In this chapter, you will learn what guidelines to follow

when designing forms and reports. In general, forms are

used to present or collect information on a single item,

such as a customer, product, or event. Forms can be used

for both input and output. Reports, on the other hand,

are used to convey information on a collection of items.

Form and report design is a key ingredient for successful

systems. Because users often equate the quality of a system with the quality of its input and output methods, you can see that the design process for forms and reports is

an especially important activity. And because information

can be collected and formatted in many ways, gaining an

understanding of design dos and don’ts and the trade-offs

between various formatting options is useful for all systems

analys.