Access 2003: Creating Reports

Creating Reports

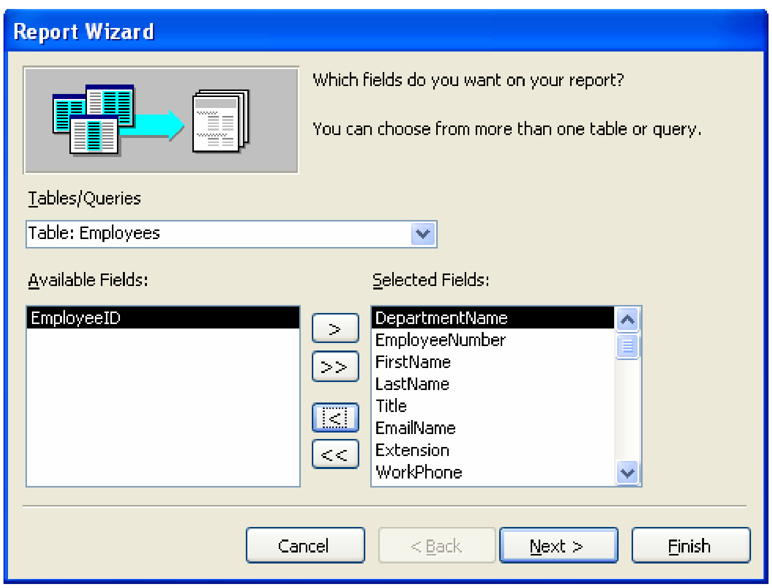
Reports usually contain printed information gathered from tables or queries. If you want to have a report that contains information from more than one table, make sure the tables are related and joined. Then you can make a query about the information. The report becomes a simple printout of the query's answers.

This handout uses the Access Business Template called Service Call Management located at **http://office.microsoft.com/en-us/templates/TC010184671033.aspx?CategoryID=CT011366681033**

To create a report, click **Reports** on the left and click on **New**. Choose **Report Wizard**.
If you want to create a report based on just one table or query, choose it from the drop down list. Click **OK**.
If you want to create a report based on fields from more than one table or query, you can also use the Report Wizard. You can choose the table or query in the upper left box and then choose the fields in the lower left box.
The wanted fields show up in the right box.

With the directional arrows, **>** or **<** sends 1 field in that direction.

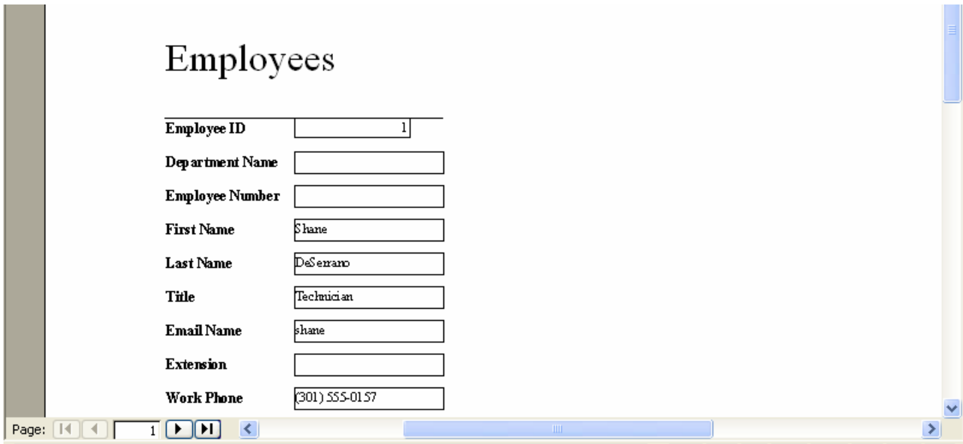
Using **>>** or **<<** sends **all the fields** in that direction.



After you've chosen the fields you want for creating the report, answer the questions along the way. **Save** the form when you are done creating it.

