

Creating Reports

in

Microsoft Access

**GSIS 2005
Atlanta**

Presented By:

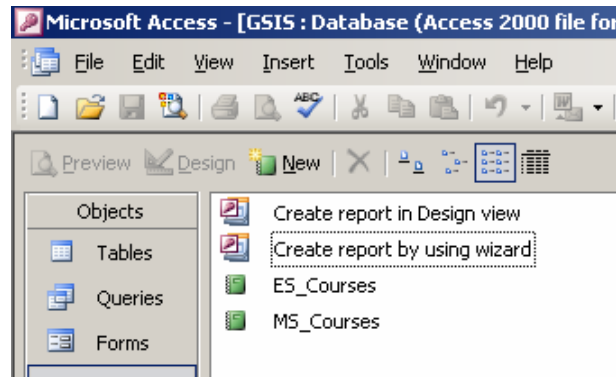
*Rita Frix
Database Analyst
Rockdale County Public Schools*

Creating a Report Using the Wizard

Reports are created from queries or tables.

Click: **“Reports”**

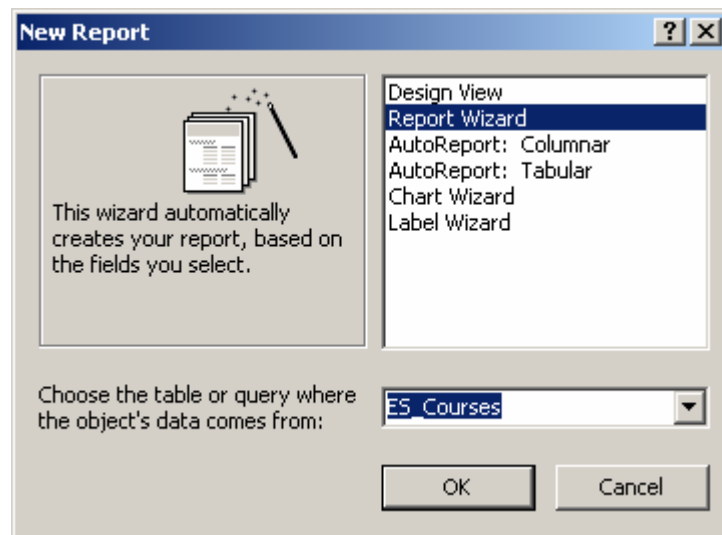
Click: **“Create report by using wizard”**



Select: **Report Wizard**

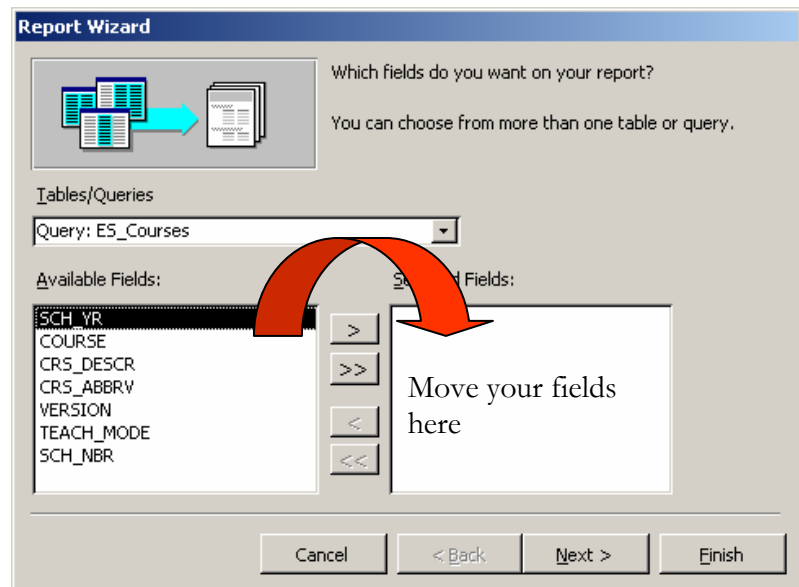
Select your table/query.

This example shows **ES_Courses**



Click the >>

This moves all fields from the **“Available Fields”** to **“Selected Fields”**.



