

Report Layout Tools a04h3coffee_LastnameFirstname : Database (Access 2007)

File Home Create External Data Database Tools Design Arrange Format Page Setup

View Themes Colors Group & Sort Hide Details Views Themes Grouping & Totals Controls Insert Image Page Numbers Logo Title Date and Time Add Existing Fields Property Sheet

All Access Objects Products1

Products Report Saturday, June 05, 2010 2:58:51 AM

Product ID	Product Name	Description	Cost
P0001	Coffee - Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Bags	\$16.00
P0002	Coffee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	\$23.00
P0003	Coffee - Mild Blend	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00
P0004	Coffee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	\$23.00
P0005	Coffee - Decaf	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00
P0006	Tea Bags - Regular	75/Box, Individual Tea Bags	\$5.00
P0007	Tea Bags - Decaf	75/Box, Individual Tea Bags	\$7.00
P0008	Creamers - Assorted Flavors	400/Case, 8 50-count Boxes	\$20.00
P0009	Creamers - Liquid	200/Case, Individual Creamers	\$15.00
P0010	Sugar Packets	2000/Case	\$18.00
P0011	Ceramic Mug	SD Company Logo	\$5.00
P0012	Sugar Substitute	500/Case, 1-Serving Bags	\$19.00
P0013	Coffee Filters	500/Case, Fits 10-12 Cup Coffee Maker	\$3.00
P0014	Napkins	3000/Case, White	\$20.00
P0015	Stirrers - Plastic	1000/Box	\$1.50
P0016	Stirrers - Wood	1000/Box	\$1.25
P0017	Spoons	500/Box, White Plastic	\$15.00

Layout View

a04h3coffee_LastnameFirstname : Database (Access 2007) - Microsoft Access

File Print Preview

Print Size Margins Print Data Only Portrait Landscape Columns Page Setup Zoom One Page Two Pages More Pages Refresh All Excel Text File PDF or XPS E-mail More Close Print Preview Close Preview

Products

Products Report Saturday, June 05, 2010 3:11:54 AM

Product ID	Product Name	Description	Cost	Markup Percent	Refrigeration Needed	Brand
P0001	Coffee - Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Bags	\$16.00	50.00%	<input type="checkbox"/>	Discount
P0002	Coffee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	\$23.00	100.00%	<input type="checkbox"/>	Premium
P0003	Coffee - Mild Blend	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	50.00%	<input type="checkbox"/>	House
P0004	Coffee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	\$23.00	50.00%	<input type="checkbox"/>	House
P0005	Coffee - Decaf	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	50.00%	<input type="checkbox"/>	Discount
P0006	Tea Bags - Regular	75/Box, Individual Tea Bags	\$5.00	75.00%	<input type="checkbox"/>	House
P0007	Tea Bags - Decaf	75/Box, Individual Tea Bags	\$7.00	75.00%	<input type="checkbox"/>	House
P0008	Creamers - Assorted Flavors	400/Case, 8 50-count Boxes	\$20.00	100.00%	<input type="checkbox"/>	Discount
P0009	Creamers - Liquid	200/Case, Individual Creamers	\$15.00	100.00%	<input checked="" type="checkbox"/>	Premium
P0010	Sugar Packets	2000/Case	\$18.00	100.00%	<input type="checkbox"/>	House
P0011	Ceramic Mug	SD Company Logo	\$5.00	100.00%	<input type="checkbox"/>	House
P0012	Sugar Substitute	500/Case, 1-Serving Bags	\$19.00	50.00%	<input type="checkbox"/>	Discount
P0013	Coffee Filters	500/Case, Fits 10-12 Cup Coffee Maker	\$3.00	50.00%	<input type="checkbox"/>	House
P0014	Napkins	3000/Case, White	\$20.00	100.00%	<input type="checkbox"/>	House

Page: 1 of 1 No Filter

Ready

Report Layout Tools | a04h3coffee_LastnameFirstname : Database (Access 2...)

