

Microsoft® Office 2013

First Course

Second Course

Third Course

Access 2013
UNIT D

Using Reports





Objectives

- Use the Report Wizard
- Use Report Layout View
- Review report sections
- Apply group and sort orders
(continued)



Objectives (*continued*)

- Add subtotals and counts
- Resize and align controls
- Format a report
- Create mailing labels



Use the Report Wizard

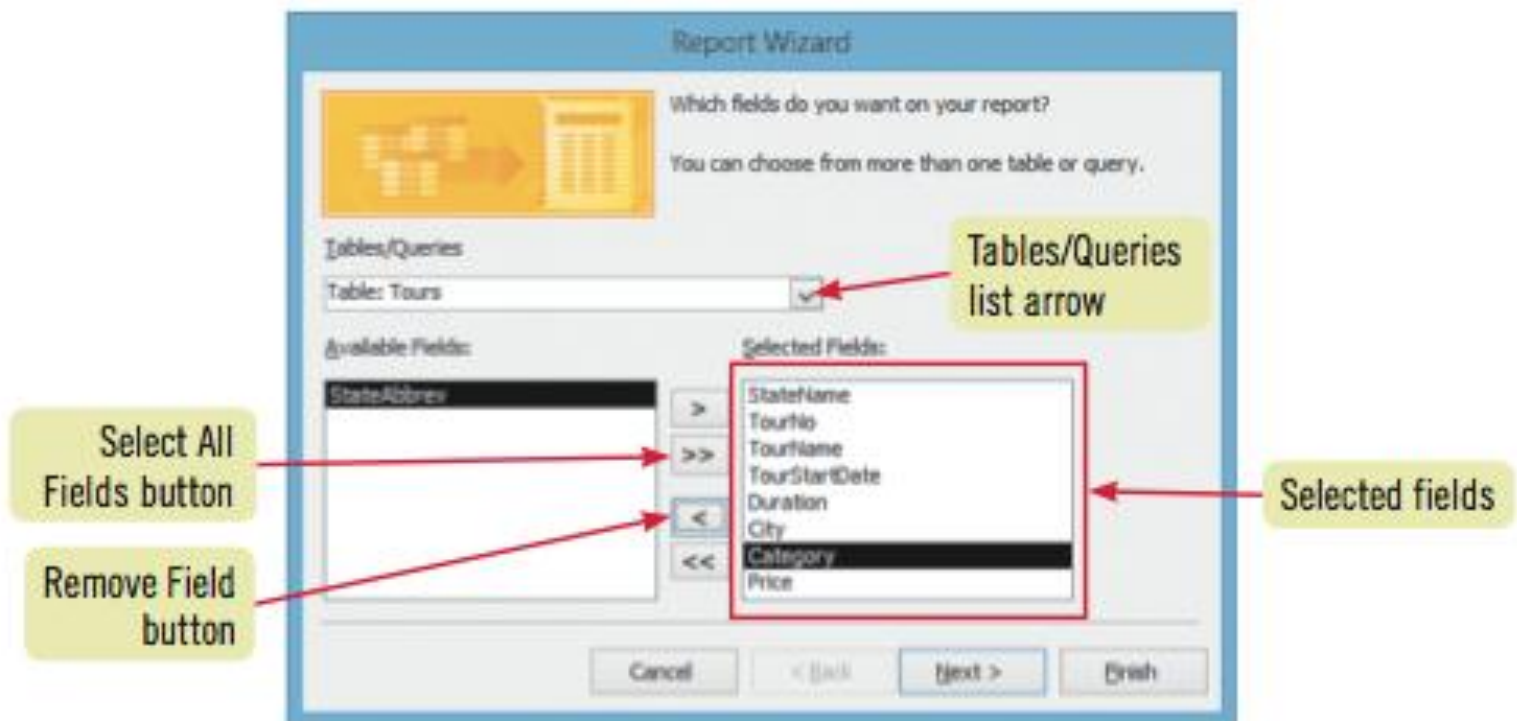
- A **report** is the primary object you use to print database content
- Report Wizard is one way to create a report
- It is a tool that asks you questions to guide development of the report
- Your responses determine record source, style and layout