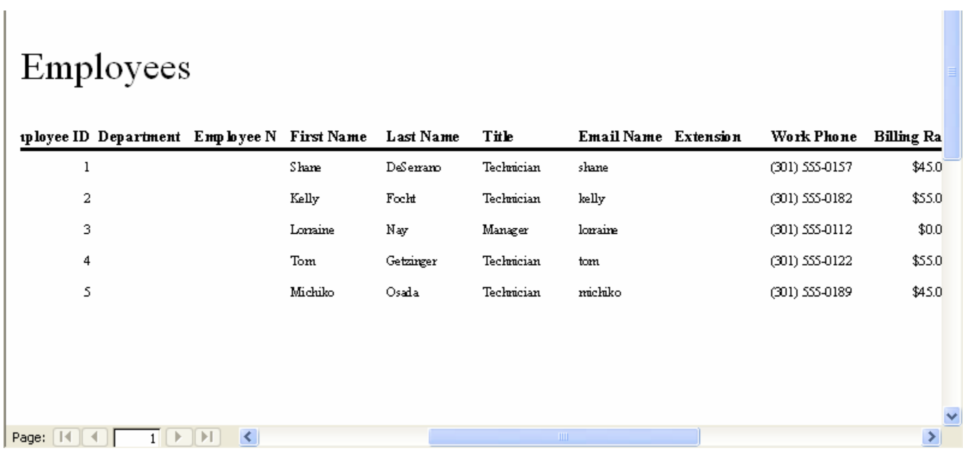
AutoReport: Columnar

To create an autoreport, click **Reports** on the left and click on **New**. Choose AutoReport: Columnar. Choose your table or query. Click **OK**.
If you want to save the Autoreport, you will have to give it a name & save it before closing it.



AutoReport: Tabular

To create an autoreport, click **Reports** on the left and click on **New**. Choose AutoReport: Tabular. Choose your table or query. Click **OK**.
If you want to save the Autoreport, you will have to give it a name & save it before closing it.



Adding Fields to a Report

The best way to get fields onto the report is to drag them from the Field List to the report. You will see a little rectangle signifying the field.
Drop the rectangle in the middle of the area where you want the label and field to go.

- To move the label and field together, get the hand showing 5 fingers. Hold down the left mouse button and drag.

- To select and delete or move just the label, click off the label and field. Click back on the label. Place the pointing hand on the large box at the upper left of the label. Hold down the left mouse button to move the label.

Push the Delete button on the keyboard to delete the label.
Placing the pointing hand on the large box at the upper left of the field also allows you to move it separately from the label.

Single-clicking twice in the label box allows you to change the text.

Right-clicking on the label shows you the choices about changing the color of the label, the color of the font, and special effects for the label.

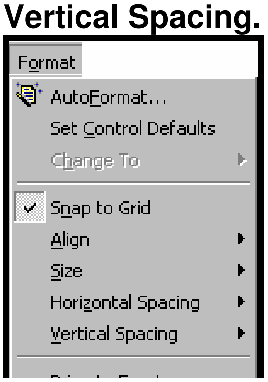
Aligning, Sizing, and Spacing of Fields and Labels Added to a Report

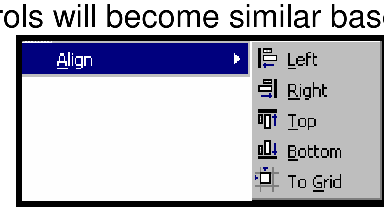
Once you have the fields placed on the report, you may want to position them in a more organized fashion. The best way to do this is to select the group of unbound controls (labels), bound controls (fields), and/or calculated fields you want changed. You can change the alignment, control size, or spacing.

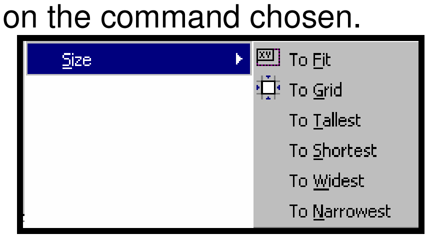
To **select multiple controls**, you can **select one** and hold down the **Shift** key as you **select others**.

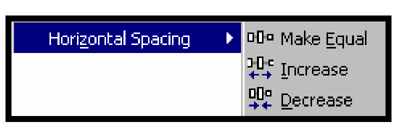
To **remove one or more controls** from the selected group, hold down the **Shift** key and then **click the controls** you want to remove.

Once you have a group selected, use **Format>Align, Size, Horizontal Spacing, or Vertical Spacing.** The controls will become similar based on the command chosen.









You can also drag the mouse pointer in a rectangular fashion to select all those in the rectangular path.
Starting at any point outside a control, drag a rectangle over the controls you want to select.
You can specify whether the rectangle you drag over controls needs to only touch the controls or must enclose them completely to select them.
Use **Tools>Options** and the **Forms/Reports** tab. Choose between **Partially Enclosed** and **Fully Enclosed** under Selection Behavior.

Adding a new Field to an Existing Table, Form, and Report

If you wanted to **add another field to an existing table**, such as a Hyperlink, select the table and click on the Design View button.
For example in Customers, you could **add** the customer's web page.
Have the **Field Name** be Web Site and the Data Type be Hyperlink.
Close the table.

Find the form that uses the Customer table and look at it in Design View.
Open the Field List.
Drag the Web Site field onto the form.
Enter web sites using "http://www.mycompany.com" format.

Find the report that uses the Customer table and look at it in Design View.
Open the Field List.
Drag the Web Site field onto the report.
Preview the report.