File Home Create External Data Database Tools Design Arrange Format Page Setup

Views Themes Grouping & Totals Controls Header / Footer Tools

Products

Products Saturday, June 05, 2010 3:14:25 AM

Product Name	Description	Cost	OnHand	Markup Percent	Refrigeration Needed	Brand
offee - Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Bags	\$16.00	10	50.00%	<input type="checkbox"/>	Discount
offee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	100.00%	<input type="checkbox"/>	Premium
offee - Mild Blend	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.00%	<input type="checkbox"/>	House
offee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	50.00%	<input type="checkbox"/>	House
offee - Decaf	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.00%	<input type="checkbox"/>	Discount
ea Bags - Regular	75/Box, Individual Tea Bags	\$5.00	10	75.00%	<input type="checkbox"/>	House
ea Bags - Decaf	75/Box, Individual Tea Bags	\$7.00	10	75.00%	<input type="checkbox"/>	House
eamers - Assorted Flavors	400/Case, 8 50-count Boxes	\$20.00	25	100.00%	<input type="checkbox"/>	Discount
eamers - Liquid	200/Case, Individual Creamers	\$15.00	25	100.00%	<input checked="" type="checkbox"/>	Premium
gar Packets	2000/Case	\$18.00	55	100.00%	<input type="checkbox"/>	House
ramic Mug	SD Company Logo	\$5.00	40	100.00%	<input type="checkbox"/>	House
gar Substitute	500/Case, 1-Serving Bags	\$19.00	55	50.00%	<input type="checkbox"/>	Discount
ffee Filters	500/Case, Fits 10-12 Cup Coffee Maker	\$3.00	125	50.00%	<input type="checkbox"/>	House
pkins	3000/Case, White	\$20.00	75	100.00%	<input type="checkbox"/>	House

Layout View

Report Layout Tools | a04h3coffee_LastnameFirstname : Database (Access 2...)

File Home Create External Data Database Tools Design Arrange Format Page Setup

Views Themes Grouping & Totals Controls Header / Footer Tools

Products

Products Report Saturday, June 05, 2010 3:14:25 AM

Product Name	Description	Cost	On Hand	Markup Perc
offee - Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Bags	\$16.00	10	50.0
offee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	100.0
offee - Mild Blend	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.0
offee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	50.0
offee - Decaf	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.0
ea Bags - Regular	75/Box, Individual Tea Bags	\$5.00	10	75.0
ea Bags - Decaf	75/Box, Individual Tea Bags	\$7.00	10	75.0
eamers - Assorted Flavors	400/Case, 8 50-count Boxes	\$20.00	25	100.0
eamers - Liquid	200/Case, Individual Creamers	\$15.00	25	100.0
gar Packets	2000/Case	\$18.00	55	100.0
ramic Mug	SD Company Logo	\$5.00	40	100.0
gar Substitute	500/Case, 1-Serving Bags	\$19.00	55	50.0
ffee Filters	500/Case, Fits 10-12 Cup Coffee Maker	\$3.00	125	50.0
pkins	3000/Case, White	\$20.00	75	100.0

Field List

Fields available for this view:

- Products
 - ProductID
 - ProductName
 - Description
 - Cost
 - OnHand**
 - MarkupPercent
 - RefrigerationNeeded
 - Brand
 - YearIntroduced

Fields available in related tables:

- Order Details

Fields available in other tables:

- Customers
 - CustomerID
 - CustomerName
 - Contact
 - EmailAddress
 - Address1
 - Address2

Show only fields in the current record source

Layout View

Report Layout Tools a04h3coffee_LastnameFirstname : Database (Access 2...

