ACCESS 2013

1 Using Reports to Display Information

Reports organize and summarize data into meaningful information for display. Although reports can summarize data from a single database table, they often present specific data from multiple tables or from queries based on multiple tables. Both forms and reports use many of the same tools and techniques to change layout and better organize and present information in a readable format. You may decide that you want to reposition fields, modify fonts, or add a title and images. You may also decide that you want to add calculated controls to generate subtotals and grand totals. In this lesson, you will create a report and modify the design and layout of a report. You will also format and align controls, create calculated and total controls, and print a report.

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Design a report
- Create a report
- Modify a report
- Use report tools
- Print reports

LESSON TIMING

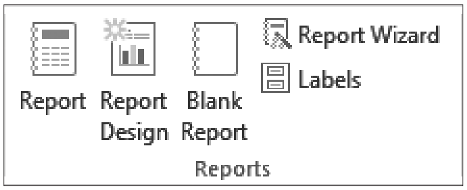
- Concepts/Develop Your Skills: 2 hr 30 min
- Concepts Review: 15 min
- Total: 2 hr 45 min

CASE STUDY: TURNING DATA INTO INFORMATION WITH REPORTS

Forms are great for entering data and displaying single records. Most businesses, however, want to filter and summarize data, as well as display specific data, such as running totals, in a readable format. Winchester Web Design needs a new report to summarize the sales for each employee and display sales totals. As their database manager, you have agreed to create a report to meet these needs.

Designing Reports

Access provides several ways for you to create a report. You can create a simple report based on a single record source. Or, you can create a new report using the Report Wizard, which permits you to select specific fields from multiple sources, set up grouping, add sort orders and totals, and choose a basic layout. Access also allows you to create a blank report from scratch in either Design View or Layout View, adding all the fields and controls yourself.



Report Essentials

Because reports are often presented in a readable format and end up as a printout, there are some basics that every report should include. Of course it should be well organized, look professional, and be visually appealing. Imagine finding a report on your desk without a date, without page numbers, or without a title that states what it is for. How might this affect the usability and readability of the data?

Most reports should have both a title and a subtitle. The title may simply be the company name. The subtitle should state specifically what the report is for, such as *Monthly Income* or *Product List*. Every report page requires a date and should include the page number; even if the report is only one page.

Once you have a good handle on the who, what, and when, you will be ready to create your first report.

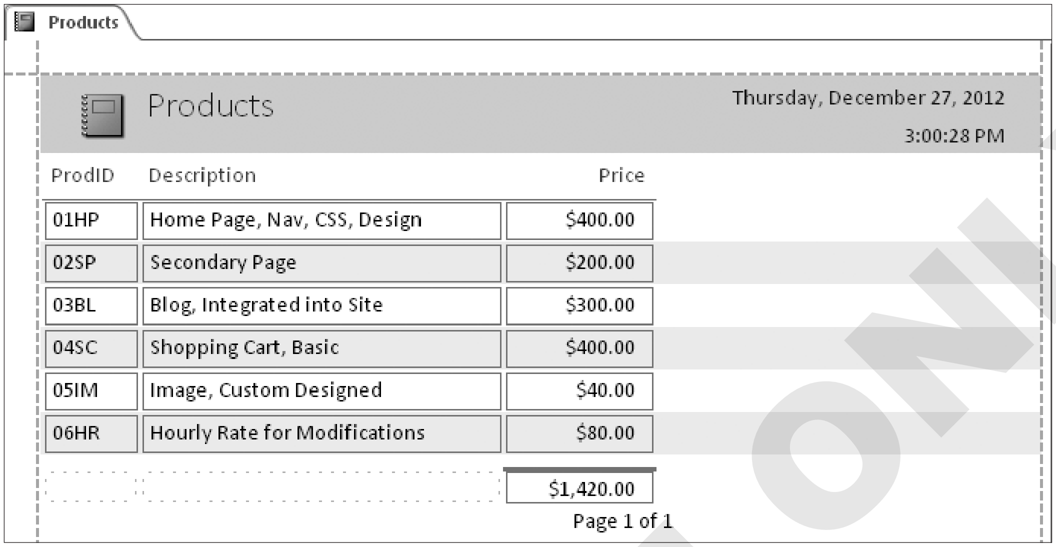
DEVELOP YOUR SKILLS AC01-D01

Create a Quick Report

Before You Begin: Navigate to the student resource center to download the student exercise files for this book.

1. Open **AC01-D01-WinWebDesign** from your **AC2013 Lesson 01** folder and save it as `AC01-D01-WinWebDesign-[FirstInitialLastName]`.
2. Click the **Products** table in the Navigation Pane.

3. Choose **Create→Reports→Report**.



Products

Products

Thursday, December 27, 2012
3:00:28 PM

ProdID	Description	Price
01HP	Home Page, Nav, CSS, Design	$400.00
02SP	Secondary Page	$200.00
03BL	Blog, Integrated into Site	$300.00
04SC	Shopping Cart, Basic	$400.00
05IM	Image, Custom Designed	$40.00
06HR	Hourly Rate for Modifications	$80.00
		$1,420.00

Page 1 of 1

4. Leave the **Products** report open.

Identifying Report Design Tools

If you have created and customized forms you will find that many of the same tools are available in Report Design View and Report Layout View.

Displaying Report Views

There are three views available for designing, creating, and editing reports: Report View, Layout View, and Design View. Working with these views is similar to working with views in Form design. Each view has its own distinct purpose.

