Tutorial 7 - Quick Check

*Tutorial 7.1 – Quick Check*

1. What is a custom report? A **custom report** is one that cannot be produced automatically via the Report tool or the Report Wizard, or when you need to fine-tune an existing report to fix formatting problems or to add controls and special features.
2. You can review a report in Report view. What other actions can you perform in Report view? You can apply a filter to its data, and copy selected section of the report to the Clipboard and use the selected data in another program.
3. What is a grouping field? A **grouping field** is a report sort field that includes a Group Header section before a group of records having the same sort field value and a Group Footer section after the group of records.
4. List and describe the seven sections of an Access report.

**Report Header section** – appears once at the beginning of the report and is used for report titles, company logos, report introductions, dates, visual elements such as lines, and cover pages.

**Page Header section** – appears at the top of each page of a report and is used for page numbers, column headings, report titles, and report dates.

**Group Header section** – appears before each group of records that share the same sort field value, and usually displays the group name and the sort field value for the group.

**Detail section** – contains the bound controls to display the field values for each record in the record source.

**Group Footer section** – appears after each group of records that share the same sort field value, and usually displays subtotals or counts for the records in that group.

**Page Footer section** – appears at the bottom of each page of a report and is used for page numbers, brief explanations of symbols or abbreviations, or other information such as a company name.

**Report Footer section** – appears once at the end of a report and is used for report totals and other summary information.

*Tutorial 7.2 – Quick Check*

1. What is a detail report? A summary report? A **detail report** contains detailed information such as a list of all visits, whereas a **summary report** displays only summary information such as total visits by city.
2. The Keep Together property prints a group header on a page only if there is enough room on the page to print the first detail record for the group; otherwise, the group header prints at the top of the next page.
3. A(n) orphaned footer section appears by itself at the top of the page, and the detail lines for the section appear on the previous page.
4. The Can Grow property, when set to Yes, expands a text box vertically to fit the field value when a report is printed, previewed, or viewed in Layout and Report views.
5. Why might you want to hide duplicate values in a report? You might wish to hide duplicate values to increase readability of a report.

*Tutorial 7.3 – Quick Check*

1. What is the function and syntax to print the current date in a report? The function is the Date function, and the syntax is ‘=Date()’.
2. How do you insert a page number in the Page Header section? Click the DESIGN tab, followed by the ‘Page Numbers’ button to open the Page Numbers dialog box.
3. Clicking the Title button in the Header/Footer group on the DESIGN tab ads a report title to the Report Header section.
4. What is a multiple-column report? A multiple-column report is one where the data spans multiple columns on a single page.