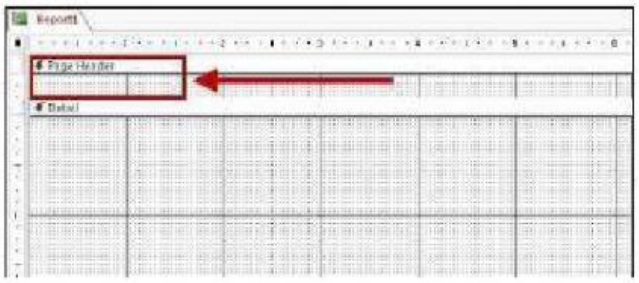
Lesson 1 Creating a Report

When you use a database, you typically use reports to view,format,an summarize data. The following explains how to create a report in Access.

1. From the *Create* tab,click **Report Design.1**

1

2. You will be brought to the *Report Design view.* Right-click over the **Page Header** bar. **2**



2

3. Select **Report Header/Footer. 3**

3

4. The following explains the different areas available in the Report Design.

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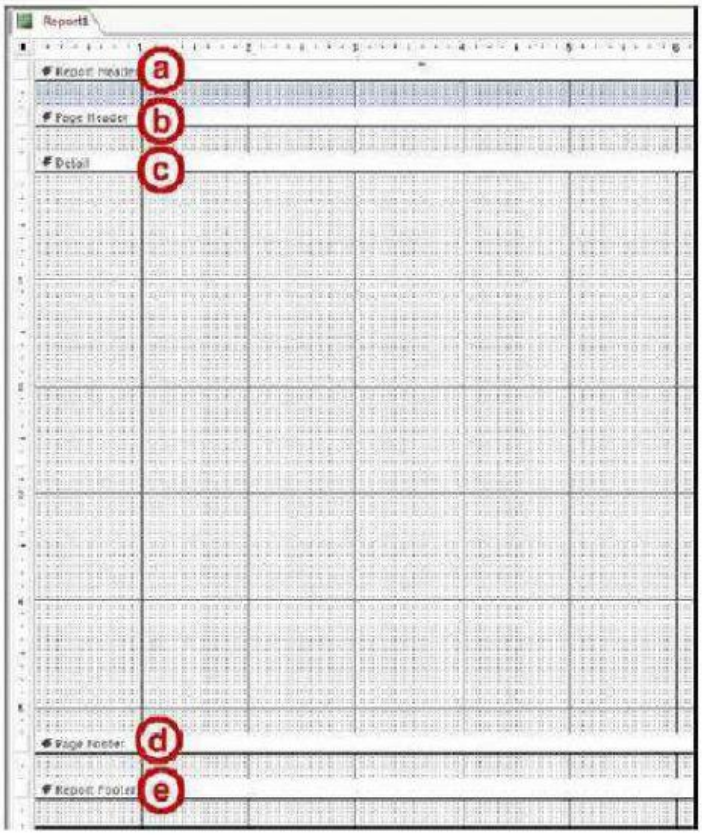
a. **Report Heads -** Text placed here will appear on the top of the first page of the report. For example, if there are ten page in the report, the text would only appear at the top of the first page**.3**

b. **Page Header** - Text place here will appear at the top of evert page . Use this for column headings and page numbe**r.3**

c. **Detail -** Text placed here will appear on every page**.3**

d. **Page Footer -** Text placed here will appear at the bottom of every page, Use this for footers and page numbe**rs.3**

e. **Report Footer** -Text placed here will appear at the bottom of the last page of the report. This is a perfect place to put an *End of Report* statement.*3*



3

5. You can resize *different* areas of the report sections. Hover your mouse over the top of a *section bar*.As you do this , a double arrow will appear**.4**

