

Access 2016 Module 11

Creating Advanced Reports





Module Objectives

- Apply advanced formatting
- Control layout
- Set advanced print layout
- Create multicolumn reports
- Use domain functions
- Create charts
- Modify charts
- Apply chart types



Apply Advanced Formatting (Slide 1 of 2)

- Modify the layout and characteristics of individual controls on a report
 - Layout modifications
 - e.g., margins and page orientation
 - Format property examples
 - Date formats
 - Medium Date or Long Date
 - Number formats
 - Currency, Percent, or Standard



Apply Advanced Formatting (Slide 2 of 2)

Page Setup dialog box

Page Setup ? X

Print Options Page Columns

Margins (inches)

Top: 0.25

Bottom: 0.25

Left: 0.5

Right: 0.25

Sample

☐ Print Data Only

Split Form

☐ Print Form Only

☐ Print Datasheet Only

OK Cancel

Applying the Currency format

Joy, Krish

5/8/2017	Asian Travel I	12	\$300
6/12/2017	Asian Travel II	12	\$300
6/19/2017	Asian Travel III	12	\$300
7/1/2017	Time Management II	16	\$450
7/17/2017	Customer Service Skills II	16	\$450
Employee Subtotal:		68	\$1,800
Department Subtotal:		156	\$4,350
Grand Total:		1,632	\$46,575



Control Layout (Slide 1 of 2)

- Table layout
 - connects controls together
 - when one control is moved or resized in Layout or Design View, the action applies to all controls in the layout
- Layouts

layout	description
Stacked	Labels are positioned to the left of the text box; most often used in forms
Tabular	Labels are positioned across the top in the Page Header section, forming columns of data with text boxes positioned in the Detail section; most often used in reports



Control Layout (Slide 2 of 2)

Resizing columns in a layout

CourseListing

Africa101	African Travel I	16		\$475
Africa201	African Travel II	16	Africa101	\$475
Africa301	African Travel III	16	Africa201	\$475
Air101	Air Reservations I	12		\$350
Air201	Air Reservations II	12	Air101	\$310
Air301	Air Reservations III	12	Air201	\$310

Opening sections in Design View

CourseListing

Report Header	Course Listing Report				
Page Header					
Detail	CourseID	Description	HoursInCla	Prereq	CostOfCourse
Page Footer	Page N & [Page] & of N & [Pages]				
Report Footer					



Set Advanced Print Layout (Slide 1 of 2)

- Controlling print options
 - Page breaks
 - How report sections span multiple pages
 - Use Repeat Section property
 - Use Force New Page property
- Preview report to confirm layout changes



Set Advanced Print Layout (Slide 2 of 2)

Working with section properties in Report Design View

DeptSummary

Report Header

Departmental Summary Report

Page Header

Department	Name	Date	Description
------------	------	------	-------------

EDepartment Header

EDepartment

EmployeeNo Header

=[ELast] & ", " & [EFirst]

Detail

Department	DateOfEnrollmen	Description
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EmployeeNo Footer

Employee

Property Sheet

Selection type: Section

GroupHeader0

Format Data Event Other All

Visible	Yes
Height	0.2965"
Back Color	#FFFFFF
Alternate Back Color	#FFFFFF
Special Effect	Flat
Auto Height	Yes
Can Grow	No
Can Shrink	No
Display When	Always
Keep Together	Yes
Repeat Section	Yes
Force New Page	Before Section
New Row Or Col	None



Create Multicolumn Reports (Slide 1 of 2)

- Multicolumn report
- Repeats information in more than one column on the page
 - Set up with options in the Page Setup dialog box

Page Setup ? X

Print Options Page Columns

Grid Settings

Number of Columns: 3

Row Spacing: 0"

Column Spacing: 0.25"

Column Size

Width: 2.7917" Height: 0.3021"

☒ Same as Detail

Column Layout

☒ Down, then Across

☐ Across, then Down

OK Cancel



Create Multicolumn Reports (Slide 2 of 2)

Attendance List in three columns

Attendance List

Description		
African Travel II		
Hoppengarth, Wim	Palin, Howard	McDermott, Kelsey
Ramirez, Juan	Ramirez, Juan	Orient, Fred
Wong, Grace	Ruth, Aaron	Palin, Howard
African Travel III	Asian Travel II	Pratt, Mitchell
Dawson, Ron	Dawson, Ron	Rice, Julia
Hoppengarth, Wim	Fontanelle, Fritz	Ruth, Aaron
Lane, Kelisha	Greenfield, Mildred	Cruising II
Latsky, Ellen	Joy, Krish	Greenfield, Mildred
Long, Jessica	Lane, Kelisha	Lane, Kelisha
McDonald, Nancy	Owen, Gail	Latsky, Ellen
Opazo, Derek	Ramirez, Juan	Long, Jessica
Owen, Gail	Wong, Grace	McDonald, Nancy
Ramirez, Juan	Asian Travel III	Orient, Fred
Wong, Grace	Dawson, Ron	Ramirez, Juan
Asian Travel I	Greenfield, Mildred	Ecological Tours II
Adair, Ralph	Joy, Krish	Arnold, Martha
Fontanelle, Fritz	Lane, Kelisha	McDermott, Kelsey
Greenfield, Mildred	Wong, Grace	European Travel I
Joy, Krish	USA Biking II	Arnold, Martha
Lane, Kelisha	Arnold, Martha	Hoppengarth, Wim
Orient, Fred	Fontanelle, Fritz	Hosta, Boyd
	Hosta, Boyd	Latsky, Ellen



