Introduction to Microsoft® Access IV: Reports

A Workshop for San Diego State University Faculty and Staff

BATS
Baseline Access,
Training & Support

Sponsored by Academic Affairs

Where to Find Help When You Need It

Help from your Division/College's Computer Consultant
Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: http://rohan.sdsu.edu/~facstaff

Help from the BATS Web Page
BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: **http://rohan.sdsu.edu/~bats/**

Help in the San Diego State University, Faculty Room
The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location:	Adams Humanities, 1109
Phone Number:	x45727
Semester Hours:	7:30am – 6:00pm Monday -Thursday
	7:30am – 4:30pm Friday
Semester Intersession:	7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348	**E-mail:** helpline@mail.sdsu.edu
Semester Hours:	7:30am – 6:00pm Monday – Thursday
	7:30am – 4:30pm Friday
Semester Intersession:	7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824	**E-mail:** staffhelp@sdsu.edu
Semester Hours:	7:30am – 6:00pm Monday – Thursday
	7:30am – 4:30pm Friday
Semester Intersession:	7:30am – 4:30pm Monday – Friday

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Reports

A report is an effective way to present your data, either by previewing it or by printing it. You have control over the size and appearance of everything on a report. You also can display the information the way you want to see it.

Most of the information in a report comes from an underlying table, query, or another report, which is the source of the report's data.

As in forms, reports use controls as graphical objects. They can be text boxes that display names and numbers, labels that display titles, and decorative lines that graphically organize the data and make the report more attractive.

Create a Report without a Wizard

1. In the Objects bar, click the Reports button.
2. Click **New**.
3. In the New Report dialog box, click **Design View**.
4. Click the name of the table or query that contains the data you want to base your report on. (If you want an unbound report, don't select anything from this list.)

Create a Report with a Wizard

1. In the Objects bar, click the Reports button.
2. Click **New**.
3. In the **New Report** dialog box, click the wizard that you want to use.
4. A description of the wizard appears in the left side of the dialog box.
5. Click the table or query that contains the data you want to base your report on.

➔ **Note**: Access uses this table or query as the default record source for the report. However, you can change the record source in the wizard and select fields from other tables and queries.

6. If you selected **Report Wizard**, the wizard dialog boxes that follow allow the user to select specific fields based on the table or query selected, group the report by field name, and select different styles of reports.
7. If you selected **Label Wizard**, the wizard dialog boxes that follow allow the user to select a label type, change the font, create the label and sort the labels.
8. If you click **AutoReport: Tabular** or **AutoReport: Columnar**, Access automatically creates your report, either in a tabular or columnar format. If the resulting report doesn't look the way you want, you can change it in Design view.

Design View

The design view for reports is similar to forms in that you work with controls as graphical objects. They can be selected, deleted, copied, moved and formatted the same as with forms; i.e., the skills you learn in creating forms can be applied to reports.

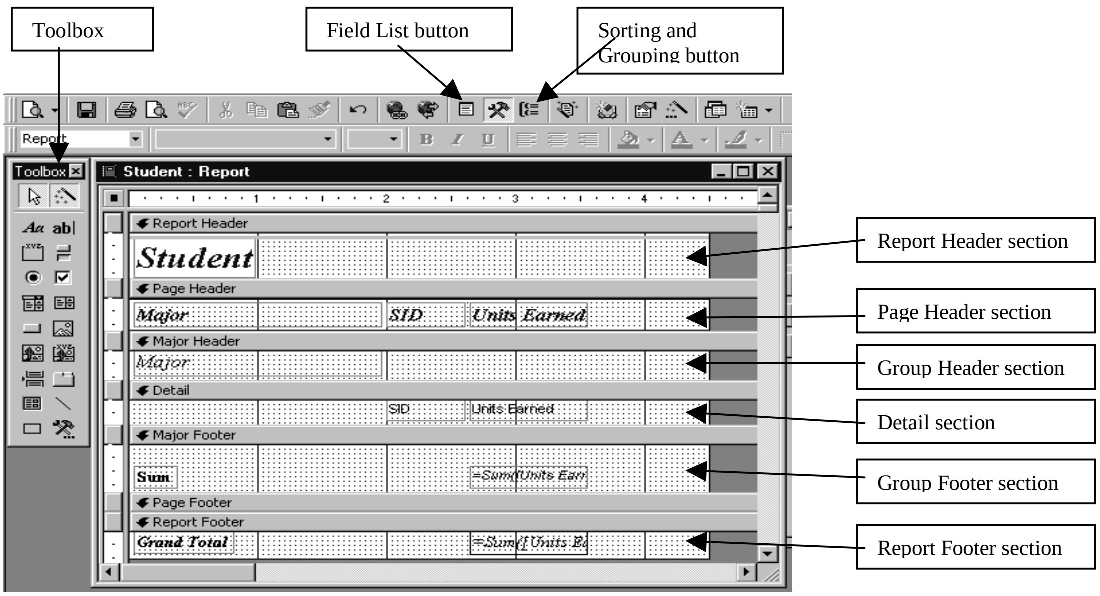
Reports are divided into more sections than are in forms. Each section has a specific purpose, and prints in a predictable order on the page and in the report.

