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

Page Setup dialog box

Page Setup

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

- 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

Opening sections in Design View

Set Advanced Print Layout

- 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

Working with section properties in Report Design View

- Multicolumn report

- Repeats information in more than one column on the page

  - Set up with options in the Page Setup dialog box

Attendance List in three columns

- 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 tabl
    - Select format
    - Always inserted on right side of Report Header section

- 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

- 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
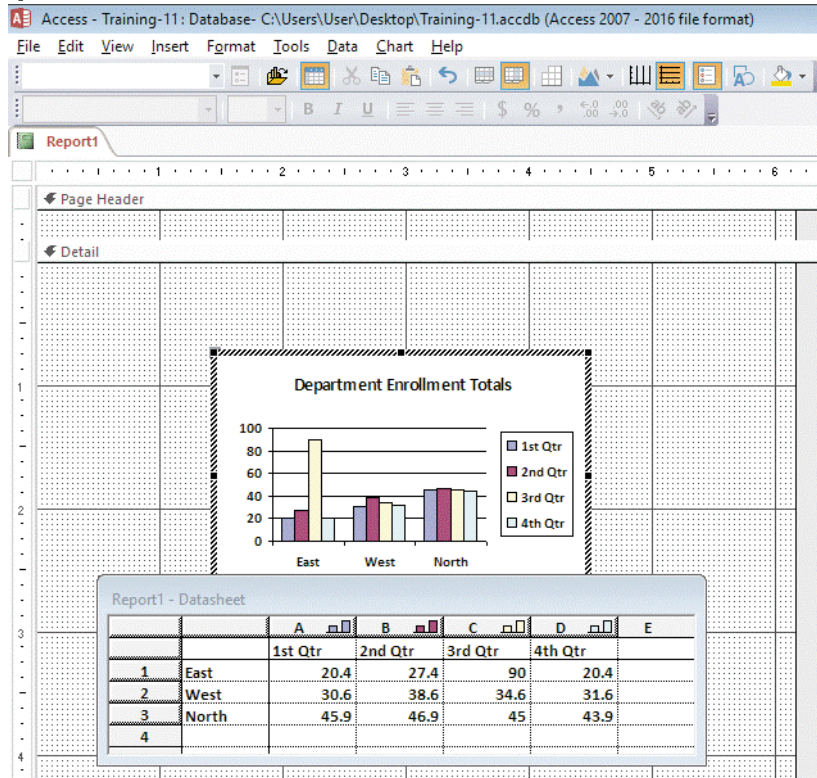
Modify Charts (Slide 1 of 2)

- 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

Editing a chart placeholder

- 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

Chart Type dialog box