Access 2016 Module 4

Using Reports

Module Objectives

- Use the Report Wizard
- Use Report Layout View
- Review report sections
- Apply group and sort orders
- Add subtotals and counts
- Resize and align controls
- Format a report
- Create mailing labels

- A **report** is the primary object you use to print database content

- Report Wizard is one way to create a report
  - Tool that asks questions to guide development of the report
  - Responses determine record source, style and layout

- **Record source** is the table or query that defines the fields and records displayed on the report

Selecting fields for a report using the Report Wizard

Use Report Layout View (Slide 1 of 3)

- Reports have multiple views that you use for various report-building and report-viewing activities

- Report Layout View applies a grid to the report that helps you resize, move, and position controls

Modifying column width in Report Layout View

State Trips							

StateName	TripName	TripNo	TripStartDate	ration	City	Category	Price
California							
	Bear Valley Adventur	44	08/18/2017	3	Sacramento	Adventure	$800
	Bigfoot Rafting Club	46	09/12/2017	4	Placerville	Adventure	$850
	Black Sheep Hikers	45	08/25/2017	14	El Dorado Hills	Adventure	$3,000
	Cactus Ecosystem	37	09/13/2017	7	San Diego	Eco	$800
	Golden State Tours	49	07/19/2017	10	Sacramento	Site Seeing	$2,300
	Japanese California C	43	08/18/2017	4	Bolinas	Educational	$900
	Kings Canyon Bridge	48	07/12/2017	10	Three Rivers	Eco	$2,800
	Langguth Environmer	41	10/18/2017	10	Napa	Eco	$2,900
	Monterey Mysteries	30	07/13/2017	7	Monterey	Site Seeing	$1,800
	Oakland Museum of :	39	07/19/2017	7	Oakland	Educational	$1,000
	Perfect Waves Projec	22	06/26/2017	5	Huntington Beach	Adventure	$800
	Redwood Forest Lab	40	09/28/2017	14	Mill Valley	Eco	$1,500
	Silver Country Ventu	29	07/12/2017	14	Sacramento	Family	$3,500

Report views

view	primary purpose
Report View	To quickly review the report without page breaks
Print Preview	To review each page of an entire report as it will appear if printed
Layout View	To modify the size, position, or formatting of controls; shows live data as you modify the report, making it the tool of choice when you want to change the appearance and positioning of controls on a report while also reviewing live data
Design View	To work with report sections or to access the complete range of controls and report properties; Design View does not display data

Review Report Sections

Report **sections** determine where and how often controls in that section print in the final report

section	where does this section print?
Report Header	At the top of the first page
Page Header	At the top of every page (but below the Report Header on the first page)
Group Header	Before every group of records
Detail	Once for every record
Group Footer	After every group of records
Page Footer	At the bottom of every page
Report Footer	At the end of the report

Report in Design View showing sections

State Trips								×

State Trips

State Name	Trip Name	Trip No	Trip Start Date	Duration	City	Category	Price
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	Bigfoot Rafting Club	46	09/12/2017	4	Placerville	Adventure	$850
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	Cactus Ecosystem	37	09/13/2017	7	San Diego	Eco	$800

Apply Group and Sort Orders

- **Grouping** means to sort records by a particular field plus provide a header and/or footer section before or after each group of sorted records

- To change sorting or grouping options for a report, you must work in Report Design View

- **Record Source** property of a report or form determines what fields and records the report or form will display

Apply Group and Sort Orders

Group, Sort, and Total pane with new group heading

- **Calculations** are used to add subtotals and counts to a report

- **Expressions** are needed to create a calculation

- **Functions** are built-in Access formulas

- **Arguments** are information needed by a function

Adding subtotals to group footer sections

Resize and Align Controls (Slide 1 of 3)

- Two **alignment** commands:
    - Within its own border
    - With respect to each other

- You can resize a control by using the ↔ pointer

- [Ctrl] + arrow key(s) *move* a control one pixel at a time

- [Shift] + arrow key(s) *resize* a control one pixel at a time

Resizing controls in Layout View

Selecting more than one control at a time in Report Design View

| technique	description
Click, [Shift]+click	Click a control, and then press and hold [Shift] while clicking other controls; each one is selected
Drag a selection box	Drag a selection box (an outline box you create by dragging the pointer in Report Design View); every control that is in or is touched by the edges of the box is selected
Click in the ruler	Click in either the horizontal or vertical ruler to select all controls that intersect the selection line
Drag in the ruler	Drag through either the horizontal or vertical ruler to select all controls that intersect the selection line as it is dragged through the ruler

Format a Report

- **Formatting** refers to enhancing the appearance of the information

- Formatting includes
  - Font style, size and color
  - Background color
  - Line thickness and color
  - Alignment

Formatting section backgrounds
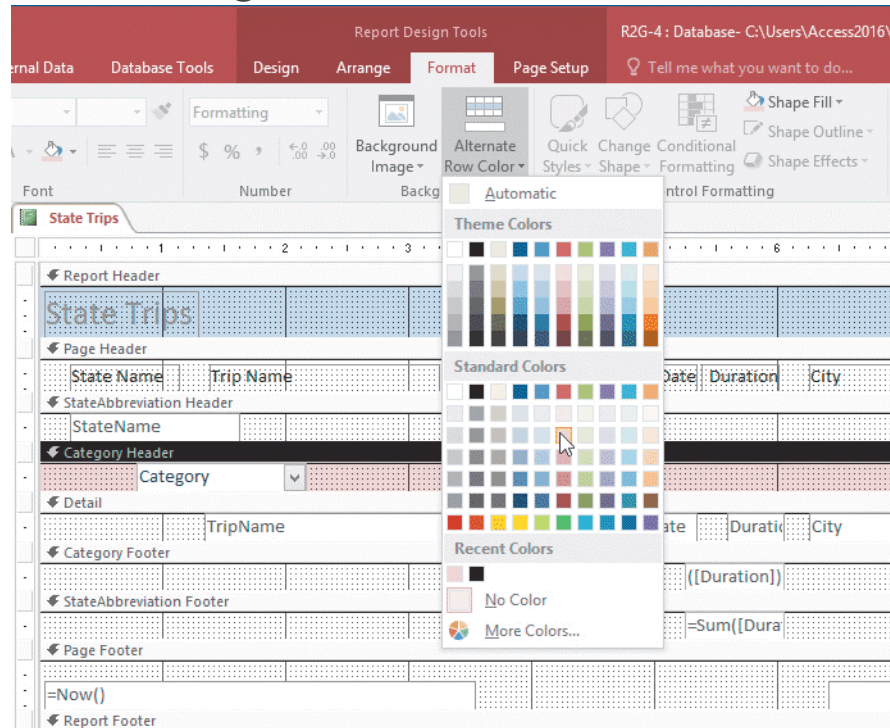
Create Mailing Labels

- Any data in your Access database can be converted into labels using the **Label Wizard**, a special report wizard that precisely positions and sizes information for hundreds of standard business labels

Create Mailing Labels (Slide 2 of 2)

Label Wizard dialog box