

Introduction

If you need to share information from your database with someone but don't want that person actually working with your database, consider creating a **report**. Reports allow you to organize and present your data in a reader-friendly, visually appealing format. Access makes it easy to create and customize a report using data from any query or table in your database.

In this lesson, you will learn how to **create**, **modify**, and **print** reports.

Throughout this tutorial, we will be using a sample database. If you would like to follow along, you'll need to download our “Creating Report.accdb” You will need to have Access 2013 installed on your computer in order to open the example.

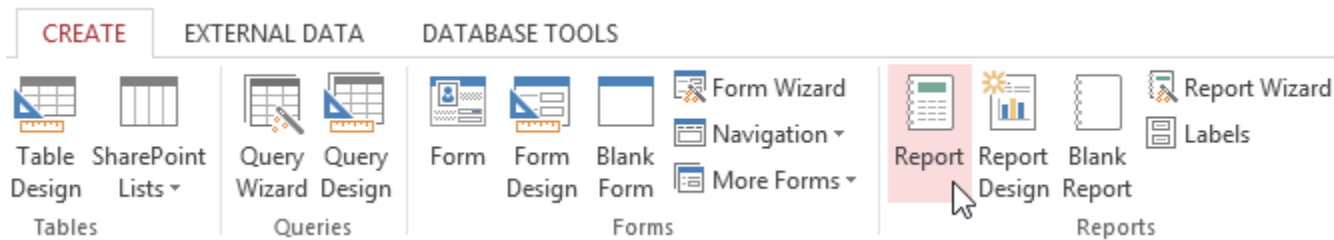
To create a report:

Reports give you the ability to present components of your database in an easy-to-read, printable format. Access lets you create reports from both **tables** and **queries**.

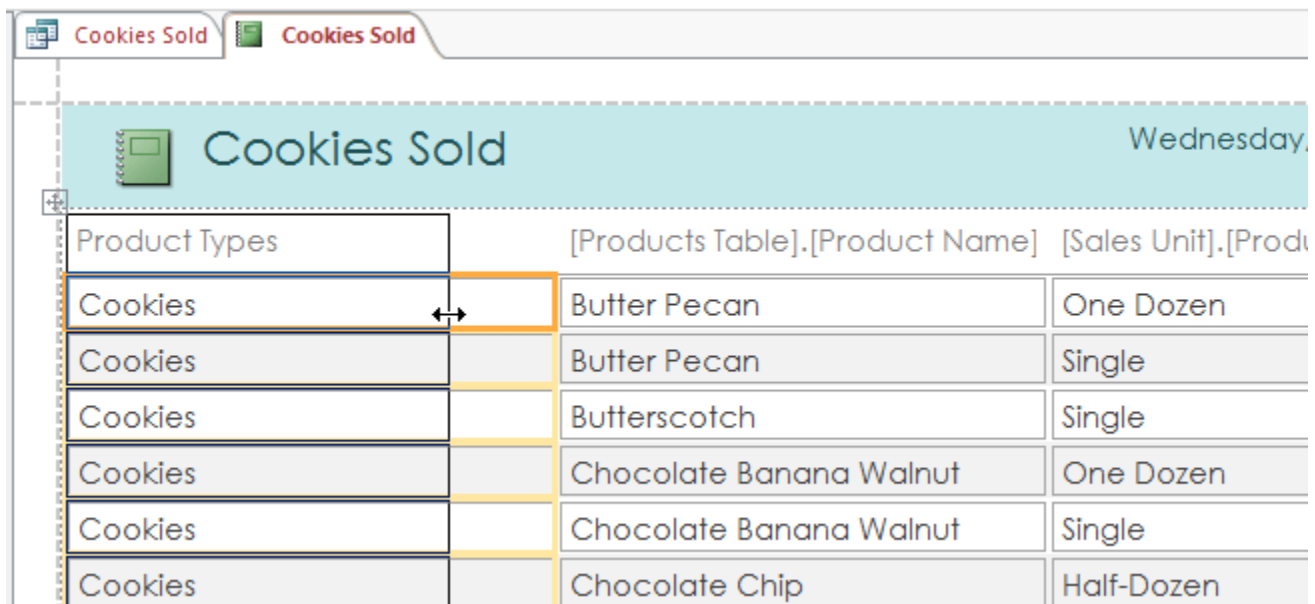
1. Open the table or query you want to use in your report. We want to print a list of cookies we've sold, so we'll open the **Cookies Sold** query.