Use the Report Wizard

- The **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

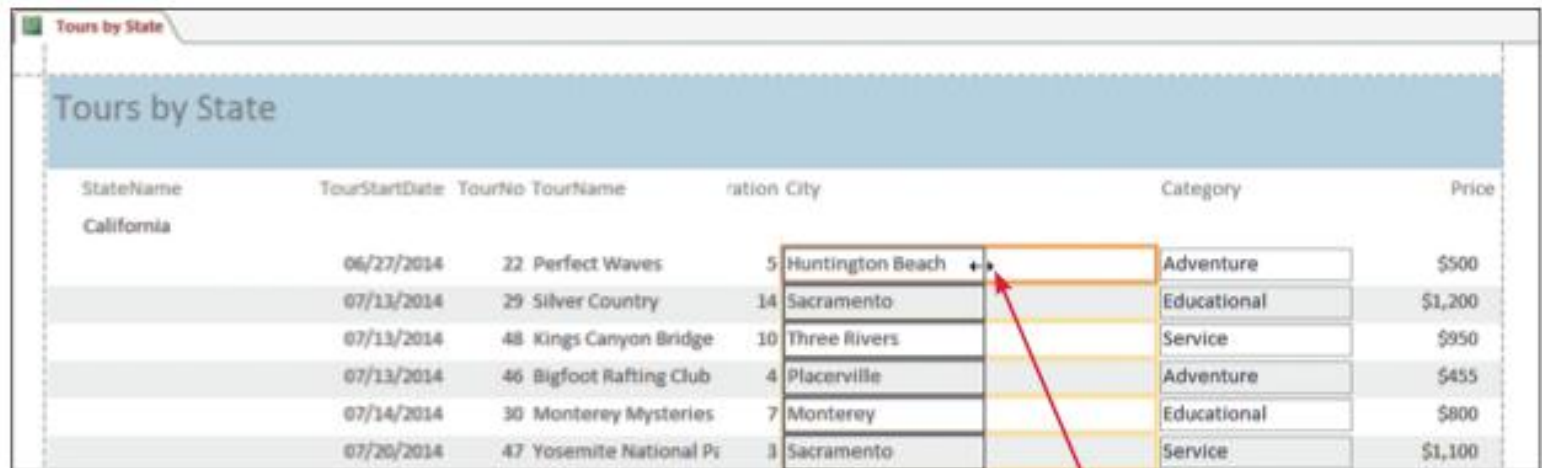




Use Report Layout View

- 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



StateName	TourStartDate	TourNo	TourName	Location	City	Category	Price
California	06/27/2014	22	Perfect Waves	5	Huntington Beach	Adventure	\$500
	07/13/2014	29	Silver Country	14	Sacramento	Educational	\$1,200
	07/13/2014	48	Kings Canyon Bridge	10	Three Rivers	Service	\$950
	07/13/2014	46	Bigfoot Rafting Club	4	Placerville	Adventure	\$455
	07/14/2014	30	Monterey Mysteries	7	Monterey	Educational	\$800
	07/20/2014	47	Yosemite National Park	3	Sacramento	Service	\$1,100