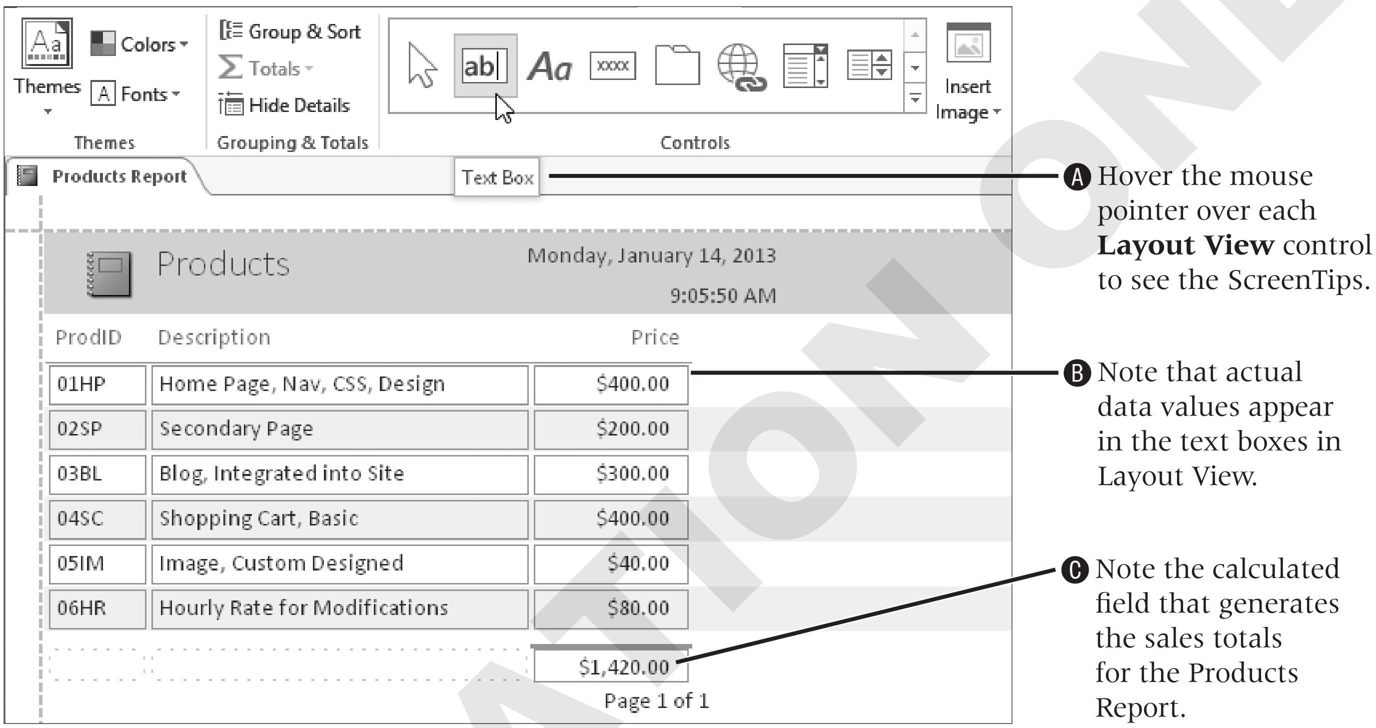
REPORT VIEWS

View	Description	Procedure
Report View	Previews a report as it will print out. Displays when you open a report. Does not permit control modification or formatting.	Open a report or choose Home→Views→View→Report View.
Layout View	Previews a report layout with actual data displayed so you can format, resize, and position controls appropriately.	Right-click a report name in the Navigation Pane and choose Layout View.
Design View	Displays the design palette containing controls, labels, and other report design elements that you can add to a report.	Right-click a report name in the Navigation Pane and choose Design View.

DEVELOP YOUR SKILLS AC01-D02

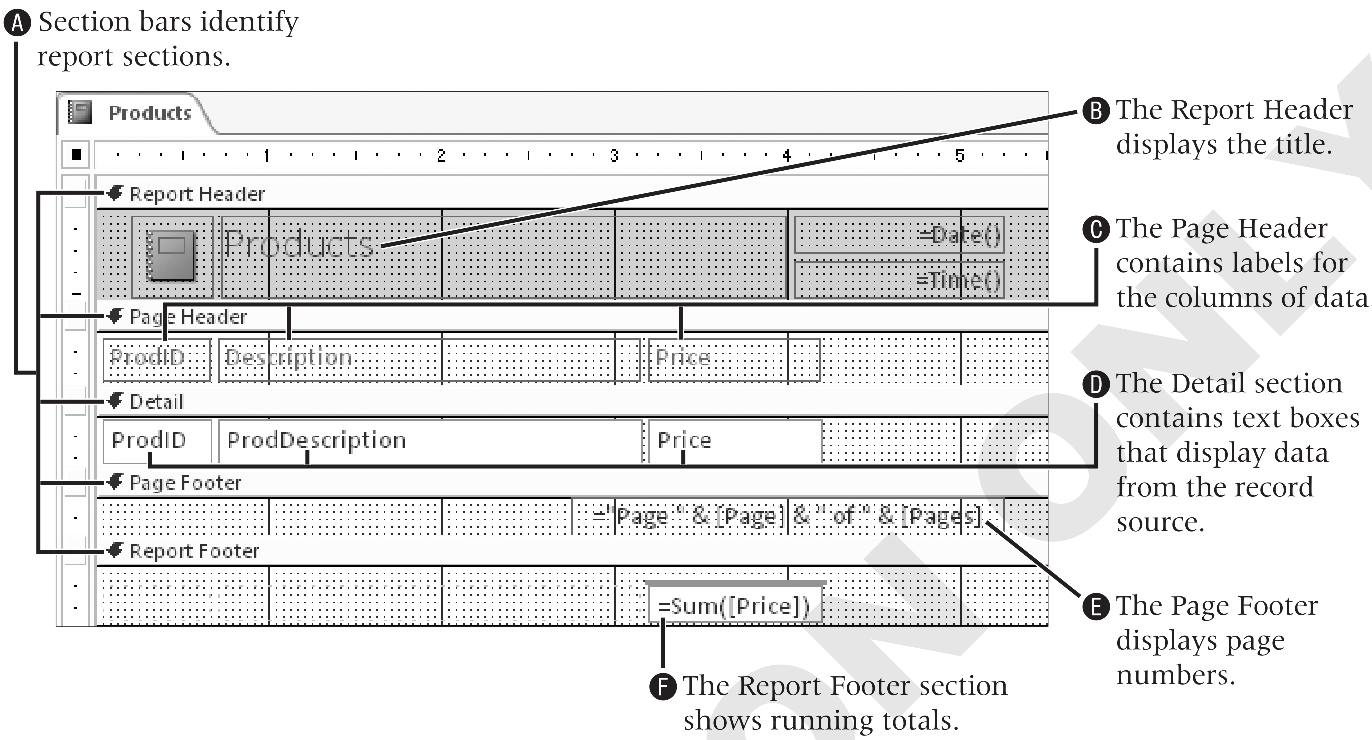
Display Report Views

1. If necessary, choose **Home→Views→View ▾ menu** and choose **Layout View** to display the **Products** report in Layout View.
2. Choose the **Design** tab.
3. Follow these steps to examine the tools and commands available in Layout View:

