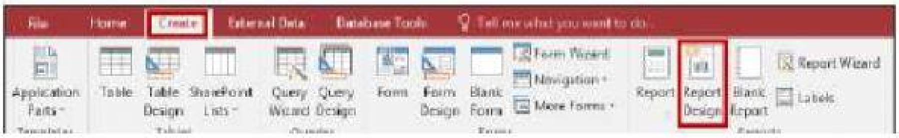
Lesson 1 Creating a Report

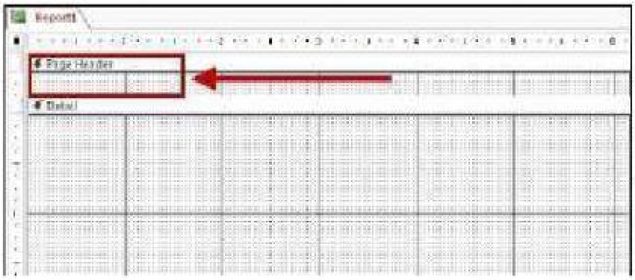
When you use a database, you typically use reports to view,format,an summarize data. The following explains how to create a report in Access.

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


File
Home
Create
External Data
Database Tools
Tell me what you want to do...
Application Parts
Table
Table Design
SharePoint Lists
Query Wizard
Query Design
Form
Form Design
Blank Form
Form Wizard
Navigation
More Forms
Report
Report Design
Blank Report
Report Wizard
Labels

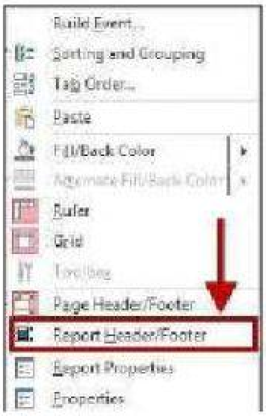
1

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


Report1
Page Header
Detail

2

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


Build Event...
Sorting and Grouping
Tab Order...
Paste
Fill/Back Color
Alternate Fill/Back Color
Ruler
Grid
Toolbox
Page Header/Footer
Report Header/Footer
Report Properties
Properties

3

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

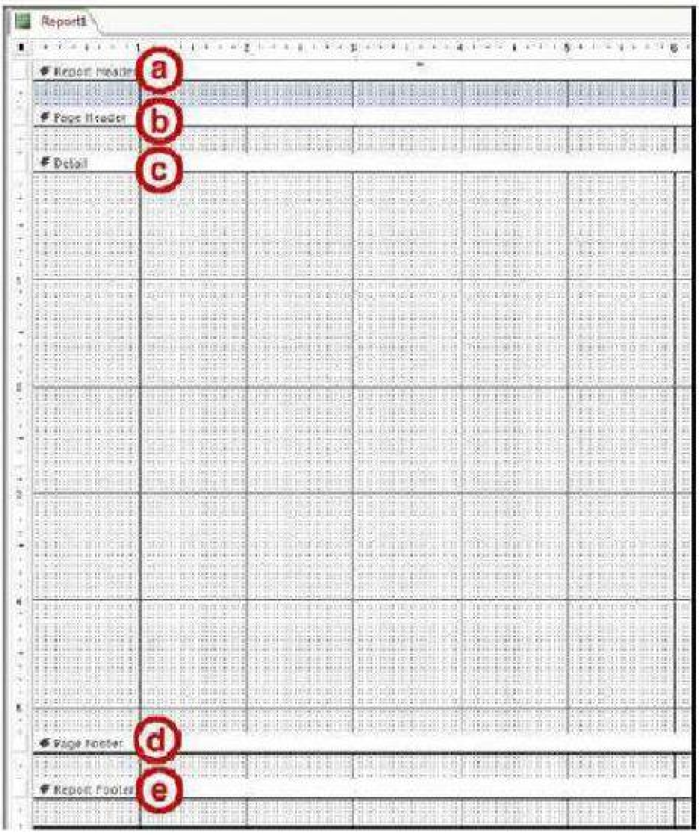
a. **Report Heads -** Text placed here will appear on the top of the first page of the report. For example, if there are ten page in the report, the text would only appear at the top of the first page.**3**

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**

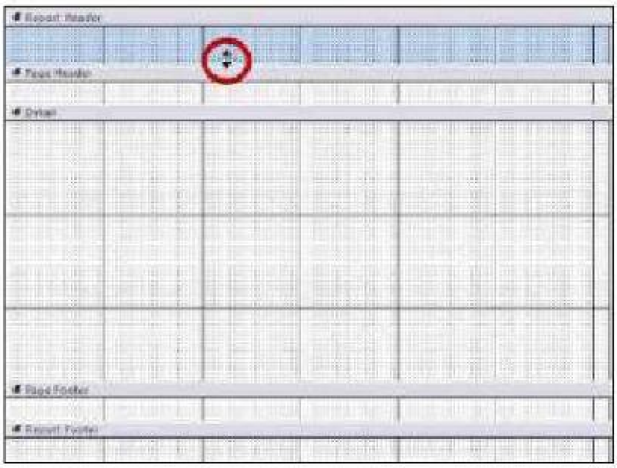
d. **Page Footer -** Text placed here will appear at the bottom of every page, Use this for footers and page numbe**rs.3**