File Home Create External Data Database Tools Design Arrange Format Page Setup

Gridlines Stacked Tabular Table Insert Above Insert Below Rows & Columns Select Layout Select Column Select Row Merge Split Vertically Horizontally Move Up Move Down Control Margins Control Padding Position

Products

Products Report Saturday, June 05, 2010 3:21:49 AM

Product ID	Product Name	Description	Cost	On Hand	Markup Percent	Refrig?	Brand
P0001	Coffee - Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Bags	\$16.00	10	50.00%	<input type="checkbox"/>	Discount
P0002	Coffee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	100.00%	<input type="checkbox"/>	Premium
P0003	Coffee - Mild Blend	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.00%	<input type="checkbox"/>	House
P0004	Coffee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	50.00%	<input type="checkbox"/>	House
P0005	Coffee - Decaf	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.00%	<input type="checkbox"/>	Discount
P0006	Tea Bags - Regular	75/Box, Individual Tea Bags	\$5.00	10	75.00%	<input type="checkbox"/>	House
P0007	Tea Bags - Decaf	75/Box, Individual Tea Bags	\$7.00	10	75.00%	<input type="checkbox"/>	House
P0008	Creamers - Assorted Flavors	400/Case, 8 50-count Boxes	\$20.00	25	100.00%	<input type="checkbox"/>	Discount
P0009	Creamers - Liquid	200/Case, Individual Creamers	\$15.00	25	100.00%	<input checked="" type="checkbox"/>	Premium
P0010	Sugar Packets	2000/Case	\$18.00	55	100.00%	<input type="checkbox"/>	House
P0011	Ceramic Mug	SD Company Logo	\$5.00	40	100.00%	<input type="checkbox"/>	House
P0012	Sugar Substitute	500/Case, 1-Serving Bags	\$19.00	55	50.00%	<input type="checkbox"/>	Discount
P0013	Coffee Filters	500/Case, Fits 10-12 Cup Coffee Maker	\$3.00	125	50.00%	<input type="checkbox"/>	House
P0014	Napkins	3000/Case, White	\$20.00	75	100.00%	<input type="checkbox"/>	House

Layout View

a04h3coffee_LastnameFirstname : Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools

View Paste Copy Cut Format Painter Clipboard Filter Sort & Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete More Records Find Go To Select Text Formatting Replace

Products Solstice Products Module

Products Report Tuesday, May 01, 2012 12:39:41 AM

Product ID	Product Name	Description	Cost	On Hand	Markup Percent	Refrig?	Brand
P0001	Coffee - Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Bags	\$16.00	10	50.00%	<input type="checkbox"/>	Discount
P0002	Coffee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	100.00%	<input type="checkbox"/>	Premium
P0003	Coffee - Light	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.00%	<input type="checkbox"/>	House
P0004	Coffee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	50.00%	<input type="checkbox"/>	House
P0005	Coffee - Decaf	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.00%	<input type="checkbox"/>	Discount
P0006	Tea Bags - Regular	75/Box, Individual Tea Bags	\$5.00	10	75.00%	<input type="checkbox"/>	House
P0007	Tea Bags - Decaf	75/Box, Individual Tea Bags	\$7.00	10	75.00%	<input type="checkbox"/>	House
P0008	Creamers - Assorted Flavors	400/Case, 8 50-count Boxes	\$20.00	25	100.00%	<input type="checkbox"/>	Discount
P0009	Creamers - Liquid	200/Case, Individual Creamers	\$15.00	25	100.00%	<input checked="" type="checkbox"/>	Premium
P0010	Sugar Packets	2000/Case	\$18.00	55	100.00%	<input type="checkbox"/>	House
P0011	Ceramic Mug	SD Company Logo	\$5.00	40	100.00%	<input type="checkbox"/>	House
P0012	Splenda	500/Case, 1-Serving Bags	\$19.00	55	50.00%	<input type="checkbox"/>	Discount
P0013	Coffee Filters	500/Case, Fits 10-12 Cup Coffee Maker	\$3.00	125	50.00%	<input type="checkbox"/>	House
P0014	Napkins	3000/Case, White	\$20.00	75	100.00%	<input type="checkbox"/>	House
P0015	Stirrers - Plastic	1000/Box	\$1.50	200	75.00%	<input type="checkbox"/>	Discount