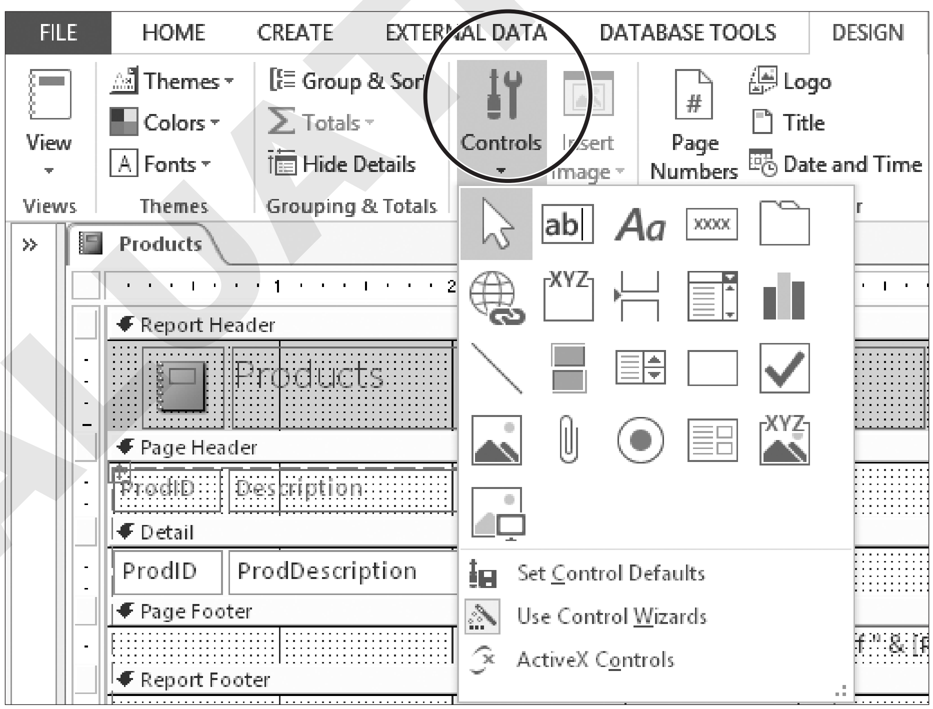


4. Choose **Home→Views→View ▾ menu** and choose **Design View**.

5. Follow these steps to examine the report in Design View:

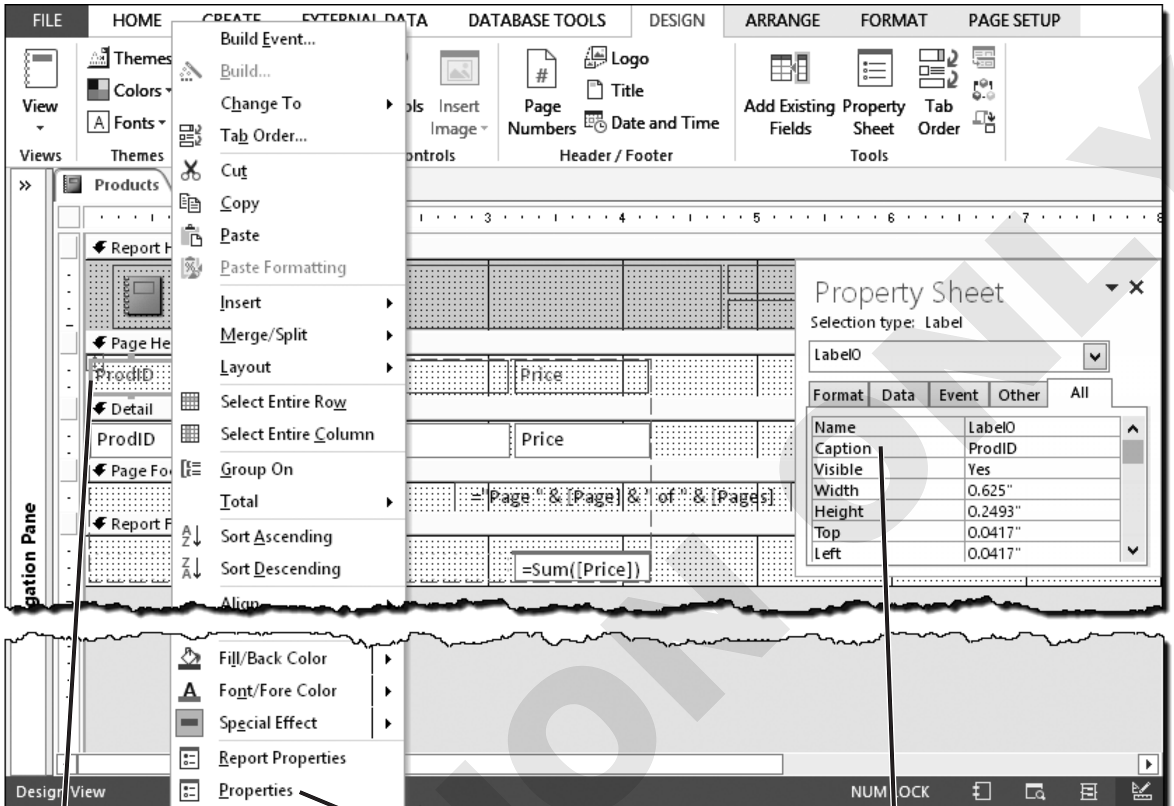


6. Choose **Design→Controls→Controls**.



7. Tap Esc to close the **Controls** menu.

8. Follow these steps to examine the properties of an unbound label control:

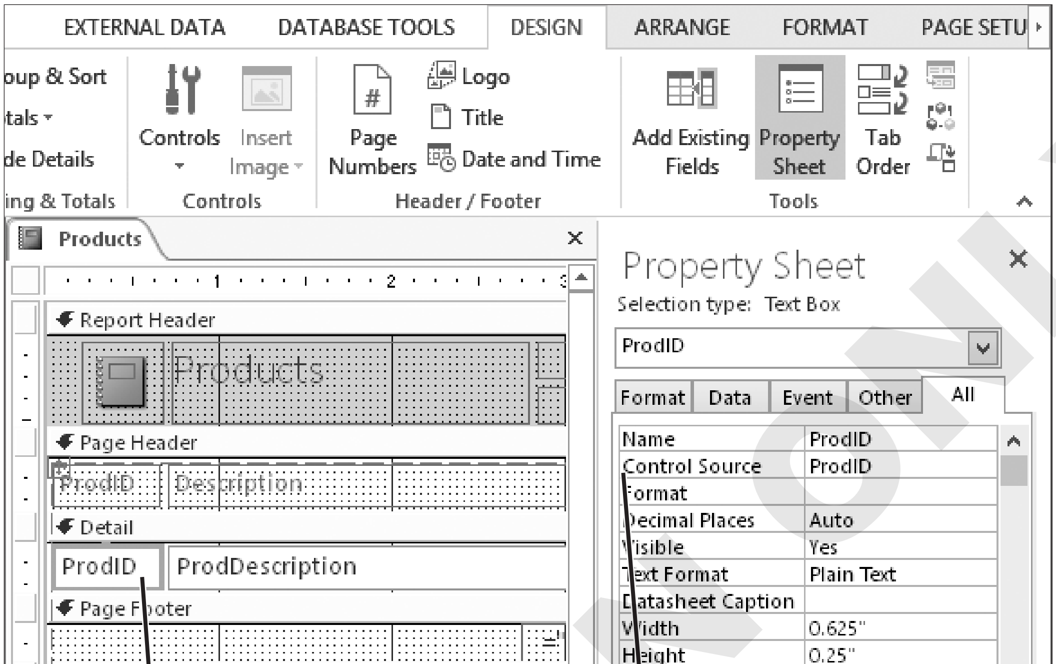


A Right-click the unbound **ProdID** label in the **Page Header** section.

B Choose **Properties** to open the Property Sheet.

C Notice that the **ProdID** label has a **Caption** property.

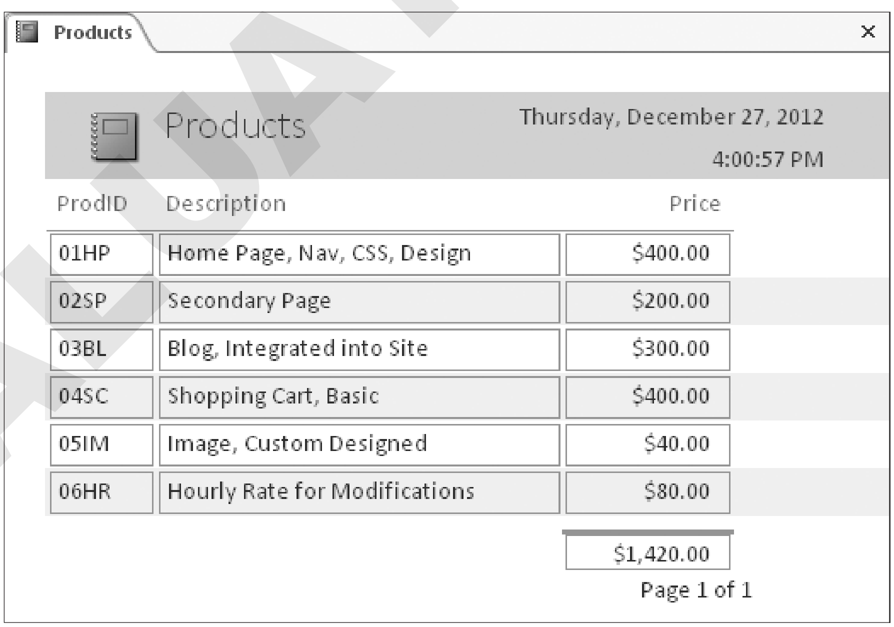
9. Follow these steps to examine the properties of a bound control:



Ⓐ Click the unbound **ProdID text box** in the **Detail** section.

Ⓑ Notice that the **ProdID** text box has a **Control Source** property.

10. Switch to **Report View** to see how the report would look if it were printed.



11. Save the report as `Products Report` and close it.

Creating Reports Based on Multiple Tables

You can easily create a quick report based on a single table, but there are often times when you need to view data gathered from multiple tables. The Report Wizard allows you to do this.