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

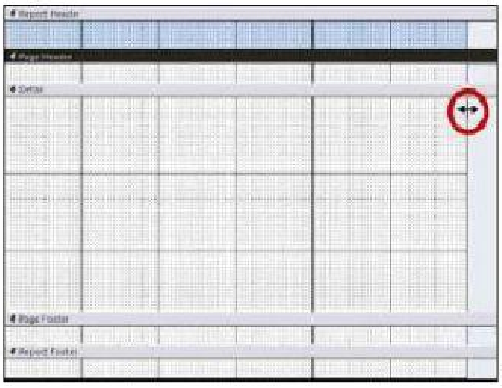
5. You can resize *different* areas of the report sections. Hover your mouse over the top of a *section bar.*As you do this , a double arrow will appear.**4**


Report Header
Page Header
Detail
Page Footer
Report Footer

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**


Report Header
Page Header
Detail
Page Footer
Report Footer

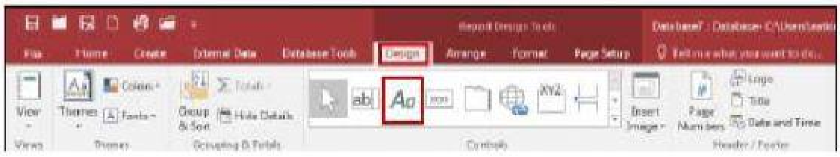
5

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.

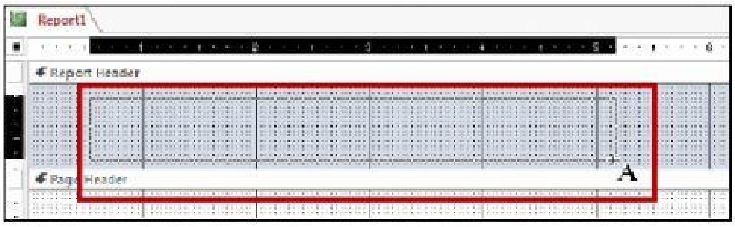
Labels can be used to place text in the different areas of the report. Adding a label to your report is similar to adding one to a form. The following explains how to add a label to a report.

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


Report Design Tools
File
Home
Create
External Data
Database Tools
Design
Arrange
Format
Page Setup
Tell me what you want to do...
View
Themes
Colors
Fonts
Group & Sort
Totals
Hide Details
Insert Image
Page Numbers
Logo
Title
Date and Time
Views
Themes
Grouping & Totals
Controls
Header / Footer

1

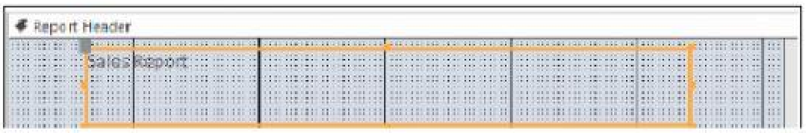
3. Your cursor icon will change to *display* the L*abel icon.* Hold the left mouse button and drag to draw a **text box** on the form**. 2**


Report1
Report Header
Page Header

2

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

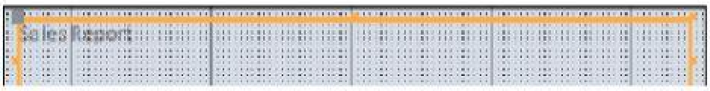
4. Click in the text box and type your text.3


Report Header
Sales Report

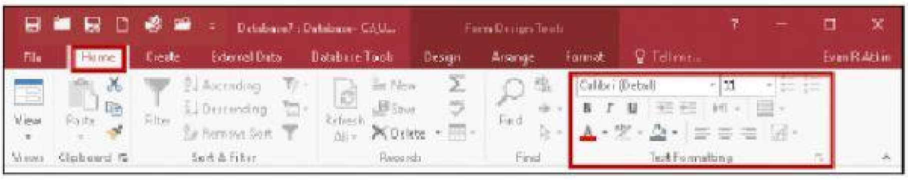
3

Change Text Style and Color.

To change the text style and colour of text. 4


Sales Report

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

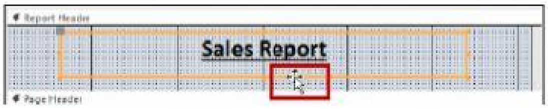

Form Design Tools
File
Home
Create
External Data
Database Tools
Design
Arrange
Format
Tell me...
View
Paste
Filter
Ascending
Descending
Remove Sort
Refresh All
New
Save
Delete
Find
Calibri (Detail)
11
Views
Clipboard
Sort & Filter
Records
Find
Text Formatting

5

Move and Restore a Text Box.

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

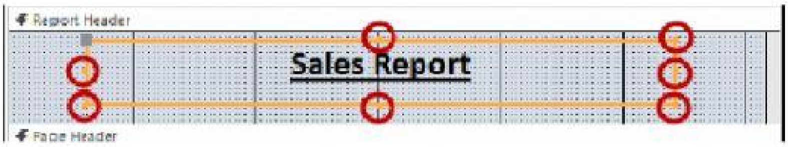
1. **Click on the text box to select it.**
2. **Hover your mouse over the ide of the text box. The cursor will turn to a crossbar with arrows. 6**


Report Header
Sales Report
Page Header

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


Report Header
Sales Report
Page Header

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?