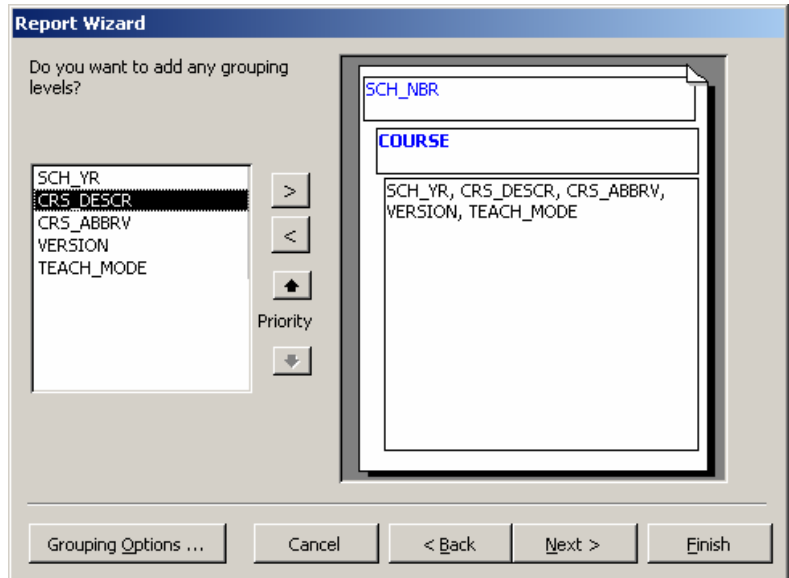
Creating a Report Using the Wizard

Click a field name

Click 

This will add a grouping level

Click: **Next**



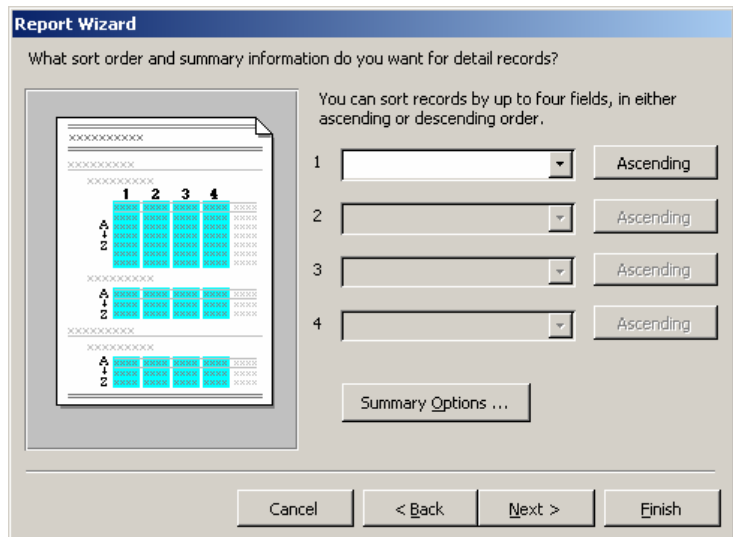
This adds sorting options.

By default, if you have grouped fields on the previous screen, those fields will be sorted in ascending order.

In this case, the schools are sorted in ascending order, then the course numbers will be sorted within the schools.

Use this screen if you need additional sorts

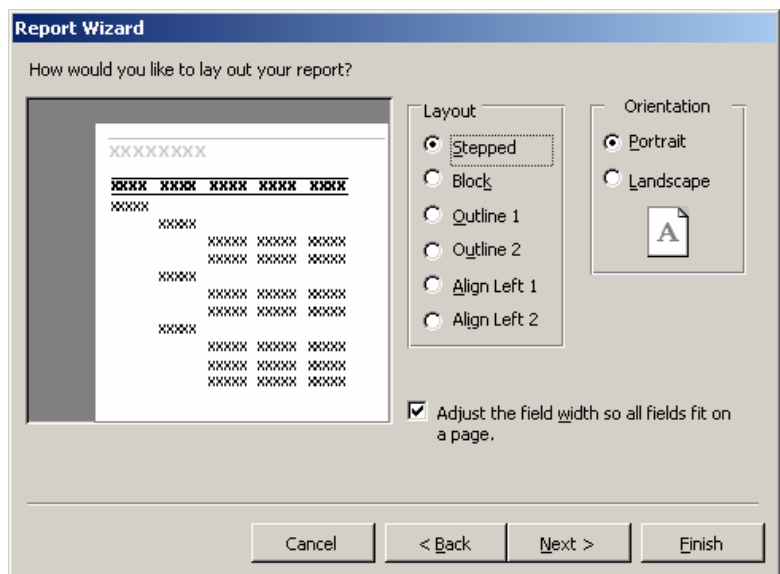
Click: **Next**



Take the default here.

We're going to do our own design.

