

## Forms

Follow these instructions and the on-screen directions

- 1 Enter the following data in a table

First name	Last name	Address 1	Address 2	Postcode	email	Date of birth	Code
Adele	Blair	10 Imrie Walk	Jedburgh	JB1 2XX	ablair@femail.co.uk	01/02/45	09X
Caroline	Dexter	20 Keystone Villas	Leominster	LM2 3ZZ	cdex@femail.co.uk	02/03/48	09X
Evelyn	Fairbanks	30 Manchester Road	Nottingham	NG3 4WW	efair@femail.co.uk	03/04/51	09X
Greta	Harlow	40 Openshaw Drive	Partington	PG4 5VV	gharlow@femail.co.uk	04/05/57	09Z

- 1 Go to **Forms** tab
- 2 Click **New**
- 3 Click **Form Wizard**
- 4 Choose **Table 1**
- 5 Click **OK**
- 6 Select first name, last name and email
- 7 Choose a **layout** for your form
- 8 Choose a **style**
- 9 Create a **title**
- 10 Click **finish** and **print** out

## Reports

Follow these instructions and the on-screen directions

- 1 Go to the **Reports** tab
- 2 Click **New**
- 3 Click **Reports Wizard**
- 4 Choose **Table 1**
- 5 Click **OK**
- 6 Select last name, date of birth and code
- 7 Put code into the **top grouping level**
- 8 In **sort order 1**, click on last name and **sort ascending**
- 9 In **sort order 2**, click on date of birth and **sort ascending**
- 10 In layout select a **layout** and an **orientation**
- 11 Choose a **style**
- 12 Choose a **title**
- 13 Click **finish** and **print**