Resizing the City field to make room for other information

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

Review Report Sections

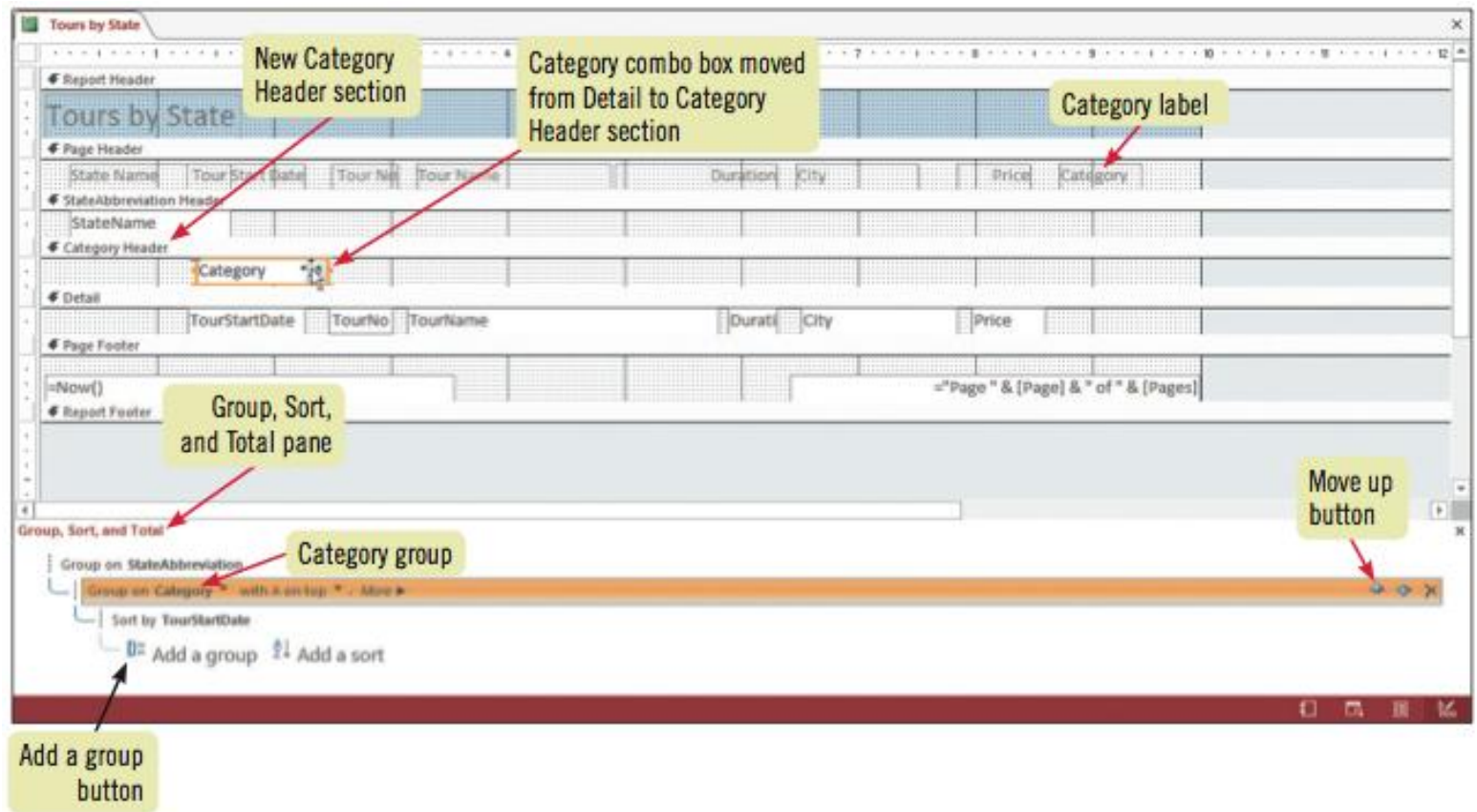
section	where does this section print?
Report Header	At the top of the first page
Page Header	At the top of every page (but below the Report Header on the first page)
Group Header	Before every group of records
Detail	Once for every record
Group Footer	After every group of records
Page Footer	At the bottom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