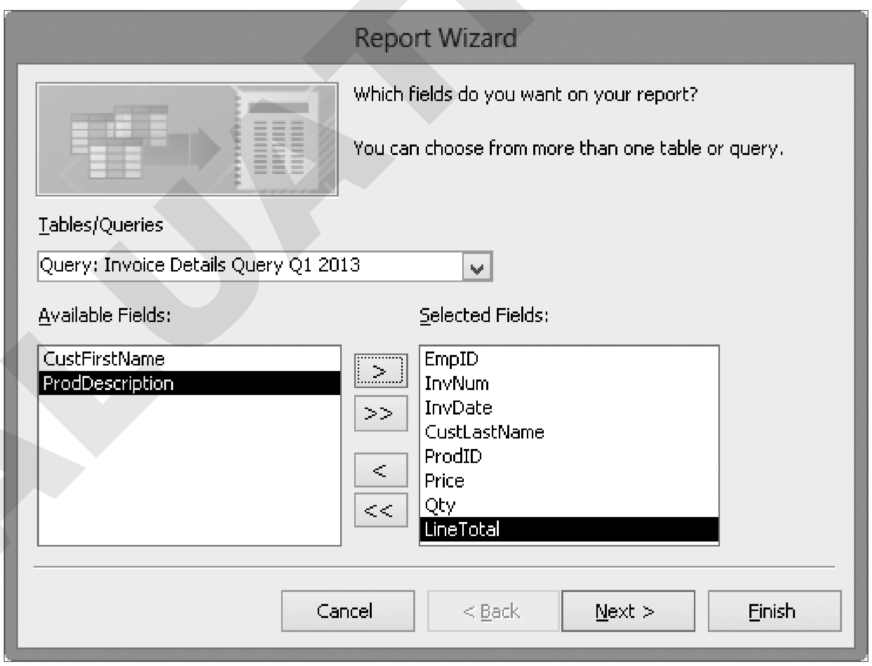
Creating a Report Using the Report Wizard

You can create a report using the Report Wizard that uses one or more tables as the record source, or you can use a query based on multiple tables as the record source. You can create calculations in queries, whereas you cannot in tables. Therefore, it is usually easier to create the report from an existing query that already includes all the required tables, desired fields, and necessary calculations.

DEVELOP YOUR SKILLS AC01-D03

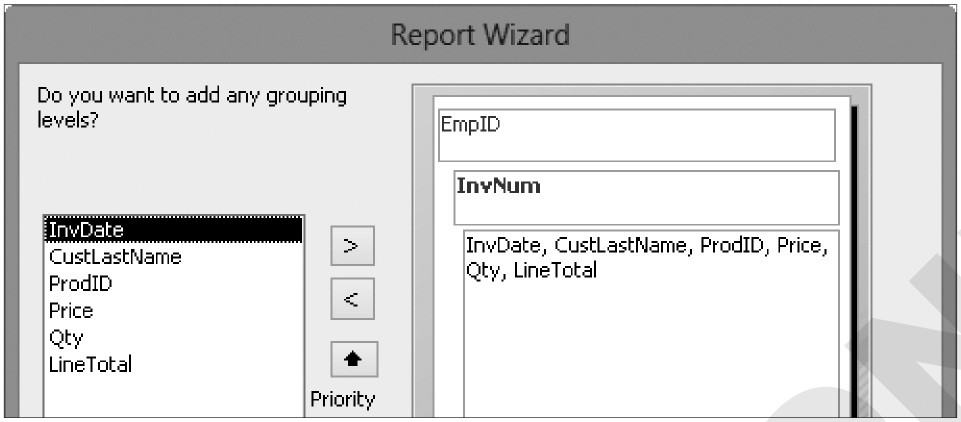
Create a Report Using the Report Wizard

1. Click the **Invoice Details Query Q1 2013** in the Navigation Pane to select it.
2. Choose **Create→Reports→Report Wizard**.
3. Double-click the **EmpID** field in the Available Fields box to move it to the Selected Fields box.
4. Double-click **InvNum**, **InvDate**, **CustLastName**, **ProdID**, **Price**, **Qty**, and **LineTotal**, in the order shown.



5. Click **Next**.
6. With **EmpID** selected, click **Move** [>] to set EmpID as the primary grouping level.

7. With **InvNum** selected, click **Move** [>] to set the secondary grouping level.

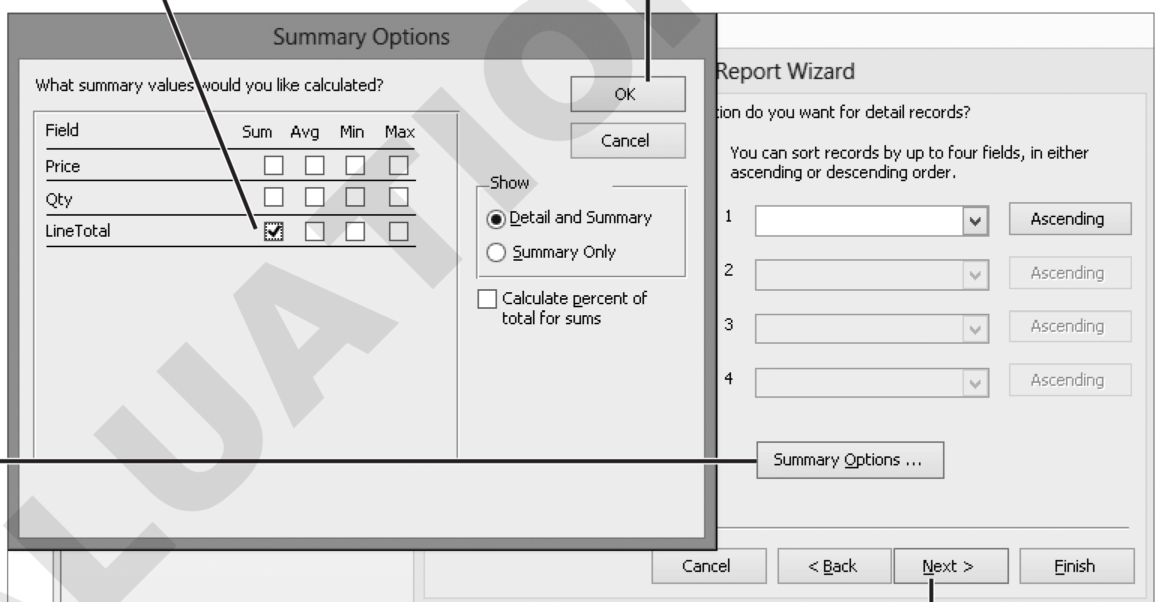


8. Click **Next**.

9. Follow these steps to set the Summary Options:

Ⓑ Click the **Sum** checkbox to sum the LineTotal field.

Ⓒ Click **OK** to close the Summary Options dialog box.



Ⓐ Click the **Summary Options** button.

Ⓓ Click **Next**.

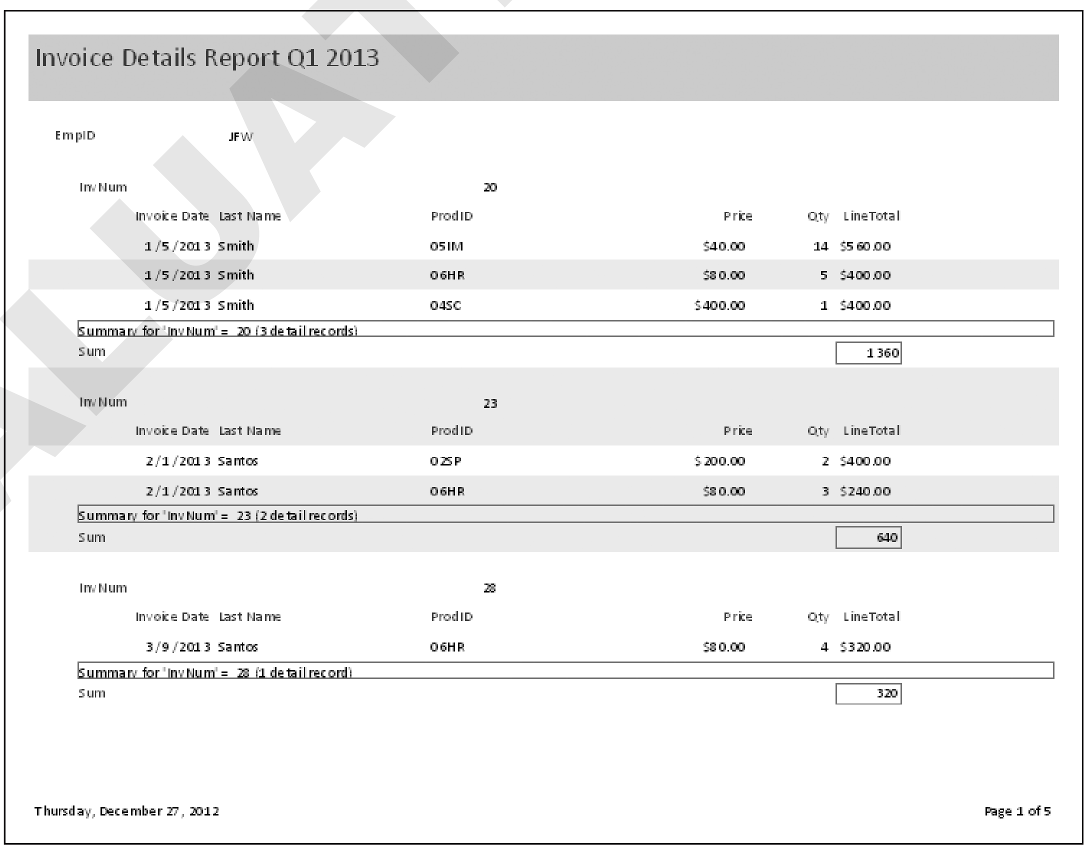
10. Choose the **Outline** layout.