Cookies Sold			
Product Types	Products Table.Product Name	Sales Unit.Product Name	SumOfQua
Cookies	Fudge Brownie	One Dozen	
Cookies	Fudge Chocolate	Single	
Cookies	Ginger Shortbread	One Dozen	
Cookies	Chocolate Chip	Single	
Cookies	Butterscotch	Single	
Cookies	Fudge Brownie	Single	
Cookies	Cranberry Walnut	One Dozen	
Cookies	White Chocolate Macademia Nut	Half-Dozen	
Cookies	Snickerdoodle	Single	

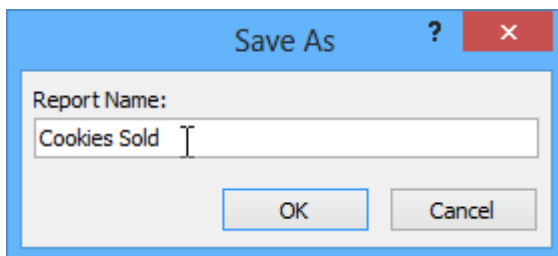
2. Select the **Create** tab on the Ribbon. Locate the **Reports** group, then click the **Report** command.



3. Access will create a new report based on your object.
4. It's likely that some of your data will be located on the other side of the **page break**. To fix this, **resize** your fields. Simply select a field, then **click** and **drag** its edge until the field is the desired size. **Repeat** with additional fields until all of your fields fit.



5. To **save** your report, click the **Save** command on the **Quick Access toolbar**. When prompted, type a **name** for your report, then click **OK**.



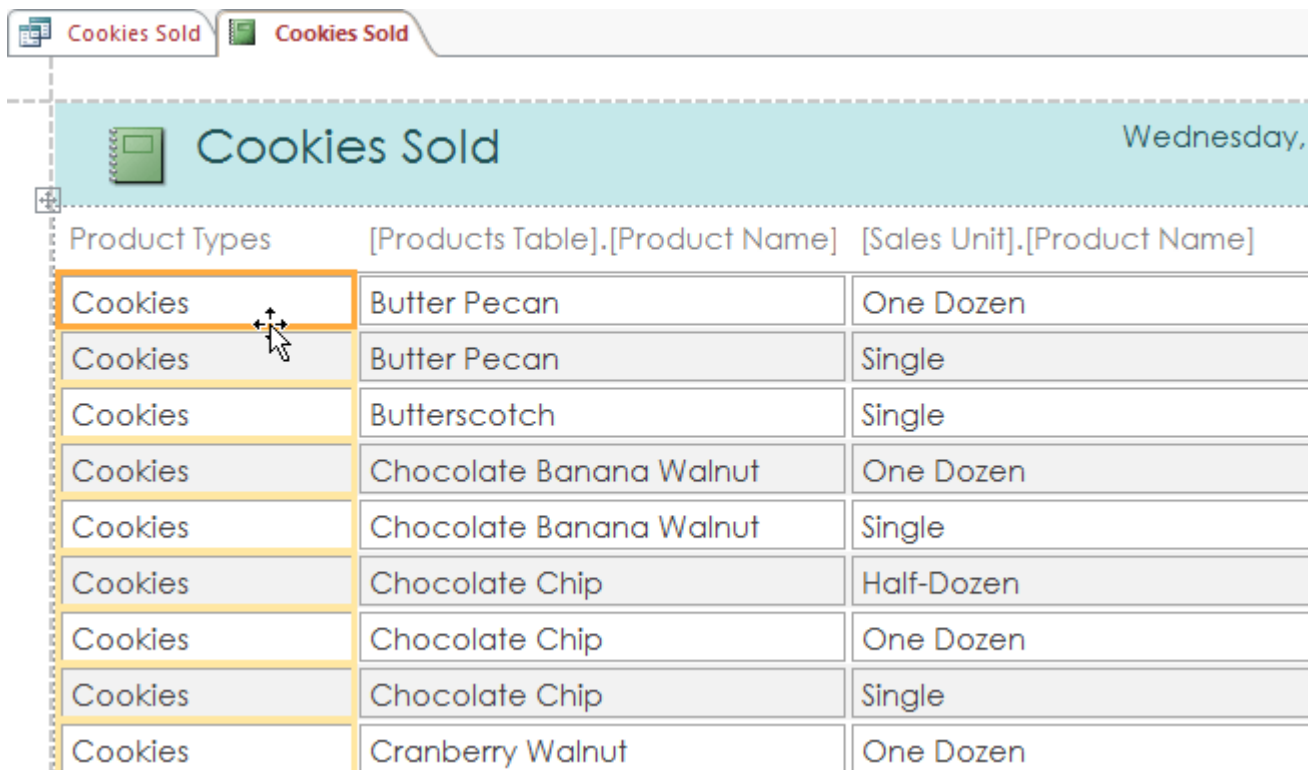
Just like tables and queries, reports can be **sorted** and **filtered**. Simply **right-click** the field you want to sort or filter, then select the desired option from the menu.