Use Domain Functions (Slide 1 of 2)

- Domain functions (aggregate functions)
 - Calculate a value based on a field not included in the Record Source property
- Start with a “D” for “domain”; DSum, DAvG, or DCount, etc.
 - Perform the same calculation as their Sum, Avg, and Count counterparts
- Two required arguments:
 - Field used for the calculation
 - Domain name
- Domain - table or query that contains the field used in the calculation
- Third optional argument
 - specify criteria to select records based



Use Domain Functions (Slide 2 of 2)

- Adding page numbers or the date and time to a report
 - Click Page Numbers button on the Design tab of the Ribbon
 - Page Numbers dialog box prompts for format and location (Page Header or Page Footer)
 - Current date and time
 - Click Date and Time button on Design tab
 - Select format
 - Always inserted on right side of Report Header section



Create Charts (Slide 1 of 3)

- Charts
 - Visual representations of numeric data
- Insert charts on form or report
- Access provides a Chart Wizard to assist in creating chart
- Common chart types

chart type	chart icon	used to show most commonly	example
Column		Comparisons of values (vertical bars)	Each vertical bar represents the annual sales for a different product
Bar		Comparisons of values (horizontal bars)	Each horizontal bar represents the annual sales for a different product
Line		Trends over time	Each point on the line represents monthly sales for one product
Pie		Parts of a whole	Each slice represents total quarterly sales for a company
Area		Cumulative totals	Each section represents monthly sales by representative, stacked to show the cumulative total sales effort



Create Charts (Slide 2 of 3)

Choosing the chart area

Report Design Tools

Training-11 : Database- C:\Users\User\Desktop\Train

Design Arrange Format Page Setup Tell me what you want to do...

Report1

Page Header

Detail

Chart Wizard

Preview Chart

CountOfEnrollmentID

Series

EDepartment

EnrollmentID

Cancel < Back Next > Finish



Create Charts (Slide 3 of 3)

- Using Blank Report button versus Report Design button
 - Blank Report button
 - Creates a new blank report in Layout View
 - Report Design button
 - Creates a new blank report in Design View
 - Only difference is the initial view presented when you start building a new report



Modify Charts (Slide 1 of 2)

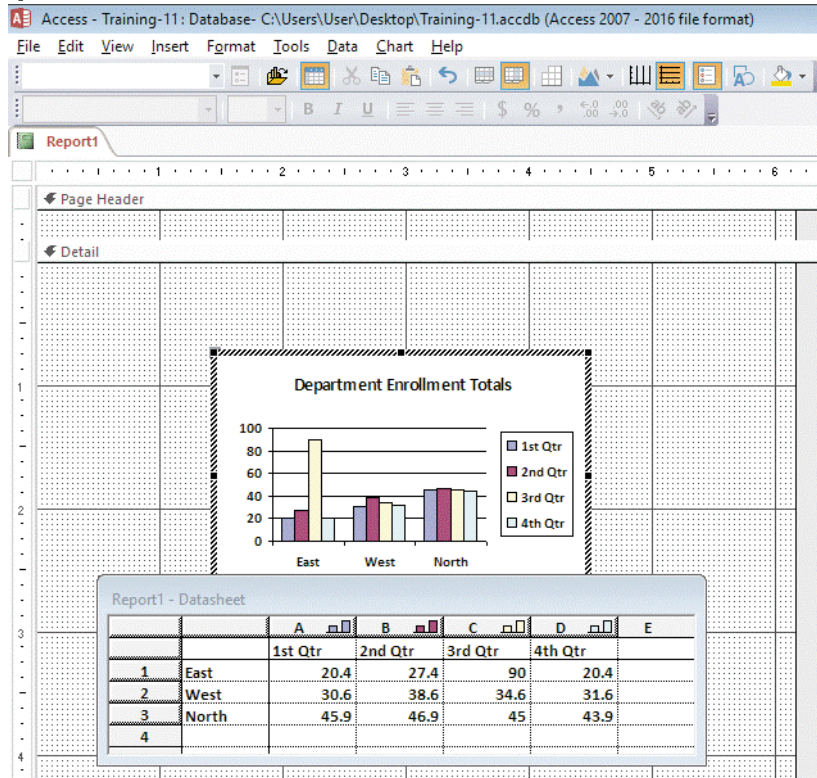
- In Design View of the form or report that contains the chart
 - Doesn't always show the actual chart values
 - Displays chart placeholder that represents embedded chart object
- Modify the chart elements and chart areas within the chart placeholder
- Use Form View or Print Preview to view chart changes for form or report
- Chart areas

chart area	description
Data	Determines what field the bars (lines, wedges, etc.) on the chart represent
Axis	The x-axis (horizontal axis) or y-axis (vertical axis) on the chart
Series	Displays the legend when multiple series of data are graphed



Modify Charts (Slide 2 of 2)

Editing a chart placeholder





Apply Chart Types (Slide 1 of 2)

- Chart Wizard provides 20 different chart types
 - Column charts are most popular
 - Line, area, and pie charts can effectively show some types of data
- Three-dimensional effects
 - Can enhance the chart; but also make it difficult to analyze chart data



Apply Chart Types (Slide 2 of 2)

Chart Type dialog box