11. Choose **Landscape** as the orientation for the report's layout.

12. Confirm that the **Adjust the Field Width So All Fields Fit on a Page** box is checked.

13. Click **Next**. Name the report `Invoice Details Report Q1 2013`.

14. Click **Finish**.



15. Page through the report to see how it will look when printed.
16. Click **Close Print Preview**.

Modifying a Report

You can create a new report from scratch using Ribbon tools, but many professionals prefer to use the Report Wizard because it is much easier and far more efficient. However, when you finish using the Report Wizard you often find that fields may have to be added, deleted, resized, repositioned, and reformatted. You can correct these issues in Layout View or in Design View, if necessary. Design View has the same controls, functionality, and section layout that you have when you create a blank report.

REPORT SECTIONS	
Section	**Description**
Sections	The major parts of the report—the Report Header, Report Footer, Detail, Page Header, Group Header, Group Footer, and Page Footer. Section bars divide report sections.
Report Header	Contains information that is only displayed on the first page, such as the title, subtitle, and possibly a logo.
Page Header	The section that contains controls that are repeated at the top of every printed page—mainly labels displaying column headings.
Group Header	Identifies a field (such as EmpID) by which report data is grouped, so a summary (such as a total of each employee's sales) can be displayed for the grouped field.
Detail	The section that contains the actual table data in the report.
Group Footer	Displays the summary for a grouped field, such as the total of each employee's sales, grouped by the EmpID.
Page Footer	Contains text and fields that are repeated at the bottom of every printed page, such as page number and date.
Report Footer	The bottom section that appears on the very last page of a report. It typically contains grand totals.

Working with Report Controls

If you create or modify a report in Design View, you can select the table that contains any new fields you want to add to the report and drag those fields to the appropriate sections. You can also add controls to create titles or subtitles, add graphics, and insert footer controls.

Access has three basic types of controls that you can add to reports.

- **Bound controls:** Controls that tie, or bind, the field value (data) displayed on a report to a field in a database table. Bound controls normally appear in the Detail section of a report.
- **Unbound controls:** Lines and other drawn objects, text for titles, graphics, etc., that can enhance a report's appearance or present additional text.
- **Calculated controls:** Controls that are tied to an expression, aggregate function, or calculated field constructed in a query or built directly on the report. These controls normally appear in the Detail or report Footer section.

REPORT CONTROLS	
Control	**Description**
Controls	Items that display data, text, checkboxes, lines, and images.
Bound control	A control that ties data to be displayed to a field in a table. Bound controls normally appear in the Detail section (e.g., ProductID or ProdPrice).
Unbound control	An item that is independent of data and fields in a database table, such as text, lines, and images. Unbound controls may appear in any report section.
Calculated control	A control tied to a calculated field or an expression constructed in a query or in the report itself. Calculated controls normally appear in the Detail or Report Footer.
Control label	The part of a control that contains text that identifies the data in the associated text box. (e.g., Last Name).
Control text box	A control that displays the field value from an associated table (e.g., a textbox named LastName containing the value Smith).

Adding and Deleting Controls

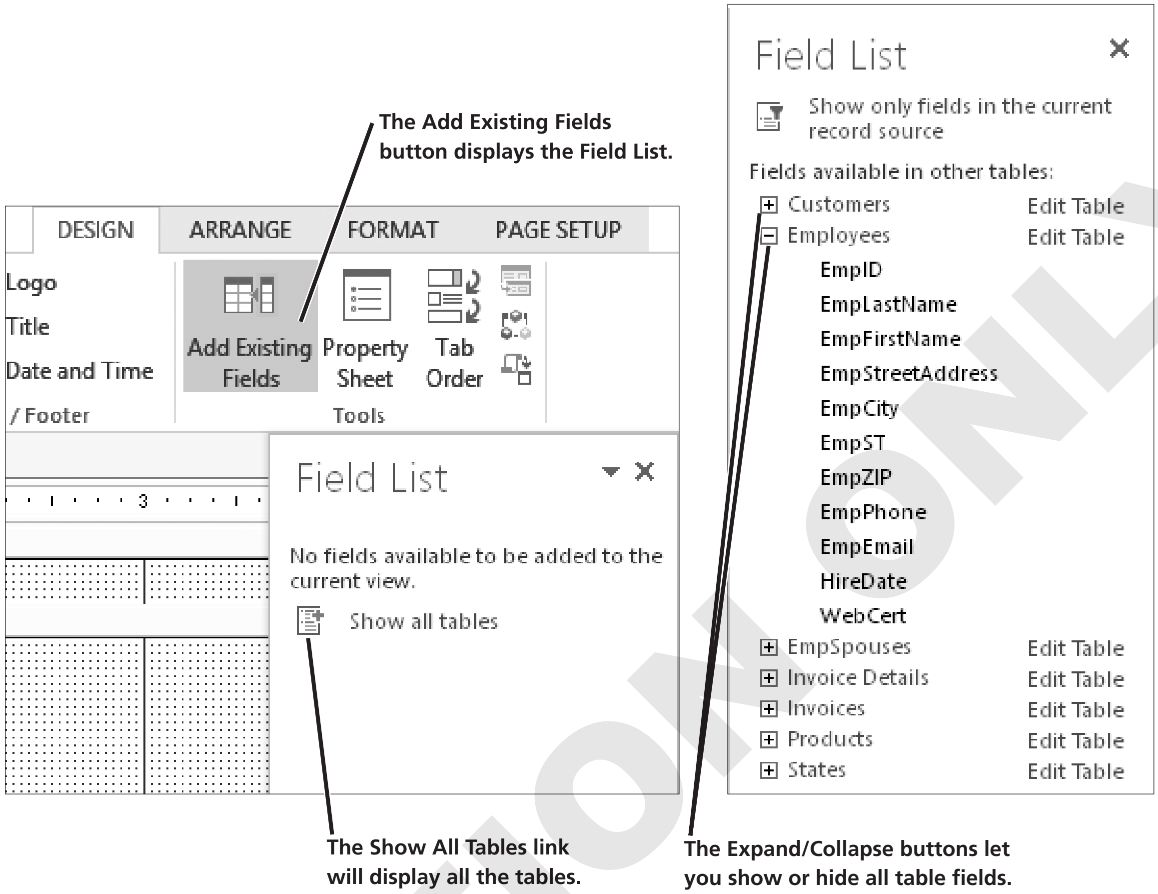
When you create a report with the Report Wizard you may want to add a company logo to the report header; or you may want to delete a field, such as the Summary for InvNum control that was added to the Invoice Details Report Q1 2013 that you just created. Fortunately, these controls can be added or deleted using the same techniques that you use in Form Design.

