

Formatting Reports

Lesson 36

Formatting Standard Reports

Once you generate a standard report, you can use the formatting options available on the Formatting and Cells toolbars to enhance the appearance of the report print out. When you generate a standard report it will look similar to the following.

By using the Formatting and Cells toolbars you can enhance your report by:

- Deleting columns you don't need. This can be useful if you have no images in your database, or there are some fields you don't want in the report.
- Inserting additional rows. This is useful if you want to add a heading row to the report.
- Merging cells so that the headings can be put at the center.
- Adding borders to the cells to highlight a section of the report.
- Changing the font, resizing the font, or changing the color of the font.
- Using MaxPaint to add drawings or pictures to your report.

Image	Name	Length (ft)	Height (ft)	Mass (lbs)	Period	MYA	Type of Feeder
	Albertosaurus	27.0	10	3,300	Cretaceous	76-74	carnivore
	Allosaurus	36.0	15	4,000	Jurassic	156	carnivore
	Camarasaurus	59.0	27	39,400	Jurassic	155	herbivore
	Centrosaurus	20.0	6	5,200	Cretaceous	75	herbivore

A formatted report could look like this.

These formatting changes are not saved. and if you run the report again, the formatting changes will be cleared.

What did the dinosaurs eat?			
Image	Name	What did it eat?	
	Albertosaurus	probably plant-eating dinosaurs	
	Allosaurus	Stegosaurus, Diplodocus and others	
	Baryonyx	fish, Iguanodon	

Formatting Custom Reports

Creating custom reports is only available in the Blue level.

When creating a custom report, there is a design mode and an output mode.

You can use the Design tab to design the layout and format of your report. When you generate your report, the output is displayed on the Output tab.

Formatting in Design Mode and Output mode

On the Design tab, you design a layout which will be duplicated for each record that is displayed in the report.

In Design mode, you can use the Formatting, Cells, and Shapes toolbars to:

- Format text in text boxes
- Add or delete rows and columns to help balance the look of your report
- Add color to lines or shapes
- Use the Send to Back feature to create a background

Formatting applied on the Design tab is saved with your report. The shortest way to edit and format the cells is to right click the cell you want to format and the formatting toolbars will be accessible.

You cannot format cells or add text to cells in Design mode.

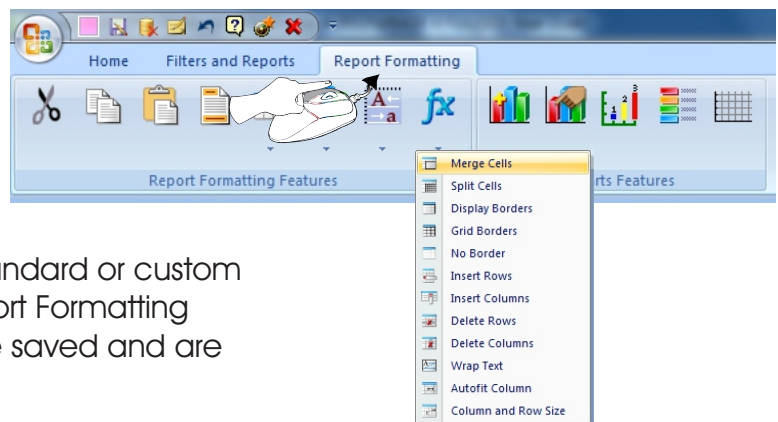
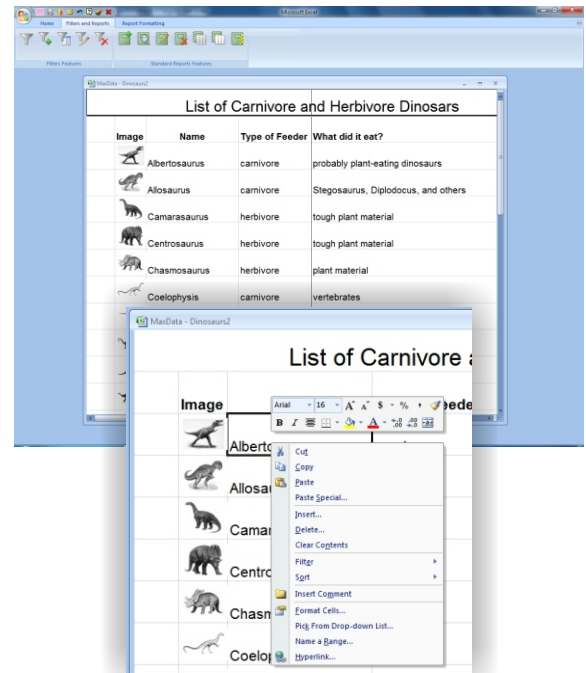
Using the Report Formatting Ribbon

The Report Formatting ribbon is available for both standard and custom reports.

You can enhance the output of your standard or custom reports by formatting text using the Report Formatting ribbon. These enhancements will not be saved and are cleared when you close the report.