Page: 14 of 1 No Filter

Ready 90%

a04h3coffee_lastnameFirstname : Database (Access 2007) - Microsoft Access

Products Solstice | Products Module

Products Report

Tuesday, May 01, 2012
12:40:56 AM

Product ID	Product Name	Description	Cost	On Hand	Markup Percent	Refrig?	Brand
P0011	Ceramic Mug	SD Company Logo	\$5.00	40	100.00%	<input type="checkbox"/>	House
P0004	Coffee - Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	50.00%	<input type="checkbox"/>	House
P0001	Coffee - Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Bags	\$16.00	10	50.00%	<input type="checkbox"/>	Discou
P0005	Coffee - Decaf	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.00%	<input type="checkbox"/>	Discou
P0002	Coffee - Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	\$23.00	10	100.00%	<input type="checkbox"/>	Premi
P0003	Coffee - Light	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	10	50.00%	<input type="checkbox"/>	House
P0013	Coffee Filters	500/Case, Fits 10-12 Cup Coffee Maker	\$3.00	125	50.00%	<input type="checkbox"/>	House
P0008	Creamers - Assorted Flavors	400/Case, 8 50-count Boxes	\$20.00	25	100.00%	<input type="checkbox"/>	Discou
P0009	Creamers - Liquid	200/Case, Individual Creamers	\$15.00	25	100.00%	<input checked="" type="checkbox"/>	Premi
P0023	Heavy Paper Cups - 12 ounce	1000/Case	\$19.00	175	50.00%	<input type="checkbox"/>	House
P0025	Milk - 1 pint	Delivered Daily	\$1.00	37	100.00%	<input checked="" type="checkbox"/>	House
P0024	Milk - 1 quart	Delivered Daily	\$2.00	22	100.00%	<input checked="" type="checkbox"/>	House
P0014	Napkins	3000/Case, White	\$20.00	75	100.00%	<input type="checkbox"/>	House
P0019	Popcorn - Buttered	36/Case, 3.75 Oz Microwave Bags	\$9.50	75	100.00%	<input type="checkbox"/>	House
P0018	Popcorn - Low Calorie	36/Case, 3.75 Oz Microwave Bags	\$8.50	75	100.00%	<input type="checkbox"/>	House
P0020	Soup - Chicken	50 Envelopes	\$10.00	22	100.00%	<input type="checkbox"/>	Premi