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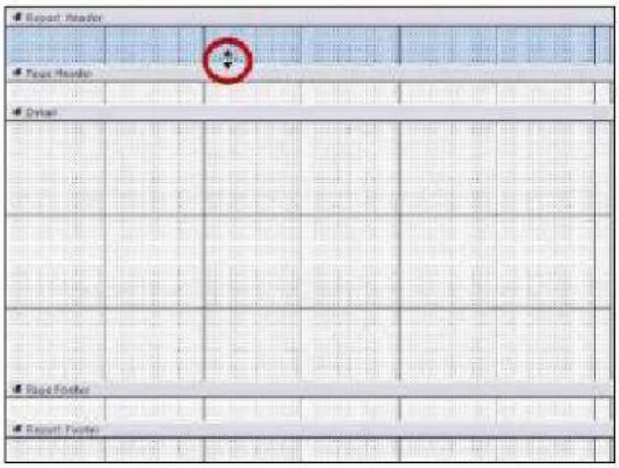
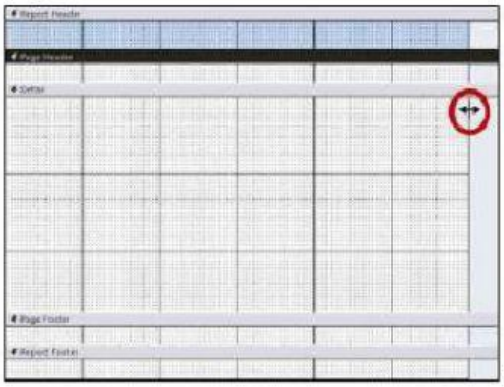


4

6. When you see the double arrow, hold down the mouse button and move your mouse to make the section larger or smaller.

7. You can also adjust the width of the report. Hover your mouse over the right edge of the report. As you do this, a double-arrow will appear.**5**



5

8. When you see the double-arrow,hold down the mouse button and move your mouse to make the report larger or smaller.

Adding Labels to a Report.

Labels can be used to place text in the different areas of the report. Adding a label to your report is similar to adding one to a form. The following explains how to add a label to a report.

1. On the *Design* tab, in the Controls grouping click **Label 1**

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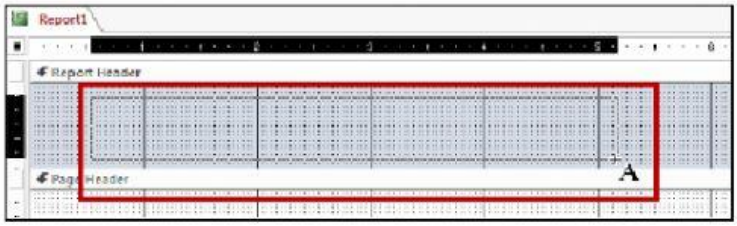
1

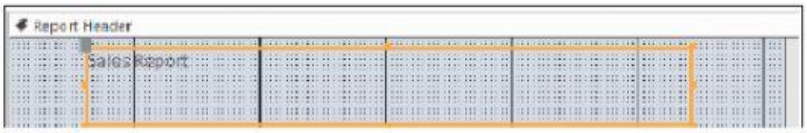
3. Your cursor icon will change to *display* the L*abel icon.* Hold the left mouse button and drag to draw a **text box** on the form**. 2**



2

3. Once finished drawing your text box,release the left mouse button. Your text box will appear.

4. Click in the text box and type your text.3



3

Change Text Style and Color.

To change the text style and colour of text. 4

2. Form the *Home* tab.the text can be formatted using the tools found in the **Text Formatting** group. **5**

5

Move and Restore a Text Box.

The following explains how to move and resize a text box.

1. **Click on the text box to select it.**
2. **Hover your mouse over the ide of the text box. The cursor will turn to a crossbar with arrows. 6**

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6

3. Hold left click and move the text box to the location of your choice on the form.

4. To re-size the text box, hover over a sizing handle. Then hold left click and drag the mouse to resize the text box. 7

7

Questions

1. **Explain how you create a report?**

2, How do you add labels to a report?

3. How do you change colour and style on a report?

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