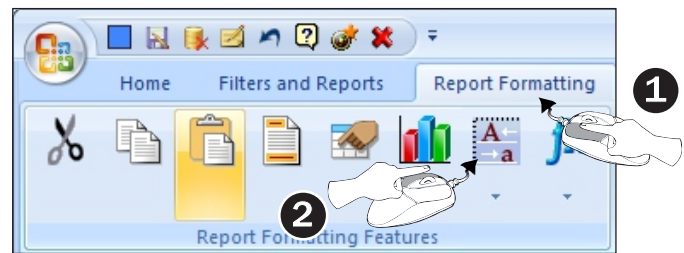
Custom Reports have design and output modes, and the Report Formatting ribbon behaves slightly differently in each of these modes.

In design mode, you must have a text box selected to apply a format. If you try to apply a format to a cell, you will be prompted to select a text box. Any format changes on the Design tab will be saved with your custom report.




1. Click the **Report Formatting** tab.
2. Select the **Formatting** button.

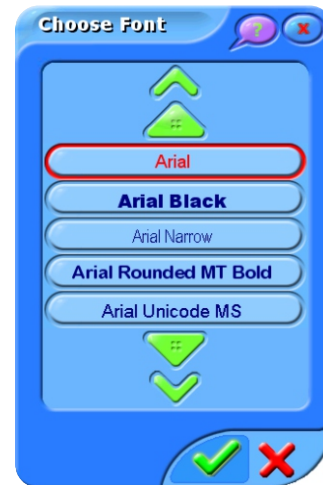
Make formatting changes as required.




Font Formatting

Choose Font

1. Select the cell(s) to format.
2. Click the  **Choose Font** button to display the Choose Font dialog box. This dialog box shows a list of available fonts to apply.




Font Size

1. Select the cell(s) to format.
2. Click the  **Font Size** button to display the Font Size dialog box. This dialog box enables the font size of selected text to be changed.




Font Color

1. Select the cell(s) to format.
2. Click the  **Font Color** button to display the Font Color dialog box. This dialog box enables the font color of selected text to be changed.




Bold

1. Select the cell(s) to format.
2. Click the  **Bold** button to make the selected text **Bold, like this**. Click the button again to turn off the formatting.

Italics


1. Select the cell(s) to format.
2. Click the  **Italic** button to make selected text *Italic, like this*. Click the button again to turn off the formatting.

Underline


1. Select the cell(s) to format.
2. Click the  **Underline** button to make selected text Underlined, like this. Click the button again to turn off the formatting.

Cell Alignment


Align Left

1. Select the cell(s) to format.
2. Click the  **Align Left** button to make text left aligned.


Align Center

1. Select the cell(s) to format.
2. Click the  **Align Center** button to make text center aligned.

Align Right

1. Select the cell(s) to format.
2. Click the  **Align Right** button to make text right aligned.


Wrap Text

1. Select the cell(s) to format.
2. Click the  **Wrap Text** button to toggle between wrapping and not wrapping text in selected cells.


Cell and Page Formatting

Autofit Columns


1. Select the cell(s) within the column you wish to format.

2. Click the  **Autofit Columns** button to automatically adjust the width of columns of the selected cells so that the text/values contained within the cells is visible.


Column and Row Size

1. Select the cell(s) to format.
2. Click the  **Column and Row Size** button to display the Column and Row Size dialog box. The dialog box enables the Column and Row size to be changed either manually or automatically.


Select Column

1. Select a cell in the column you wish to format.
2. Click the  **Select Column** button to select the entire column. You can now apply formatting to the entire column.


Select Row

1. Select the cell in the row you wish to format.
2. Click the  **Select Row** button to select the entire row. You can now apply formatting to the entire column.

Insert Page Break

1. Select the cell where you want the page break to be inserted.
2. Click the  **Insert Page Break** button to insert a page break above the selected cell(s).

Delete Page Break

1. Select the cell(s) underneath the page break to be deleted.
2. Click the  **Delete Page Break** button to delete a page break above the selected cell(s).

Using the Shapes Features Group

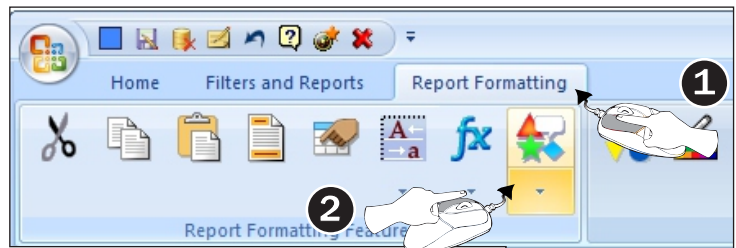
The Shapes Features Group is only available in **custom reports**.

Shapes can be used as text boxes to enter static text and apply a background to each record displayed in the report.

In design mode, any shapes inserted and formatting applied to those shapes will be saved with the report.

In output mode, any shapes inserted and any formatting applied to those shapes will not be saved and are cleared when you close or generate a new report.

