FastCourse Series

Access Chapter 8: Customizing Reports

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Learning Objectives

- After studying this chapter, you will be able to:
  - Import a report into a database
  - Add a subreport to a main report
  - Create a report from a subreport
  - Create calculated controls on a subreport
  - See page breaks in reports
  - Add a chart to a report

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Importing a Report into a Database

- Imported reports have two connections to their original database:
  - Source database table (query name)
  - Field names
- You must establish new control sources to the destination database.

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Adding a Subreport to a Main Report

- Subreports display subsets of data in reports.
- Use a table, query, form, or another report as its source.

Winchester Web Design
Customer Invoice

10/19/2018

Invoice Number	42	Invoice Date	12/5 /2018
Last Name	Abrams	Customer ID	AbramsJ
First Name	John	Customer Phone	(941) 555-9902
Street Address	1210 West Pier Way	Email	JPAbrams@email.com
City	Palmetto		
State	FL		
ZIP	34620		

Invoice Details

Winchester Web Design Invoice Details

1	01HP	Home Page, Nav, CSS, Design	$400.00	1	$400.00
2	02SP	Secondary Page	$200.00	5	$1,000.00
			Invoice Total		$1,400.00

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Creating a Report from a Subreport

- You can create a subreport from:
  - A subform
  - A form (be careful to not change the source form)
- You can save a(n):
  - Existing form as a new form
  - Existing report as a new report
  - Subreport as a new subreport (when a subform is the record source)

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Numbering Items in a Report

- When a report is grouped, you can configure Access to restart the numbering at the beginning of each group.
- Set properties:
  - The Control Source property allows you to number items.
  - The Running Sum property allows you to count items.
- Subreports must be numbered separately from the main report.

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Creating Calculated Controls

- Add calculated fields to a report for:
  - Subtotals
  - Grand totals
  - Averages
- The Can Grow or Can Shrink properties allow the subreport to expand or shrink vertical spacing.

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Setting Page Breaks/Customizing Controls

- Use page break controls to set page layout.
  - Example: Ensure each invoice starts on a new page
- To add a title or general company information, place title controls in the Page Header section rather than the Report Header.

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Adding Charts

- Multiple chart types are available, including column, bar, line, pie, and others.
- Refresh All updates a chart when the data source is changed.

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