Report View

a04h3coffee_lastnameFirstname : Database (Access 2007) - Microsoft Access

Report Wizard

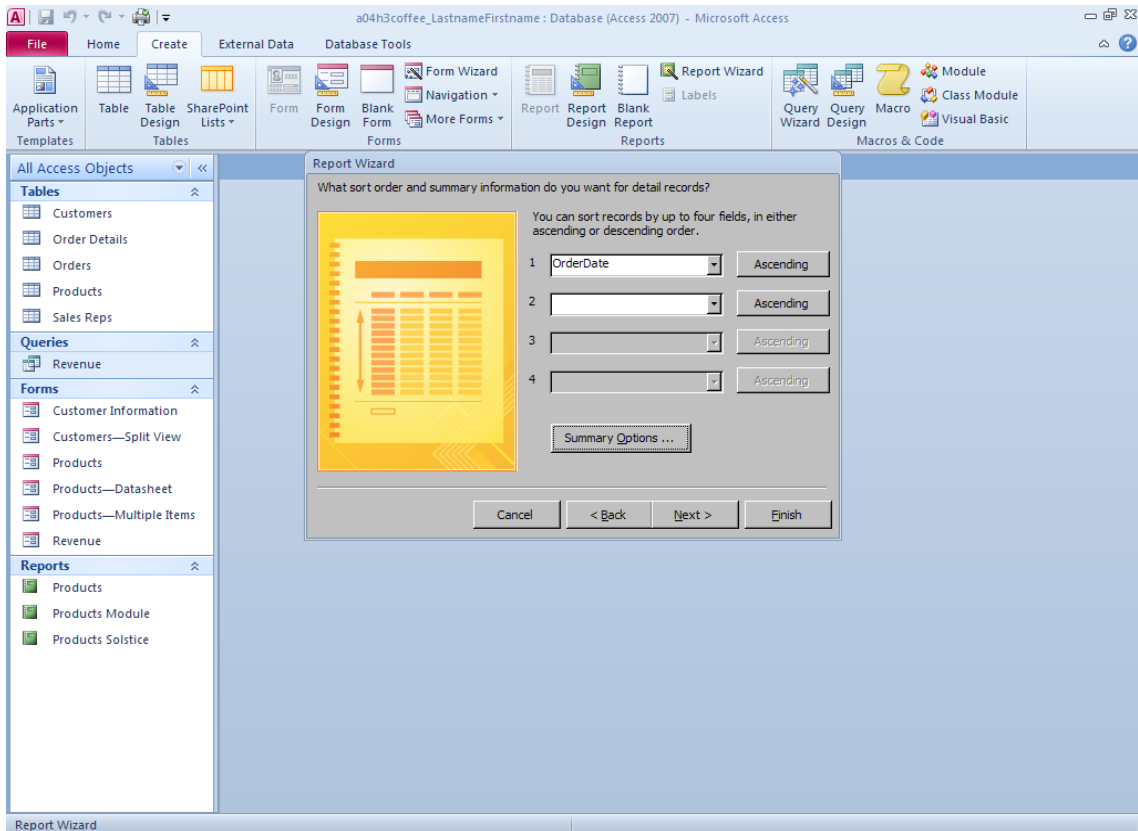
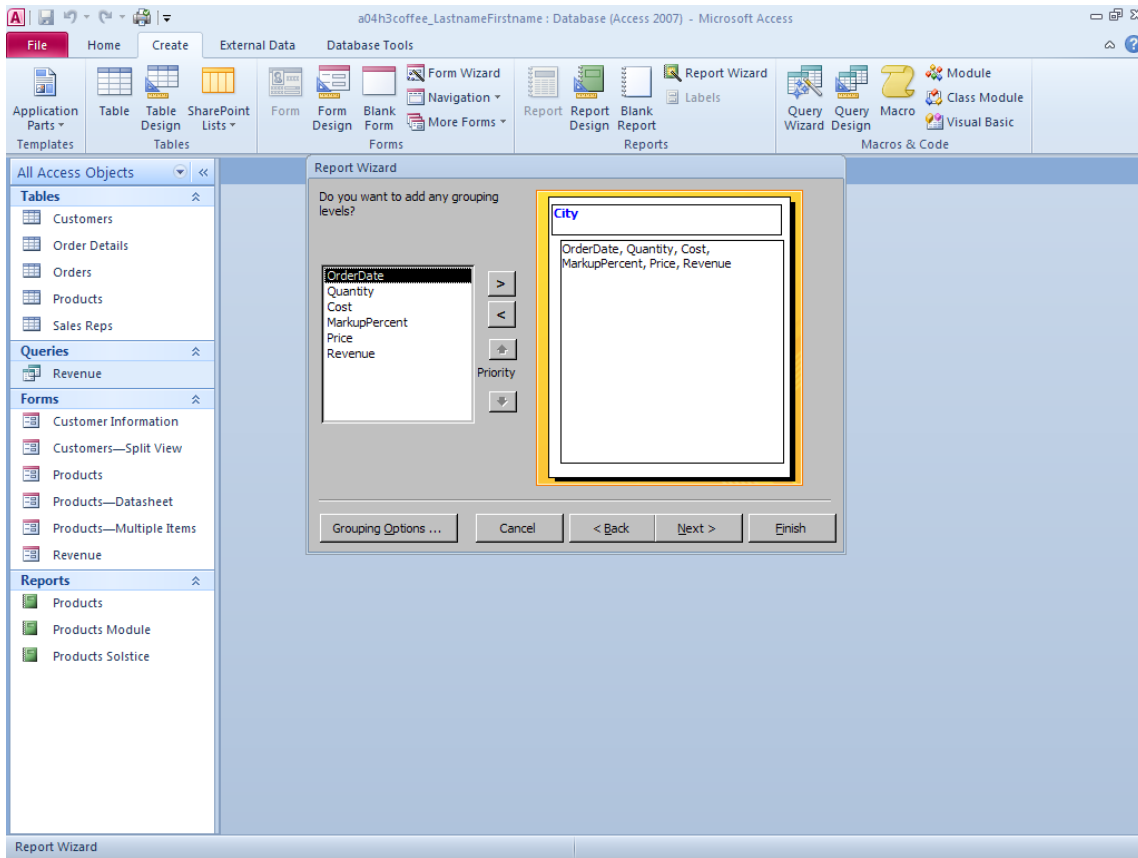
Which fields do you want on your report?
You can choose from more than one table or query.