Adding Controls from the Ribbon

When you display a report in Design View, you can use the tools on the Ribbon to add bound and unbound controls to reports. A limited number of design tools are also available in Layout View, but it is often necessary to work in Design View to set and modify properties for controls.

Adding Controls from Field Lists

The Field List contains a list of all the tables that appear in the database. You can expand each table in the list to display all the fields the table contains.



Dragging Controls from the Field List

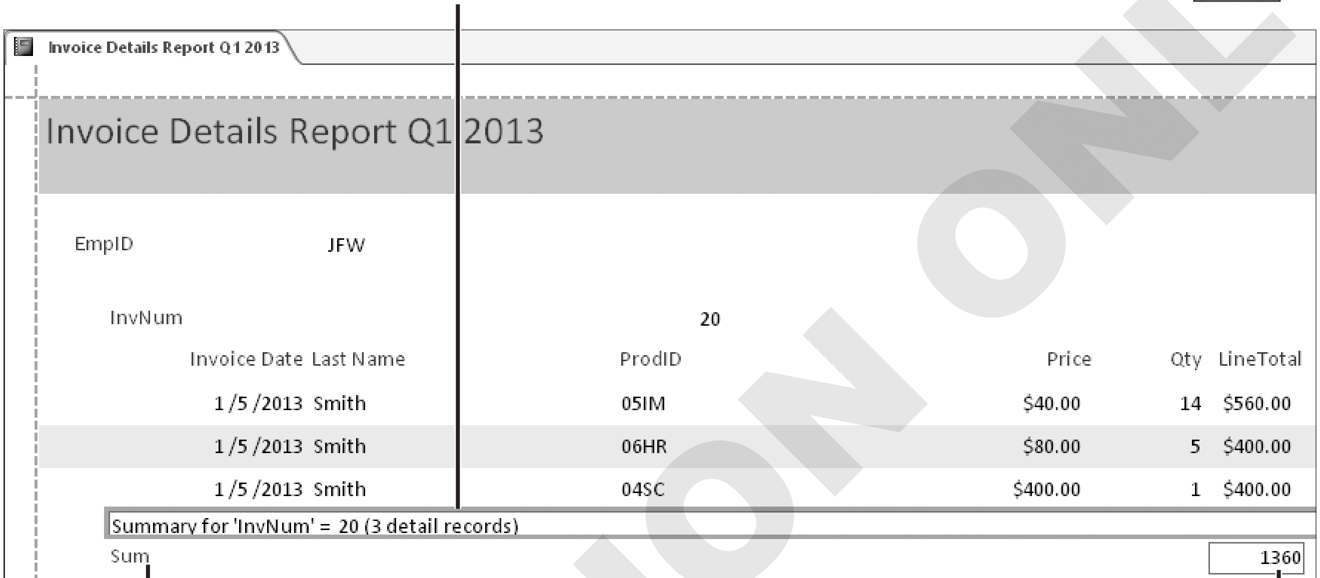
To add bound controls from the available field list, click and drag the field name onto the appropriate report section. When you add a bound control from the Field List to the Detail section of the report page, Access places both the text box and label for the bound control on the report. Because most reports display the control label in the Page Header section, you will have to cut the label from the Detail section and paste it into the Page Header section.

DEVELOP YOUR SKILLS AC01-D04

Add, Delete, and Edit Controls on a Report

1. Display the **Invoice Details Report Q1 2013** in Layout View.
2. Follow these steps to delete and rearrange report controls:

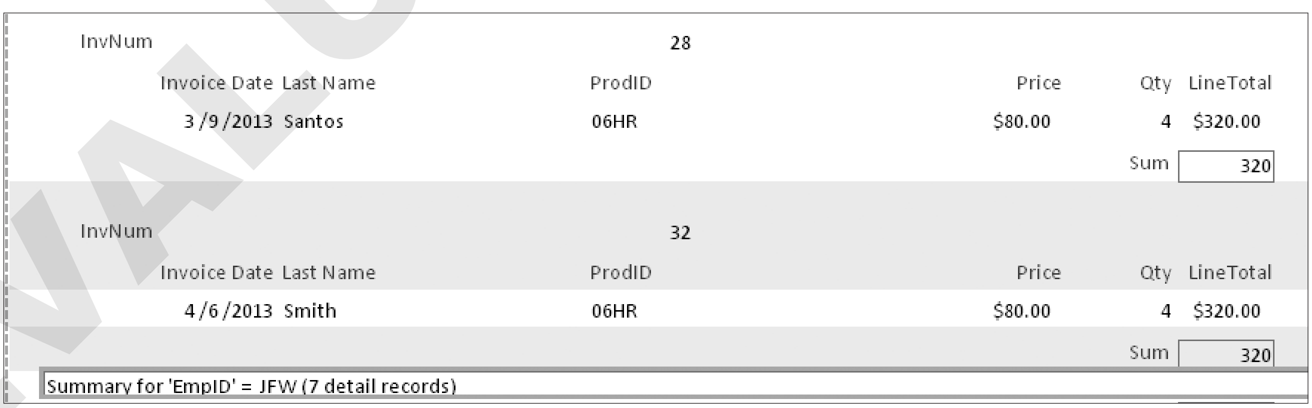
A Click the first **Summary for 'InvNum'** control and tap Delete.



B Select the **Sum** label and tap → to move the label so it is lined up under the **Qty** label.

C With the **Sum** label still selected, press Shift and click the corresponding **Sum** text box. Tap ↑ three times to move both Sum controls up.

3. Scroll down to the end of the first employee's records.
4. Follow the procedure outlined in **step 2** to delete the **Summary for 'EmpID'** control and move the **Sum** label.

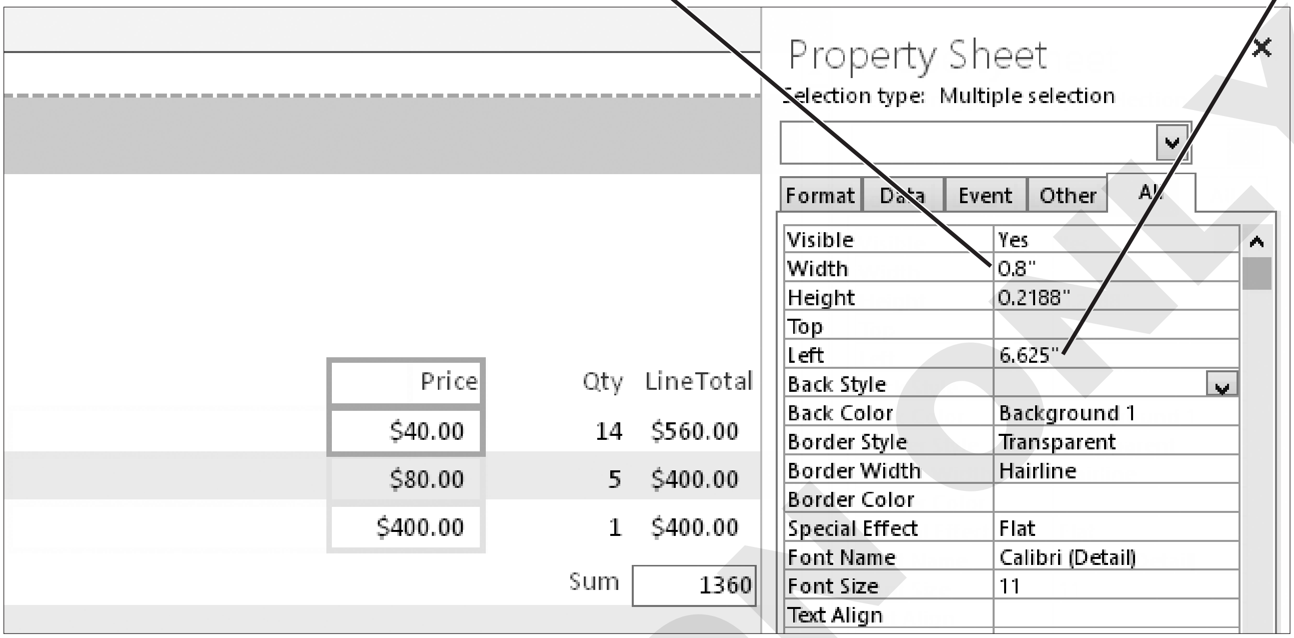


5. Click the **Price** label in the InvNumHeader section. Press Ctrl and click the **Price** text box in the Detail section.
6. If the Property Sheet is not shown, choose **Design→Tools→Property Sheet**.