Sections are represented as bands, and each section, in design view, that the report contains is represented once. In the printed report or in Print Preview, some sections may be repeated many times. You determine where information appears in every section by placing controls, such as labels and text boxes.

The following is a list of sections of a report that can be seen in design view:

- The **report header** appears once at the beginning of a report. You can use it for items such as a logo, report title, or print date. The report header is printed before the page header on the first page of the report. To insert report header and footer sections into the report, go into the **View** menu, and select **Report Header/Footer**.
- The **page header** appears at the top of every page in the report. You use it to display items such as column headings. To insert page header and footer sections into the report, go into the **View** menu, and select **Page Header/Footer**.
- A **group header** appears at the beginning of a new group of records. You use it to display information that applies to the group as a whole, such as a group name. To insert group header and footer sections into the report, go into the **View** menu, and select **Sorting and Grouping**. In the Sorting and Grouping dialog box, type the Group Name in the upper box. If you want a group header or footer, select it in the Properties box below.
- The **detail section** contains the main body of a report's data.
- The **page footer** appears at the bottom of every page in the report. You use it to display items such as page numbers.
- The **report footer** appears once at the end of the report. You use it to display items such as report totals. The report footer is the last section in the report design but appears before the page footer on the last page of the printed report.

- A **group footer** appears at the end of a group of records. You use it to display items such as group totals.



To horizontally reduce or increase the size of a section, point to the associated band box on the vertical ruler located on the left of the screen. When the mouse takes the shape of a cross with arrows on the horizontal line, drag it up to decrease or drag it down to increase the size of the section.

➔**Tip**: If the data in the detail section, when previewed or printed, needs to be single-spaced, then drag the detail box up until it abuts the last control box in the detail section.

If you want a header and not a footer section; for example, you might want a page footer, but not a page header, then drag the associated box on the vertical ruler up until no section is displayed for either the footer or header.

If you used a wizard to create the report, you might not like the style on which it was based. To change the style in design view, click the **AutoFormat** button on the toolbar to display the different styles available and then click **OK**.

➔**Tip**: A control on a report that gets its contents from a field in the underlying table or query is known as a bound control. To change the field in the underlying table or query to a different field, change the ControlSource property to the field name in the table, or query.

Concatenation

You can take two (or more) fields of information and combine them into a single field on a report. For example, you can take the First Name field and Last Name field and combine them into a single field on the report.

To combine two fields (this example combines the First Name and Last Name fields):
1. Insert a new **Text Box** in your report.
2. Delete the **label**.
3. View the **Properties** of the Text Box.
4. Select the **Data** tab.
5. Enter the following in the **Control Source** row:

=[First Name]&" "&[Last Name]

NOTE: Field names must be in brackets. The ampersand character does the combining of information. If you want any kind of text included with the information (such as a space between the names) use quote marks around the text.

Sort Records in a Report

You can sort reports based on up to 10 fields or expressions.
1. Open the report in **Design view**.
2. Click the **Sorting And Grouping** button on the toolbar to display the Sorting And Grouping box.
3. In the first row of the Field/Expression column, select a field name, or type an expression.
4. The field or expression in the first row is the first sorting level (the largest set). The second row is the second sorting level, and so on.
5. To change the sort order from ascending, select descending from the Sort Order list.

Printing Reports

To print a report, click on the **Print** button on the toolbar, or go into the **File** menu and select **Print**. The number of copies or specific pages of the report can be selected in the Print dialog box.

Troubleshooting Reports

If a report prompts for unexpected parameters, make sure that all field names used in the following areas of the report's design are spelled correctly and match field names in the underlying table or query:
- ControlSource property of any controls.
- Field/Expression column in the Sorting And Grouping box.
- Expressions in controls or in the Sorting And Grouping box.

If you get a blank page only at the end of a report, make sure the Height property is set to zero for the report footer.

If every other page is blank, make sure that the total width of the form or report plus the widths of the left and right margins don't exceed the paper size specified in the Page Setup dialog box in the File menu. The report width plus the right and left margin should be less than the paper size.