Microsoft Access 2021 & 365

Access Chapter 4: Using Reports to Display Information

Learning Objectives

After studying this chapter, you will be able to:

- Create basic reports using the Report tool
- Create reports with the Report Wizard
- Change field alignment and size in Layout View
- Change field properties
- Insert logos and dates
- Insert new fields

Introducing Reports

- Reports should be:
  - Readable
  - Well-organized
  - Professional
  - Attractive
- They should have:
  - A title and subtitle
  - A date and page numbers
- Use the Report button to create basic reports.

Report Organization and Structure

- Reports must be easily interpreted.
  - They should be grouped and sorted.
- Queries are often the best data source for reports.
  - They receive data from multiple tables.
  - They can sort the data.
  - They can include calculated fields.

Using Sections

REPORT SECTIONS	
Section(s)	**Description**
Report Header and Footer	Displayed only at the top of the first page and bottom of the last page. Some uses include titles, subtitles, and logos.
Page Header and Footer	Displayed at the top and bottom of every page. Some uses include descriptive labels, page numbers, and dates.
Group Header and Group Footer	The group header shows the fields on which report data is grouped. For example, grouping by Salesperson might list each salesperson and all the transactions that person is responsible for. The group footer displays summary information such as the total of all transactions for each salesperson.
Detail	Main part of the report where the records are displayed. The records are typically organized in groups. The detail sections are where field headings appear.

Grouping and Sorting

- A group is a collection of records with common data or field elements.
  - A group helps organize the data.
  - It consists of a header, records, and a footer.
  - Summary options are made available.
- You should sort on the same field used for grouping.
- You should sort in the underlying tables or queries, not in the report (if possible).
- Use the Report Wizard to select data, group, sort, and perform calculations.

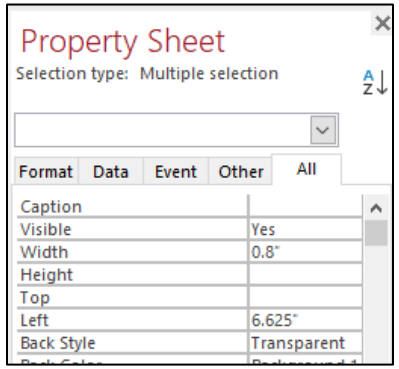
Modifying Reports

- The Report Wizard is the easiest way to start a report.
- You can enhance and modify reports in Layout or Design Views.
- Controls: Bound, Unbound, Calculated

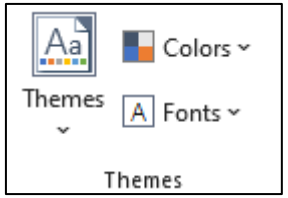
Controls on the Design tab

Modifying Reports in Design View

- Add fields from the Field List pane.
- Change the width, alignment, and other controls.
- Use the Property Sheet for precise settings.



- Use themes and background images.
- See the changes in Report View.



Modifying Reports in Layout View

- Use controls to precisely position report elements.
- Resize, reposition, and align controls.
- See the changes in Report View.