7. Follow these steps to resize and align controls:

Ⓐ Set the Width property for both controls to `.8"`.

Ⓑ Set the Left property to `6.625"`.



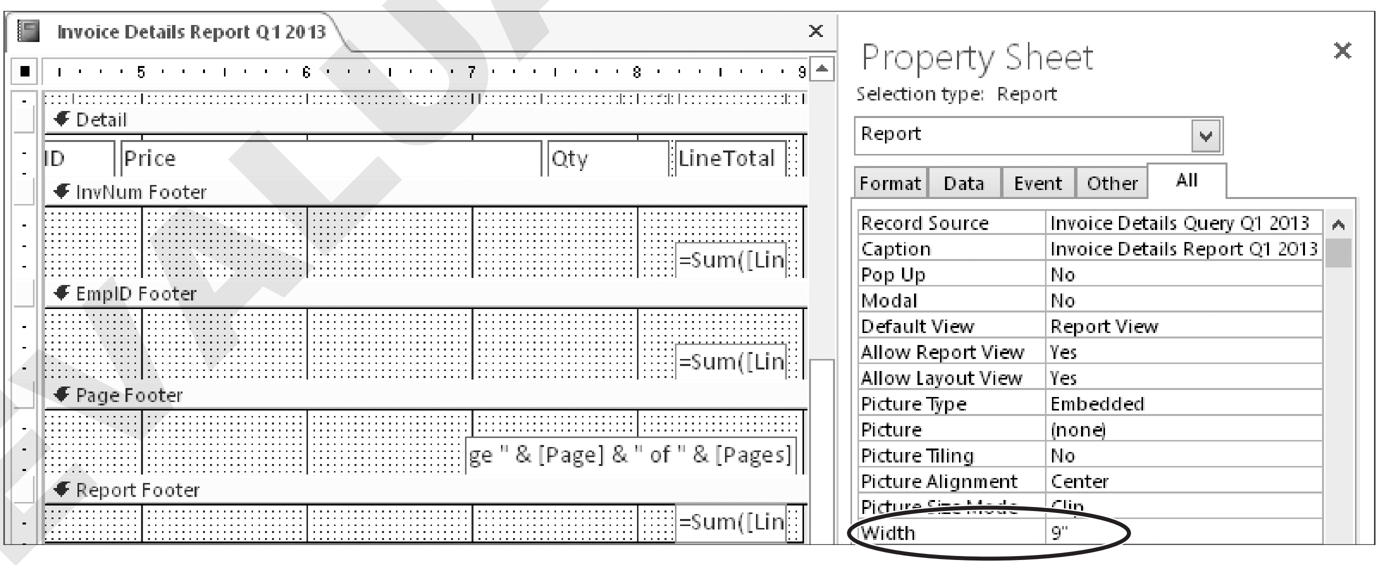
8. Switch to **Design View**.

9. Click the **="Page"** control in the Page Footer section to select it.

10. Type `2"` for **Width** property.

11. Click in the **Selection Type** drop-down list box at the top of the Property Sheet and choose **Report**.

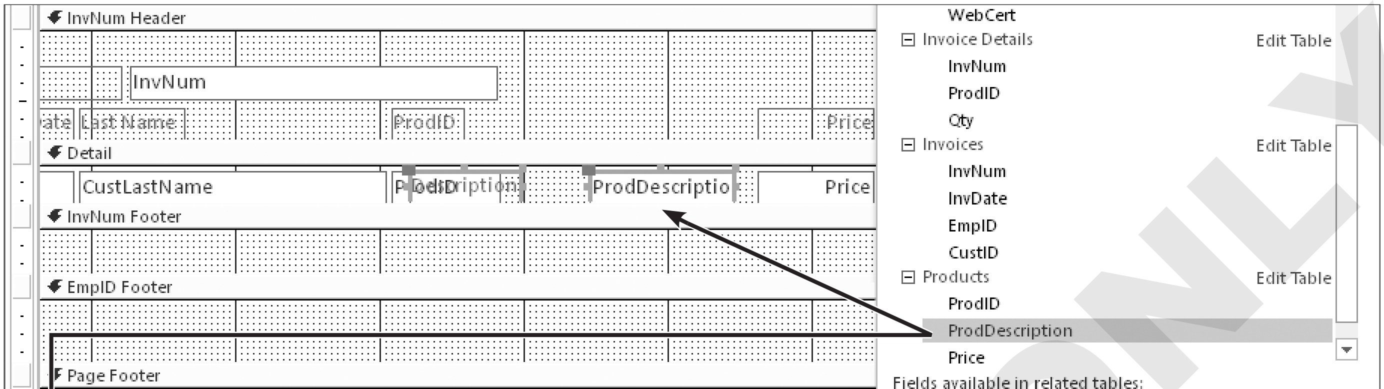
12. Type `9"` for the **Width** property.



13. Choose **Design→Tools→Add Existing Fields** to open the Field List and click **Show All Tables**.

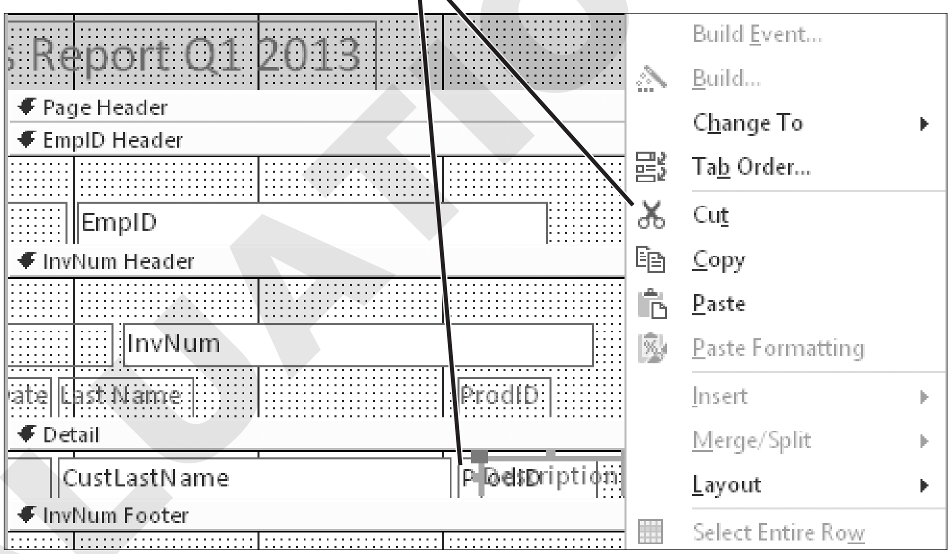
14. Double-click the **Products** table name in the Field List to show the table fields.

15. Follow these steps to add the ProdDescription controls to the report:

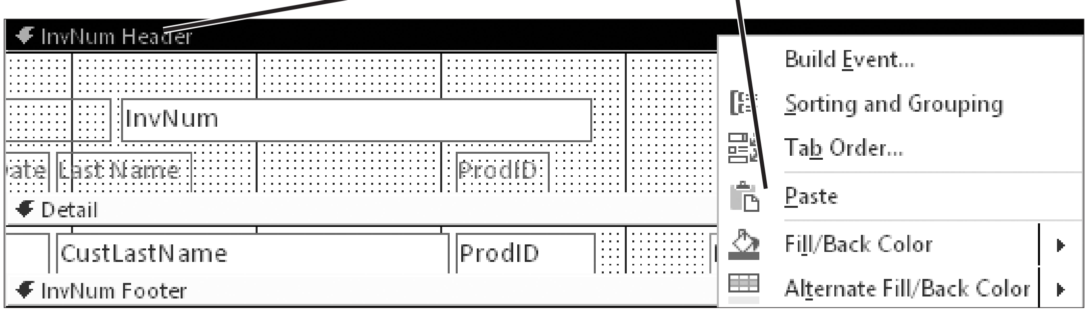


Ⓐ Drag **ProdDescription** from the Field List into the Detail section between **ProdID** and **Price**.