Click: **Next**

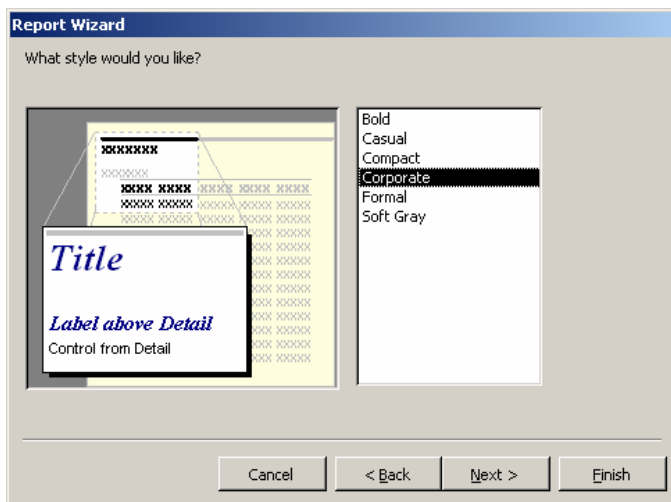


Creating a Report Using the Wizard

Take the default here.

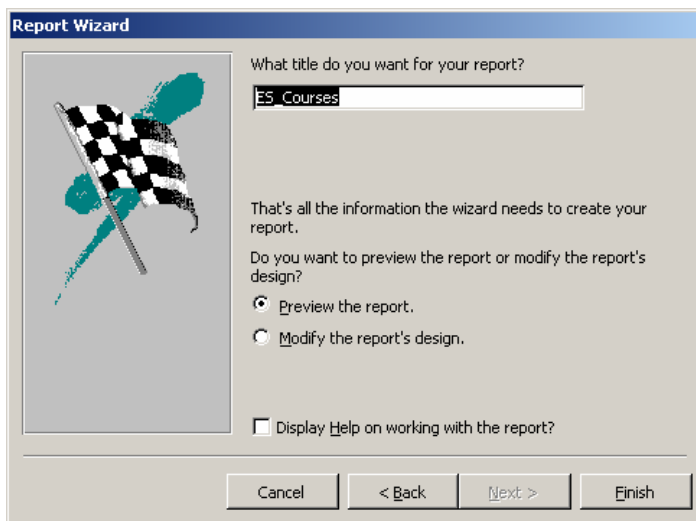
We will make our own changes.

Click: **Next**



By default your query or table name will appear as the report name.