Deleting fields

You might find that your report contains some fields you don't really need to view. For instance, our report contains the **Zip Code** field, which isn't necessary in a list of orders. Fortunately, you can **delete** fields in reports without affecting the table or query where you grabbed your data.

To delete a field in a report:

1. Click any cell in the field you want to delete, then press the **Delete** key on your keyboard.



The screenshot shows a report titled "Cookies Sold" with a table containing the following data:

Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]
Cookies	Butter Pecan	One Dozen
Cookies	Butter Pecan	Single
Cookies	Butterscotch	Single
Cookies	Chocolate Banana Walnut	One Dozen
Cookies	Chocolate Banana Walnut	Single
Cookies	Chocolate Chip	Half-Dozen
Cookies	Chocolate Chip	One Dozen
Cookies	Chocolate Chip	Single
Cookies	Cranberry Walnut	One Dozen

2. The field will be deleted.

When you delete a field, be sure to delete its header as well. Simply select the header and press the **Delete** key.

Cookies Sold		Cookies Sold	
Cookies Sold		Wednesday,	
Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]	
	Butter Pecan	One Dozen	
	Butter Pecan	Single	
	Butterscotch	Single	
	Chocolate Banana Walnut	One Dozen	
	Chocolate Banana Walnut	Single	
	Chocolate Chip	Half-Dozen	
	Chocolate Chip	One Dozen	
	Chocolate Chip	Single	
	Cranberry Walnut	One Dozen	

Printing and saving reports in Print Preview

While you can print reports using commands in the **Backstage view**, you can also use **Print Preview**. Print Preview shows you how your report will appear on the printed page. It also allows you to **modify** the way your report is displayed, **print** it, and even **save** it as a different file type.

Click the buttons in the interactive below to learn about **Print Preview**.

FILE PRINT PREVIEW Javier Flores

Print Size Margins ☐ Show Margins ☐ Print Data Only Portrait Landscape Columns Page Setup Zoom Refresh All Excel Text File Close Print Preview Close Preview

Print Page Size Page Layout Zoom Data

>> Bakery Menu Report

Navigation Pane

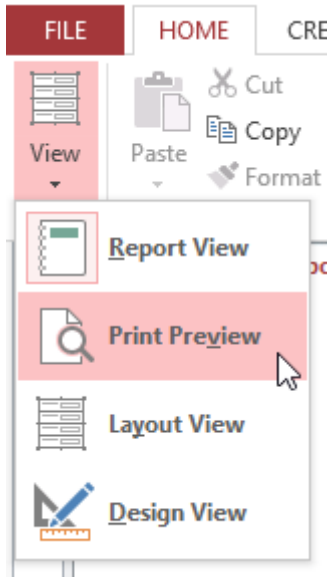
SongBird Bakery Menu

Cakes	Fudge Marble	The cake that dares ask the question: what if marble were made of three types of chocolate? The answer... delicious.	\$22.00
	French french vanilla	Oo la la! Some people might say this cake has a certain je ne sais quoi... but we "sais quoi"-- lots of french vanilla.	\$22.00
	Strawberry Swirl	A dizzying swirl of strawberries and crème. Hold on tight!	\$22.00

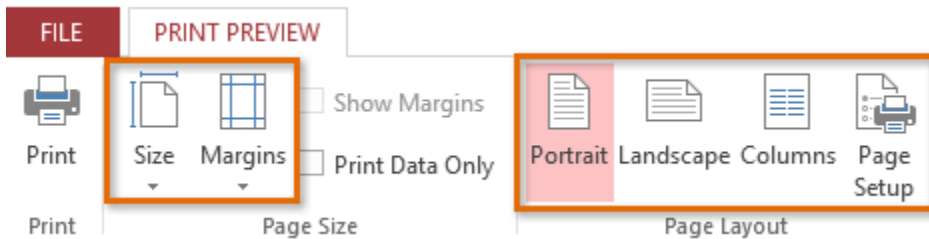
Page: 1 Unfiltered

To print a report:

1. From the **Home** tab, click the **View** command, then select **Print Preview** from the drop-down list. Your report will be shown as it will appear on the printed page.



2. If necessary, modify the **page size**, **margin width**, and **page orientation** using the related commands on the Ribbon.



