	Room
Morgan S.	Orange	7	Mr. Baldwin	A322
Amy F.	Black	7	Mr. Baldwin	A322
Arnold S.	Green	7	Mr. Baldwin	A322
Jamie F.	Orange	7	Mr. Baldwin	A322
Brian K.	Brown	8	Mr. Jacobs	A410
Jack G.	Blue	8	Mr. Jacobs	A410
Hannah M.	Yellow	8	Mr. Jacobs	A410
Lebron J.	Pink	8	Mr. Jacobs	A410
Billy J.	Red	8	Mr. Jacobs	A410
Jeremy S.	Blue	8	Mr. Jacobs	A410

At the bottom of the table, there is a page number "10" in a small box.

Figure A4-6: Completed database report

7. Save your database report as **Student Room Report**.
8. With permission from your teacher, print your report.