Click: **Finish**



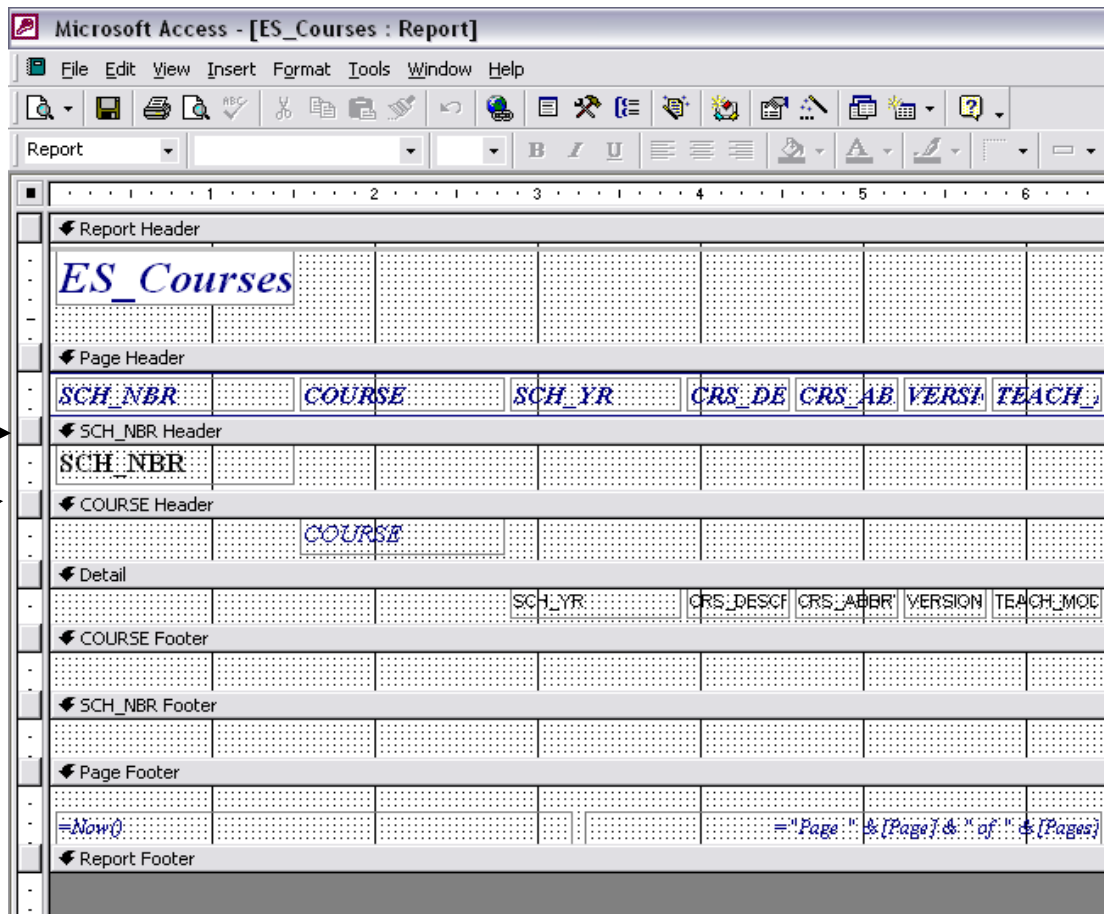
Your report is displayed

We will improve the layout and formatting

ES_Courses

<i>SCH_NBR</i>	<i>COURSE</i>	<i>SCH_YR</i>	<i>CRS_DE</i>	<i>CRS_AB</i>	<i>VERSI</i>	<i>TEACH_</i>
0102						
	0100		2004 Pre-K	PK	00	O
	0200		2004 Grade K	Grade K	00	O
	0210		2004 Health - K	Health	00	A
	0220		2004 Writing/Gra	LangArts	00	A
	0221		2004 Reading	LangArts	00	A
	0222		2004 Spelling	LangArts	00	A
	0230		2004 Math - K	Math	00	A
	0240		2004 PE - K	PE	00	A

Reports - Design View Elements



Report Header/Footer: Displays at top/bottom of 1st page of report only

Page Header/Footer: Displays at top/bottom of each page in report

Group Header/Footer: Used for sorting & calculations

Detail: Details of each record within the group are displayed here

Default page margins are 1" all around.

Notice the ruler above your report grid. This edge falls at 6-1/2". With a left & right margin of 1", the total width of the page = 8-1/2".

If the grid is extended past the size of the paper's width, the page preview will show that the text will run over from one page to the next, although you have margins set for 8-1/2" wide paper.

Reports — Design View Elements

Bound Control — A control (text box, label, etc.) to which data is attached your underlying table/query. Each bound field has a label with it. The label can be changed. As your data changes, the bound controls reflect that change on the report.

Unbound Control — An control that you create that is not linked back to any field. Changes must be done manually.

The screenshot shows the Report Design View for 'MSMS_STUDENT_LIST'. The report is divided into sections: Page Header, Detail, and Page Footer. The Page Header contains the title 'Student List (By Student Last Name)'. The Detail section contains a table with columns for 'School: SCH_NBR', 'Student: ID_NBR', 'Home Phone: HomePhoneNumt', 'ADDR_LNE_1', and 'ADDR_LNE_2'. The Page Footer contains the text 'Page * & [Page] &'. A 'Field List Box' is open at the bottom left, showing the fields: Expr1, SCH_NBR, ID_NBR, ADDR_LNE_1, ADDR_LNE_2, HomePhoneNumber, END_STAT, SCH_YR, and Expr1008. A 'Toolbox' is open at the bottom right, showing various report controls. Red circles and arrows highlight these elements: a circle around the 'School: SCH_NBR' field with an arrow pointing to the text 'Bound Control (Textbox and Label)'; a circle around the title 'Student List (By Student Last Name)' with an arrow pointing to 'Unbound Control (Label)'; a circle around the 'Toolbox' with an arrow pointing to the text 'Toolbox contains the report controls'; and a circle around the 'Field List Box' with an arrow pointing to 'Field List Box'. A separate text box at the bottom right contains the text: 'Hold the mouse over an control and a smart tag will give you the name of the tool.'