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

Group, Sort, and Total Pane





Add Subtotals and Counts

- **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

The screenshot shows the 'Tours by State' report in design view. The report is divided into several sections: Report Header, Page Header, StateAbbreviation Header, Category Header, Detail, Category Footer, StateAbbreviation Footer, and Page Footer. The Detail section contains fields for TourStartDate, TourNo, TourName, Duration, City, and Price. The Category Footer section is highlighted with a yellow box labeled 'New labels', which contains two text boxes: 'Total days:' and '=Sum([Duration])'. A red arrow points from the 'Total days:' text box to the '=Sum([Duration])' text box. Another red arrow points from the '=Sum([Duration])' text box to a yellow box labeled 'New text boxes with expression to subtotal the Duration field'. The Page Footer section contains the expression '=Now()' and the page number expression '= "Page " & [Page] & " of " & [Pages]'.

Tours by State									
Page Header									
StateAbbreviation Header									
Category Header									
Detail									
Category Footer									
StateAbbreviation Footer									
Page Footer									
Tours by State									
State Name	Tour Start Date	Tour No	Tour Name		Duration	City		Price	
StateName									
Category									
TourStartDate									
TourNo									
TourName									
Duration									
City									
Price									
Total days: =Sum([Duration])									
Total days: =Sum([Duration])									
=Now()									
= "Page " & [Page] & " of " & [Pages]									

Resize and Align Controls

- Two **alignment** commands:
 - * Within its own border
 - * With respect to each other
- You can resize a control by using the ↔ pointer



Precise Resizing and Aligning

- [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

The screenshot shows the Microsoft Access 2013 interface in Report Layout View. The ribbon is set to 'REPORT LAYOUT TOOLS' with the 'FORMAT' tab selected. The 'Text Formatting' group on the right contains the 'Align Right' button, which is highlighted with a red arrow and a yellow callout box labeled 'Align Right button'. Below the ribbon, a report titled 'Tours by State' is displayed. It features a table with columns: State Name, Tour Start Date, Tour No, Tour Name, Duration, City, and Price. The 'California' state is selected, showing a list of tours. A 'Total days' text box is located at the bottom of the list, containing the value '24'. A red arrow points to this text box from a yellow callout box labeled 'Total days text box'. Another red arrow points to the right edge of the text box from a yellow callout box labeled 'Resize pointer', indicating the area where the control can be resized.

State Name	Tour Start Date	Tour No	Tour Name	Duration	City	Price
California	Adventure					
	06/27/2014	22	Perfect Waves	5	Huntington Beach	\$500
	07/13/2014	46	Bigfoot Rafting Club	4	Placerville	\$455
	08/19/2014	44	Bear Valley Adventures	3	Sacramento	\$725
	08/26/2014	45	Black Sheep Hiking Club	14	El Dorado Hills	\$525
Total days:				24		
Educational						
07/13/2014	29	Silver Country	14	Sacramento	\$1,200	

Selecting More Than One Control at a Time in Report Design View











technique	description
Click, [Shift]+click	Click a control, 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 colors
 - * Line thickness and color
 - * Alignment