3. Click the **Print** command.



4. The **Print** dialog box will appear. Set any desired print options, then click **OK**.
5. The report will be printed.

Saving reports

You can save reports in other formats so they'll be viewable outside of Access. This is called **exporting** a file, and it allows you to view and even modify reports in other formats and programs.

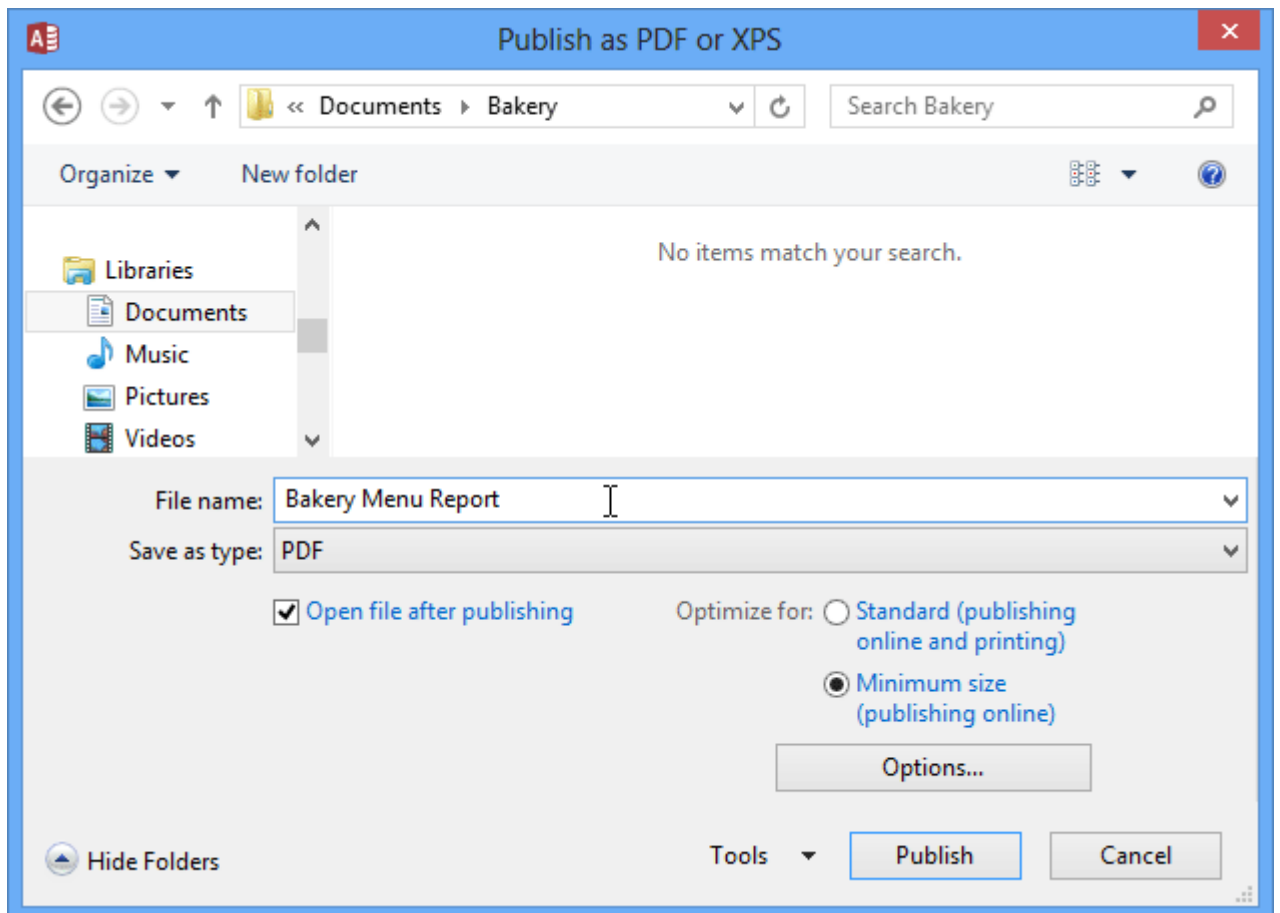
Access offers options to save your report as an **Excel file, text file, PDF, HTML document**, and more. Experiment with the different export options to find the one that best suits your needs.

To export a report:

1. From the **Home** tab, click the **View** command, then select **Print Preview** from the drop-down list.
2. Locate the **Data** group on the Ribbon.
3. Select one of the file type options, or click **More** to see options to save your report as a **Word** or **HTML** file.