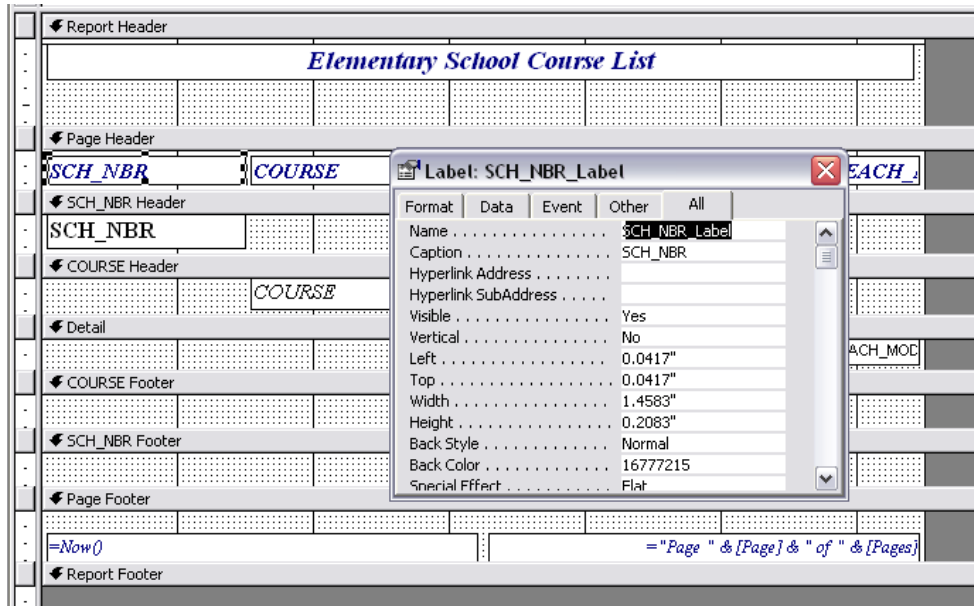
Report information is based on query/table results. The query/table provides your field list.

Formatting Our Report

The wizard puts the labels in the report and page headers. We can change those.

Click in the report header label (**ES_Courses**), highlight the text and enter a new title.

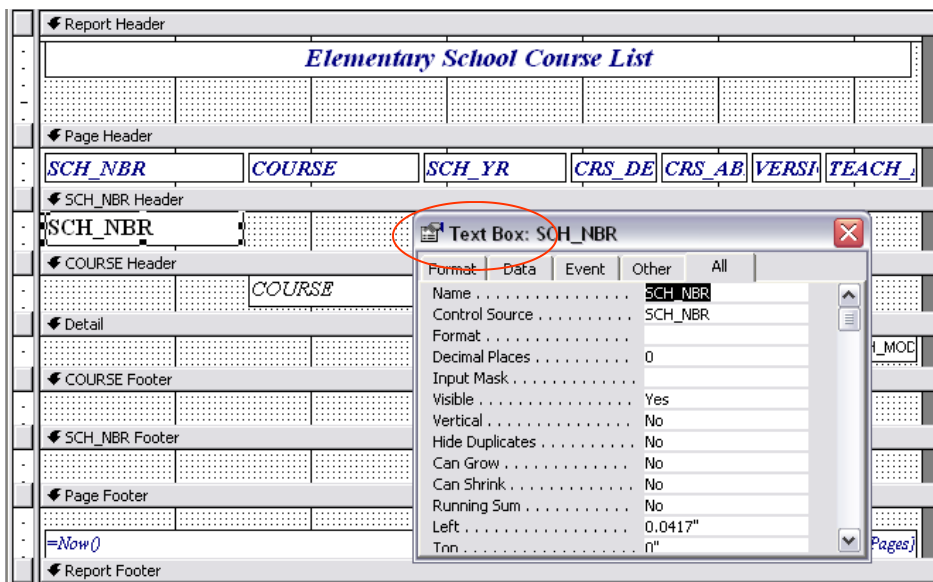
To change font and size, make sure the label is selected — **do not highlight the text** — select your font, font size, color, etc. from your toolbar icons.



How do I tell if it's a textbox or label?

Right-click on the text field/label in question.

A properties box will tell you if the control is a label (as shown above) or a text field that is bound to a field in your table/query (see below)