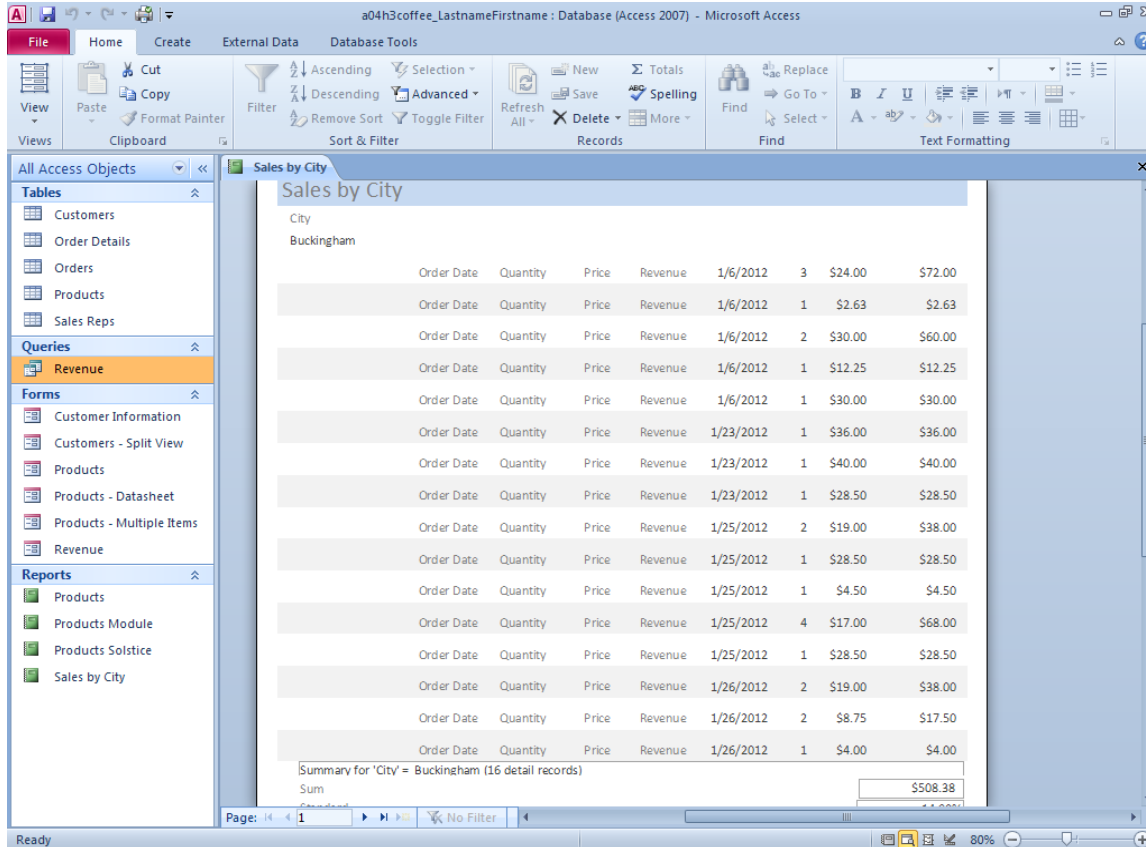
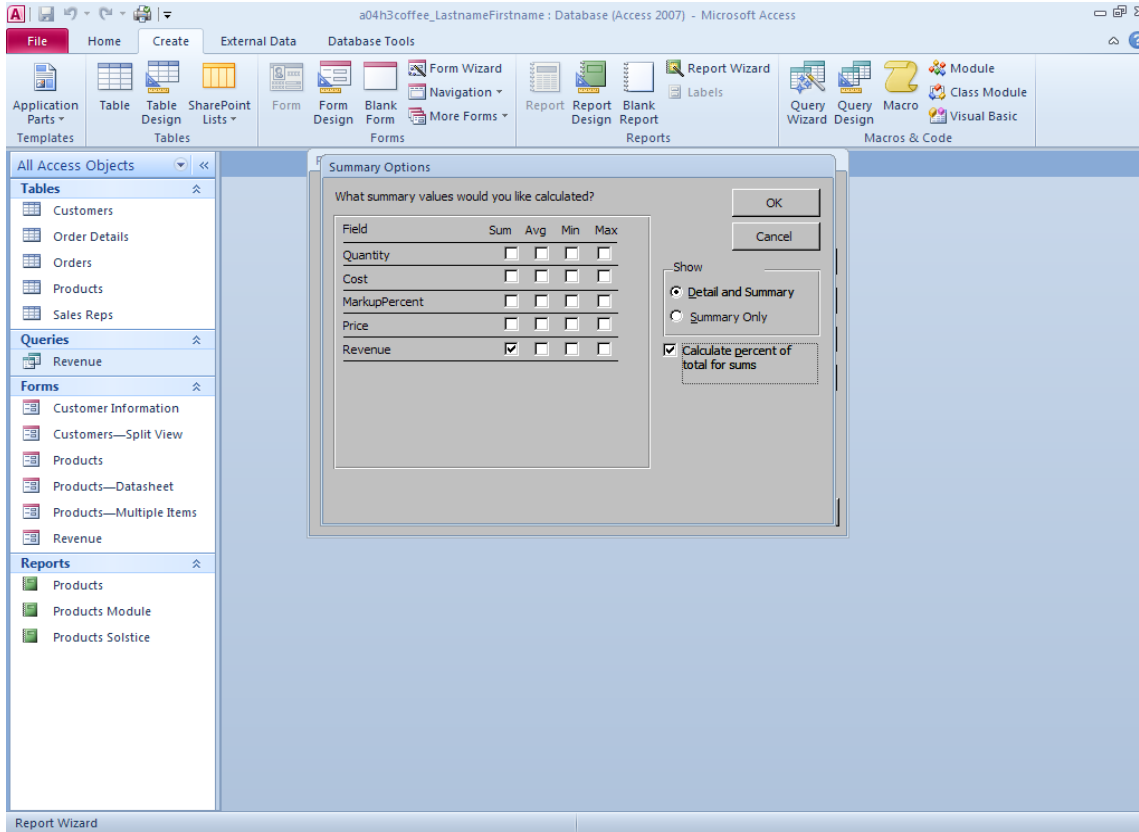
Tables/Queries
Query: Revenue

Available Fields:	Selected Fields:
Cost	Quantity
MarkupPercent	City
LastName	Price
ProductName	Revenue
	OrderDate

Buttons: Cancel, < Back, Next >, Finish

Report Wizard





Microsoft Access window: a04h3coffee_LastnameFirstname : Database (Access 2007) - Microsoft Access

External Data Database Tools

Information about a04h3coffee_LastnameFirstname

C:\Documents and Settings\Toughbook\Desktop\Exploring Work\Access\access_chapter_...

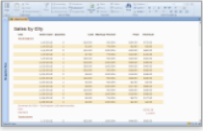
Share your database in a Web browser
 You can publish your Access application to a server, so that others can use your application from any standards-compliant Web browser.

Define Relationships
 Define how the data in tables are related, such as ID fields or name fields in different tables that should match.

Compact & Repair
 Help prevent and correct database file problems by using Compact and Repair.

Analyze Database
 View object dependencies and analyze performance and design of this database.

Encrypt with Password
 Use a password to restrict access to your database. Files that use the 2007 Microsoft Access file format or later are encrypted.



[View and edit database properties](#)