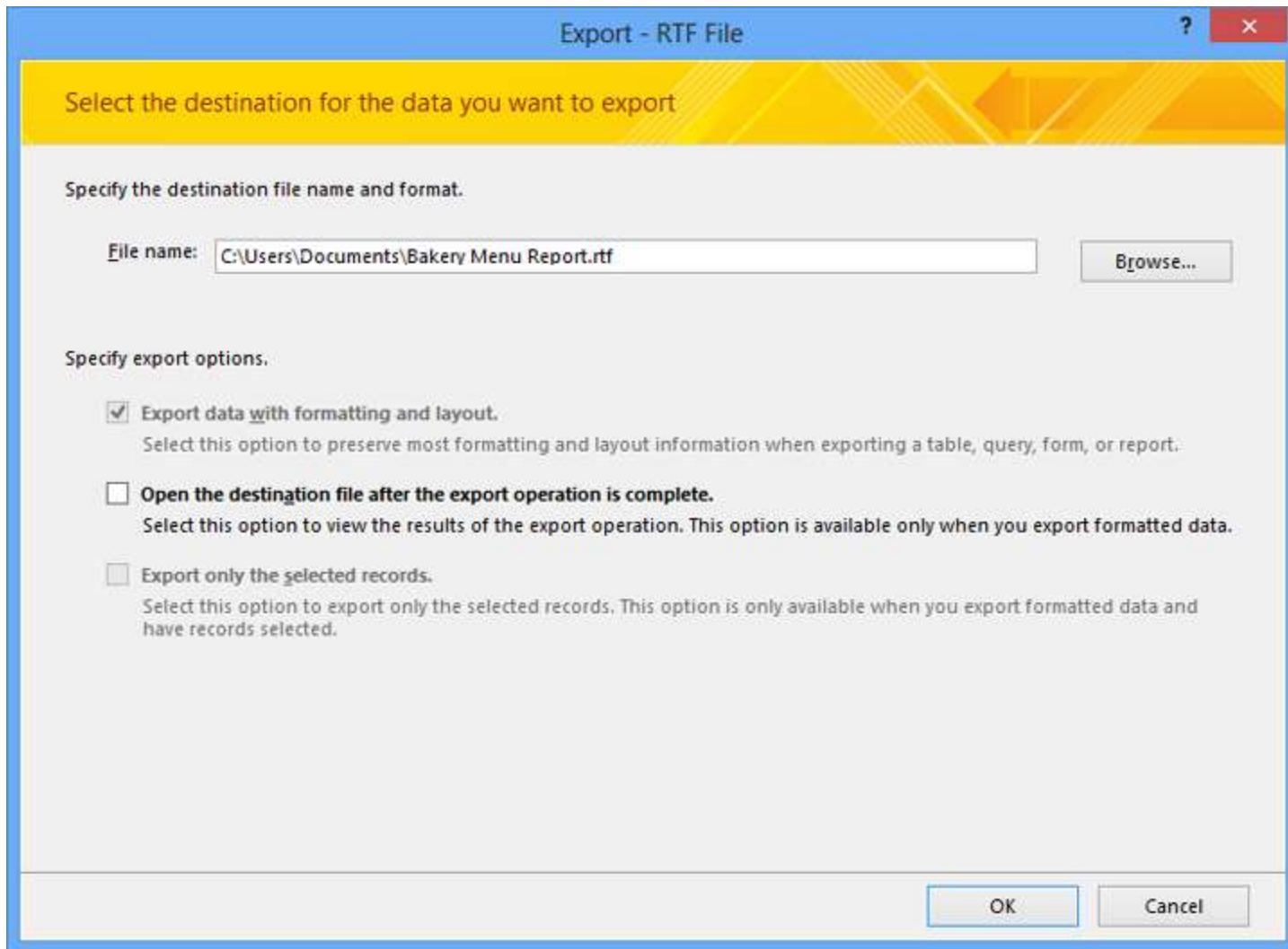


4. A dialog box will appear. Select the **location** where you want to save the report.
5. Enter a **file name** for the report, then click **Publish**.



6. A dialog box will appear to notify you that your file has been successfully saved. Click **Close** to return to your report.

Some export options will cause the **Export Wizard** to appear. Simply follow the instructions to export your report.



Challenge!

1. Open an **existing Access database**. If you want, you can use our “Creating Reports.accdb”.
2. Open the **Customers Who Live Nearby** query, and use it to **create** a report.
3. **Resize** the fields and rows so all information is visible.
4. **Move** any fields located on the right side of a **page break** onto the same page as the other fields.
5. **Export** the report as a **PDF**.