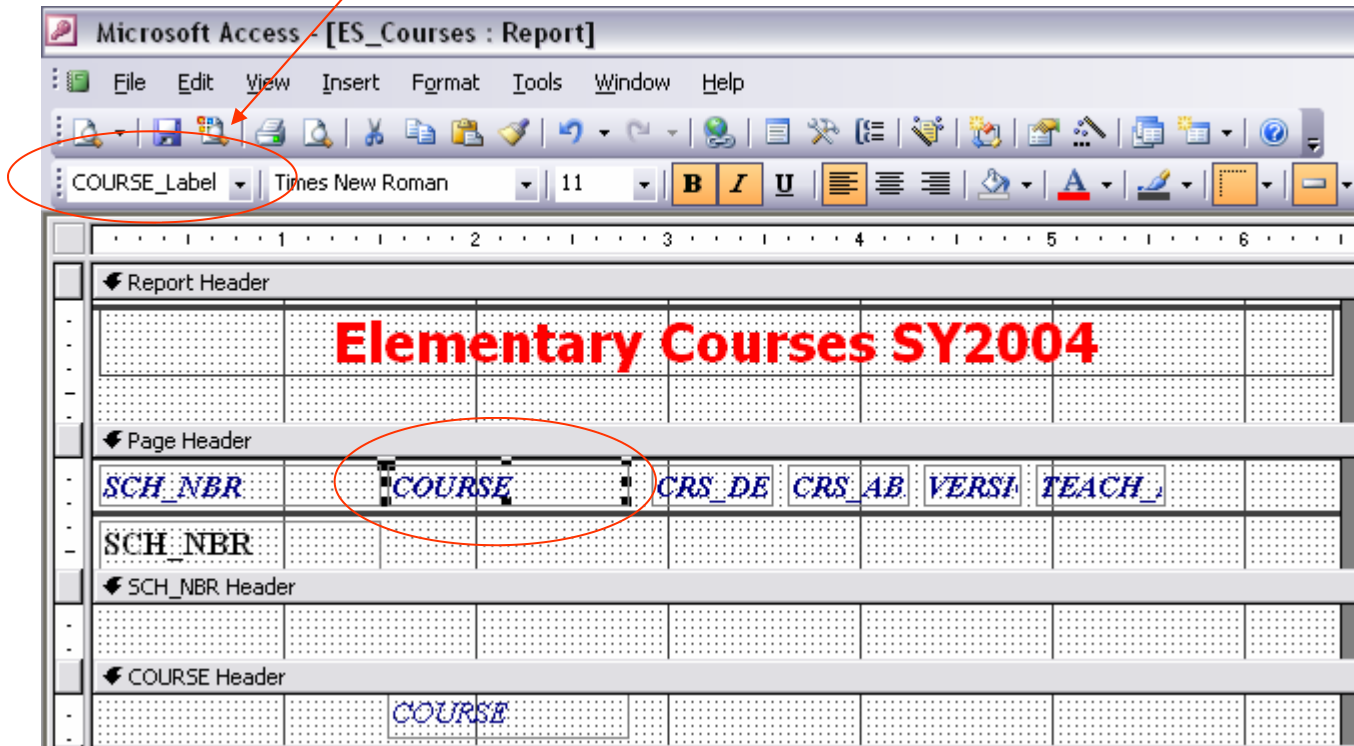


Formatting Our Report

You can also:

Click the control

Name will be displayed on the toolbar



Change the following labels:

SCH_NBR, COURSE, SCH_YR, CRS_DESCRIPTION, CRS_ABBRV, VERSION, TEACH_MODE

What is the problem with our title?

Delete the following controls: **CRS_ABBRV, VERSION**

Move the control **COURSE** into the Details section of the grid.

We will work with these pairs of labels and textboxes:

COURSE

CRS_DESCRIPTION

TEACH_MODE

For each pair:

Hold shift key and select the label and textbox

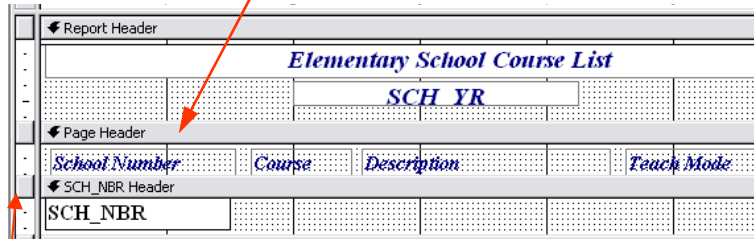
Go to: **Format** → **Align** → **Left**

Click 

Formatting Our Report

We want each school's course to begin printing on a new page.

Move the control **SCH_NBR** into the Page Header section of the grid.

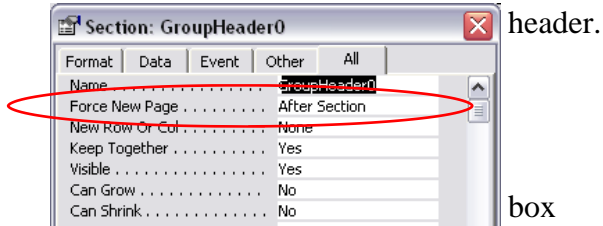


Right-click the gray square to the left of the

Click: **Properties**

Go to **“Force New Page”**

Select **“After Section”** from the drop-down



header.