Useful Formatting Commands

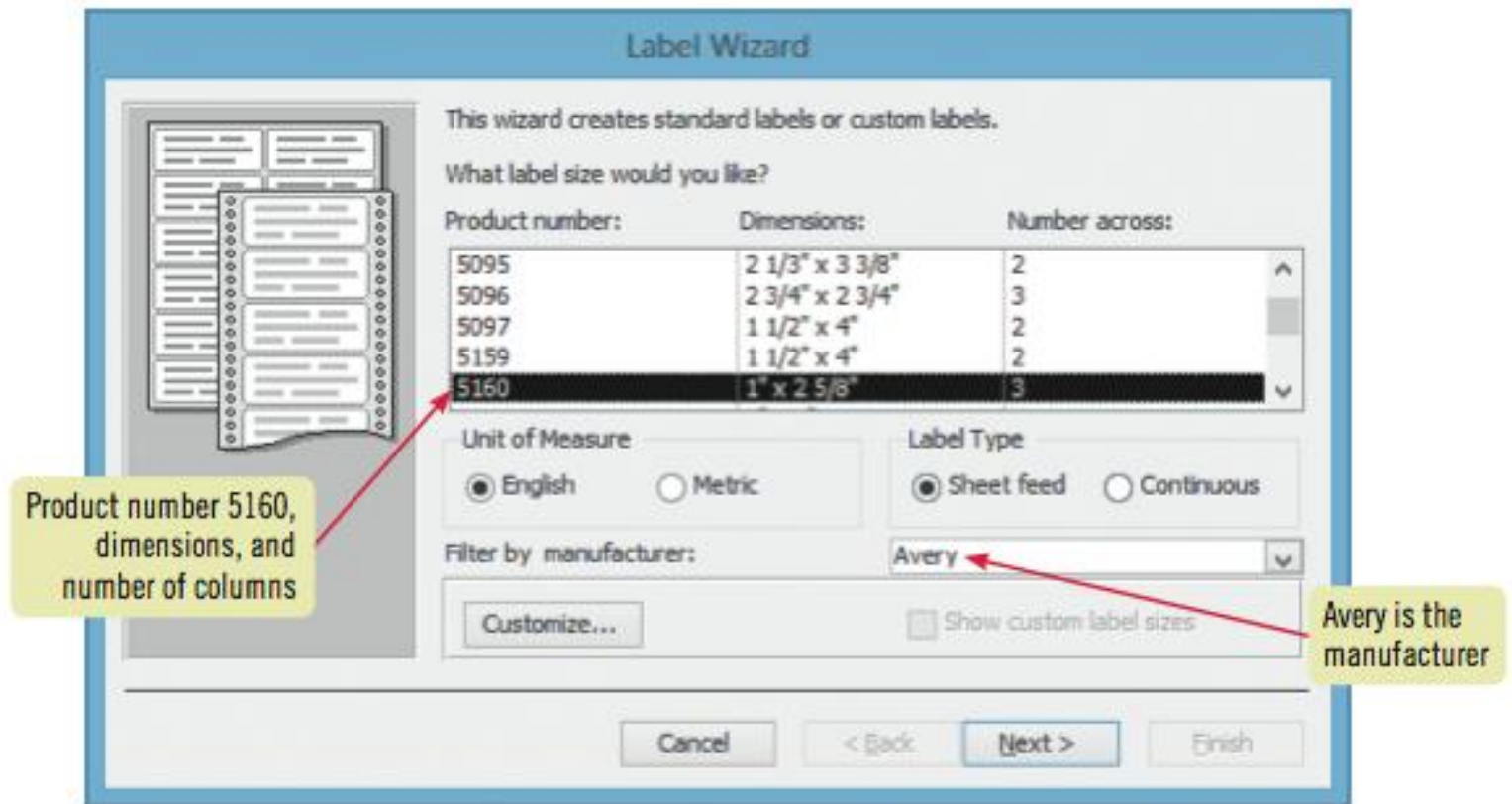
button	button name	description
	Bold	Toggles bold on or off for the selected control(s)
	Italic	Toggles italic on or off for the selected control(s)
	Underline	Toggles underline on or off for the selected control(s)
	Align Left	Left-aligns the selected control(s) within its own border
	Center	Centers the selected control(s) within its own border
	Align Right	Right-aligns the selected control(s) within its own border
	Background Color or Shape Fill	Changes the background color of the selected control(s)
	Alternate Row Color	Changes the background color of alternate records in the selected section
	Font Color	Changes the text color of the selected control(s)
	Shape Outline	Changes the border color of the selected control(s)
	Line Thickness option	Changes the border style of the selected control(s)
	Line Type option	Changes the special visual effect of the selected control(s)



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

Label Wizard Dialog Box





Summary

- Using the Report Wizard
- Using Report Layout View
- Reviewing report sections
- Applying group and sort orders
- Adding subtotals and counts
- Resizing and aligning controls
- Formatting a report
- Creating mailing labels