1. Click the **Report Formatting** tab.
2. Click the **Shapes Toolbar** button.



Inserting a Shape

1. Click the **Insert Shape** button.

The Choose Shape dialog will be displayed.

2. There are three categories of shapes:

 **Basic Shapes,**

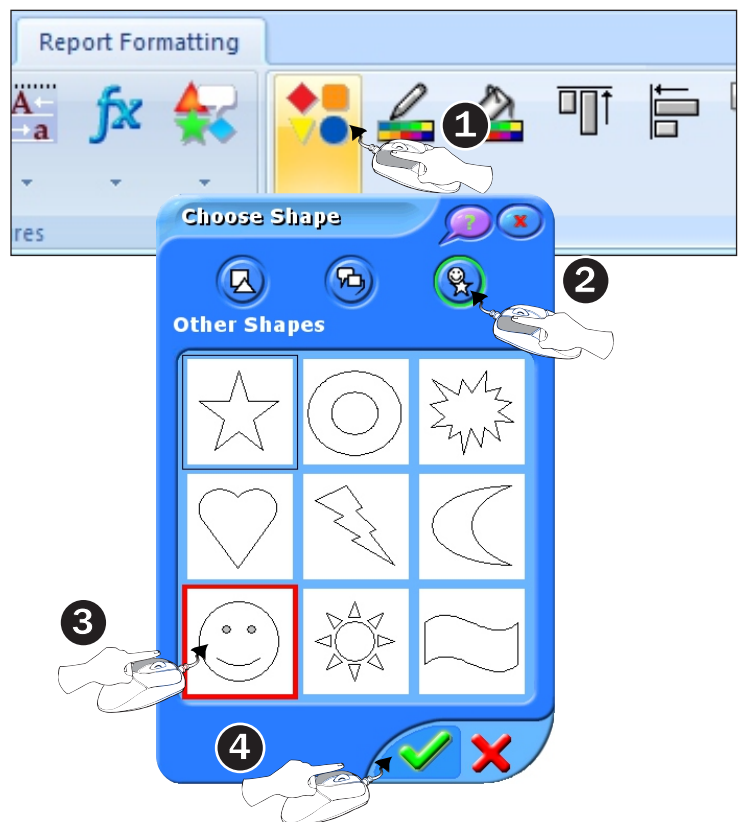
 **Callouts,** and

 **Other Shapes.**

Select the category by clicking on the Shape category button.

3. Select a shape to insert on the worksheet.

4. Click the **OK** button.



Inserting a Drawing or Picture

Inserting a drawing or picture is available in both standard and custom reports.





Inserting a drawing or picture can provide a visual cue of what your report is all about.

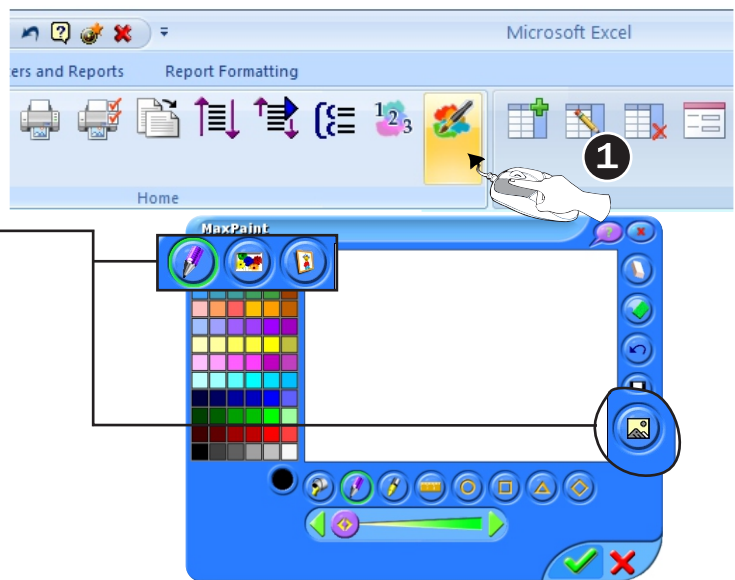
In Standard Report, any drawings you insert will not be saved and are cleared when you close the report.

Custom reports have a design mode and output mode. In design mode, any drawings inserted will be saved with the report. In output mode, any drawings inserted will be not saved and are cleared when you close or generate a new report.

1. Click the **MaxPaint** button.

The MaxPaint dialog box will be displayed.

MaxPaint has  **Drawing Tools**,  **Backgrounds**,  **Stamps**, and  **Insert Picture**.



Inserting Header and Footer

Header or Footer make a title or other text appear at the top or bottom of each page of your report.

1. Click the **Report Formatting** tab.
2. Click the **Header/Footer** button to display the Header & Footer dialog.

The dialog box shows the three different regions of the header and footer: **Left**, **Center** and **Right**.

3. Click in a region and then type your text.
4. Click the **OK** button to add the header and footer.