box

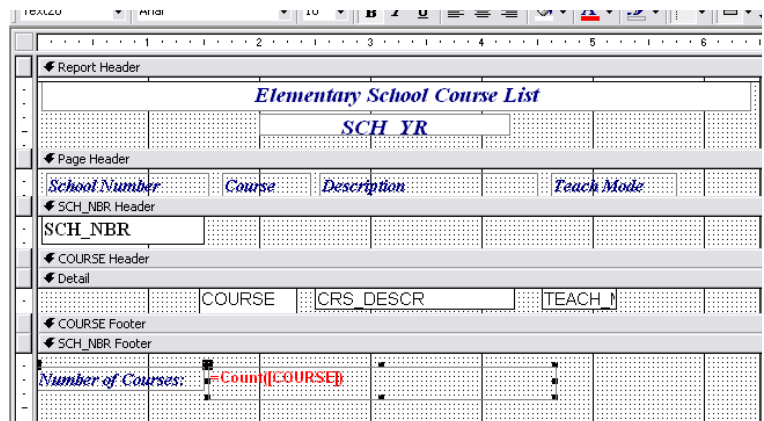
We'll add a total to indicate the number of courses per school.

Click the Toolbox

Click and Drag the textbox icon onto the grid under the **SCH_NBR** Footer

In the textbox enter:
=COUNT([COURSE])

For the label enter:
Number of Courses



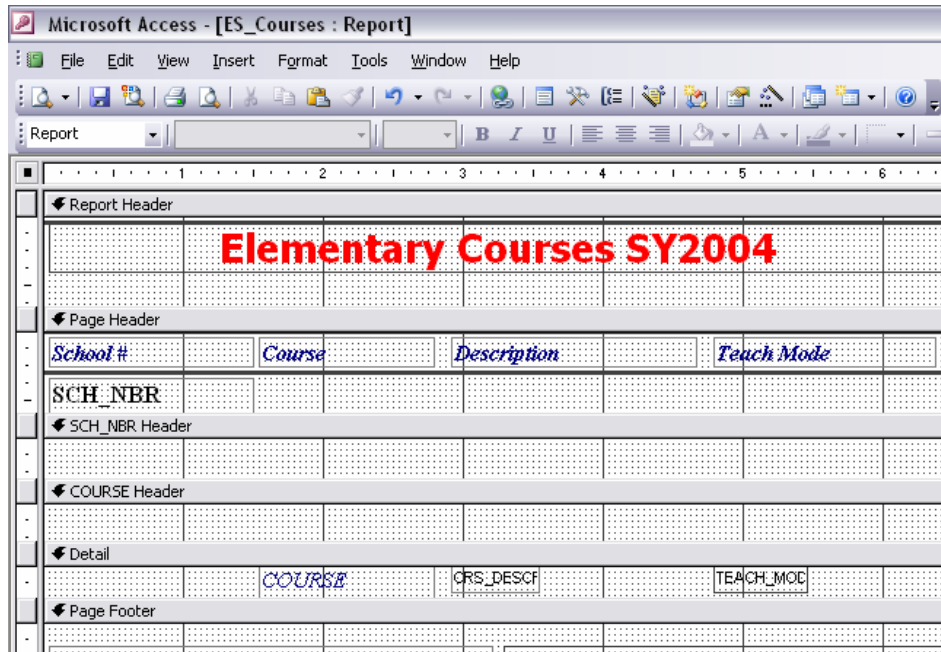
Formatting Our Report

Click the **COURSE** textbox, change font, size and color.

Click 

Format Painter is activated.

Click the following textboxes: **CRS_DESCRIPTION, TEACH_MODE**



Resize your textboxes for the course description so that the title won't be cut off

Click on the top edge of the group level headers.

Drag the gray bar up to close the gap.

Click the **Preview** icon.

Final Results

Elementary Courses SY2004

<i>School #</i>	<i>Course</i>	<i>Description</i>	<i>Teach Mode</i>
0102			
	0100	Pre-K	O
	0200	Grade K	O
	0210	Health - K	A
	0220	Writing/Grammar	A
	0221	Reading	A
	0222	Spelling	A
	0230	Math - K	A
	0240	PE - K	A
	0250	Science/Health	A
	0260	Social Studies-K	A
	0270	EIP SC - K	E
	0277	Art - K	A
	0288	Music - K	A
	1000	Grade 1	O
	1020	Gifted-1st	I
	1070	Grade 1 EIP	F
	1080	SpEd SC-1st	
	1100	Health-1st	B
	1200	Writing/Grammar	B
	1201	Reading	B

1st Page of Report

Totals displayed at the end
of school #0102

<i>School #</i>	<i>Course</i>	<i>Description</i>	<i>Teach Mode</i>
0102			
	4800	Music - 4th	C
	5000	Grade 5	O
	5020	Gifted-5th	I
	5070	EIP SC-5th	G
	5080	SpEd SC-5th	
	5100	Health - 5th	C
	5200	Writing/Grammar	C
	5201	Reading	C
	5202	Spelling	C
	5300	Math - 5th	C
	5400	PE - 5th	C
	5500	Science/Health	C
	5600	Soc Studies - 5	C
	5700	Art - 5th	C
	5800	Music - 5th	C

Number of Courses: 83

Reminders

Resize controls (labels, textboxes, etc.) just like any other Windows application.

Select Multiple Controls: Hold Shift key and click the controls

Format Painter:

Click on a control that is formatted the way you want it.

Click 

Click on the new control

The formatting is copied onto the new control

Format multiple controls: Double-click the icon to activate it. Click on each control. Click the icon again to turn it off.

Separate label from text box: Click the label. Click the big square in the upper left hand corner (you'll see a pointing finger). Drag label away from the text box.

Alignment: Select your controls. From the menu, go to Format —> Align —> Left

Control your vertical spacing between lines: Drag the footer closer or further from the controls.

Calculations: Remember your Excel formulas?

Drag a **text box** from the toolbox onto your footer

Name your label (Number of Courses).

Enter your formula — beginning with “=” — into the text box.

We used: =COUNT([COURSE]).

Use your parentheses for your order of operations. The square brackets - [] - go around field names.

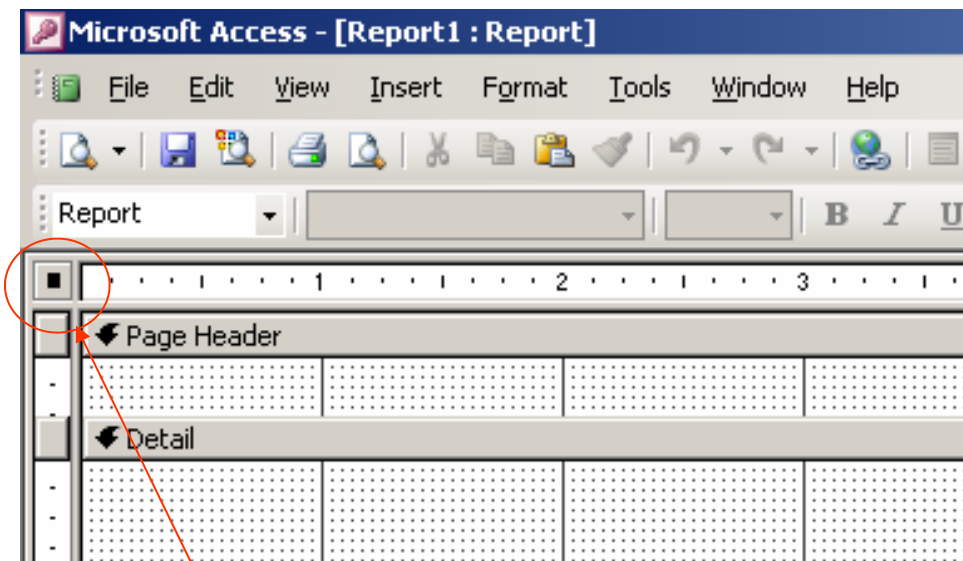
Create a Report From Scratch

Wizards are great, but wizards fail.

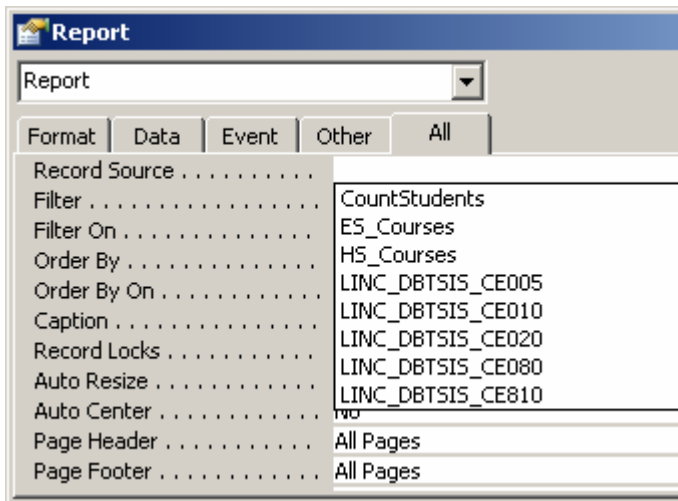
From the Database Window, go to “Reports”

“Create

Report in Design View”



Right-click this button to get **Properties** window.
Use the drop-down box at “**Control Source**”



Select your query/table that will provide data for your report.

Your field list will be displayed.

You’re ready to click and drag your fields onto the design grid.