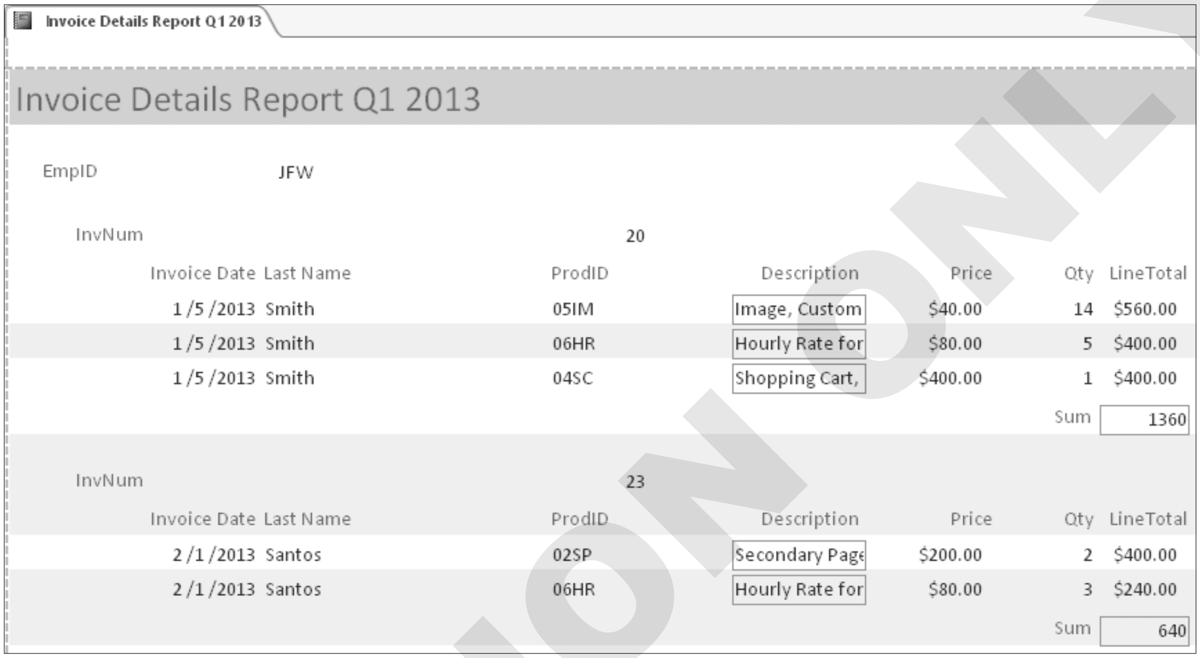
Ⓑ Right-click the Description label and choose **Cut**.



Ⓒ Right-click the InvNum Header section bar and choose **Paste**.



16. Drag the **Description** label in the Header section so that it is lined up above the ProdDescription text box in the Detail section.
17. Close the **Field List**.
18. Switch to **Layout View**.



Adding a Logo to the Report

Adding a visual element or image is especially useful when creating forms and reports. A graphic that identifies the business, such as a corporate logo, can make forms and reports look more professional and visually appealing. Access provides two basic tools for adding graphics to a report or a form:

- **Image or Insert Image control:** Enables you to add and position a graphic on any report section
- **Logo control:** Places a logo in the Report Header section of a report

An inserted image is saved in the Image Gallery, which will make it easy to find it again later. Simply click Insert Image and the Image Gallery is displayed.

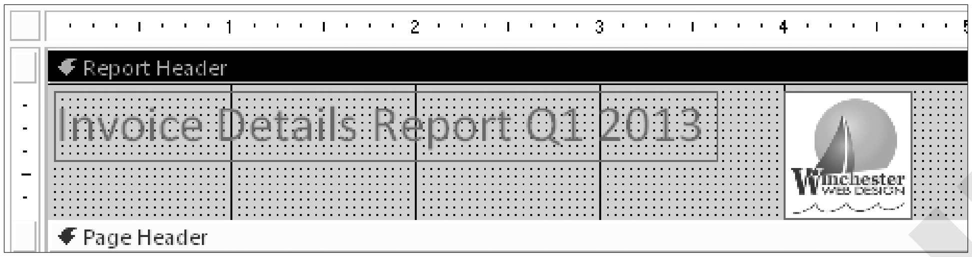
When you add a logo using the Logo control from the Ribbon, Access automatically adds a Title control. You can then type in your new report title. If you want to move the logo and title to separate locations, choose Arrange→Table→Remove Layout to detach and unlink the controls.

DEVELOP YOUR SKILLS AC01-D05

Add a Logo to the Page Header

1. Display the **Invoice Details Report Q1 2013** in Design View.
2. Choose **Design→Header/Footer→** Logo. Navigate to and double-click **WWD-Logo .bmp** in the **AC2013 Lesson 01** folder.
3. Open the Property Sheet and type **4** for the **Left** property.

4. Type **.8** for the **Width** and **Height** properties.
5. Click the **Report Header** bar.



6. Save the report.

Adding a Title or Subtitle to a Report

Titles identify the purpose of forms and reports and often contain only the name of the company. However, a more effective report also includes a subtitle that explains what the report is about, such as Invoice Summary or Customer Addresses. You can use Design View or Layout View to add a Label control containing the title or subtitle. If you create a report from scratch, you can use the Title tool to add a formatted title to the appropriate section of a form or report. You can then change the text and formatting using tools on the Ribbon and Property Sheet.

Using the Property Sheet

The Property Sheet contains property settings that control the way database objects look and function, such as font family, font size, font color, border style, and so on. You have probably used the Property Sheet to format data in tables and forms. Many of these same properties are available for controlling data display in reports.

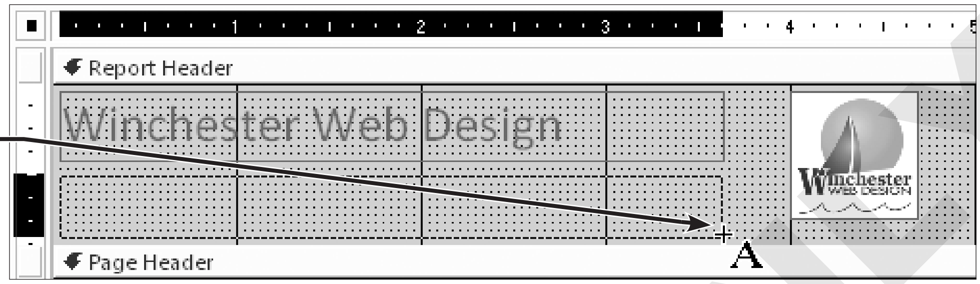
DEVELOP YOUR SKILLS AC01-D06

Add a Report Title/Subtitle and Format Text

1. Display the **Invoice Details Report Q1 2013** in Design View.
2. If necessary, choose **Design→Tools→Property Sheet** to open the Property Sheet.
3. Select the **title** control (Invoice Details Report Q1 2013) in the Report Header and type **Winchester Web Design** as the *Caption* in the Property Sheet.
4. Click the **Report Header** section bar and type **.9** as the Height property to expand the section for a subtitle and logo.

5. Choose **Design→Controls→Label** Aa. Click and drag to draw a new label for the subtitle (under the report title).

Draw the new Label under the Title and release the mouse.



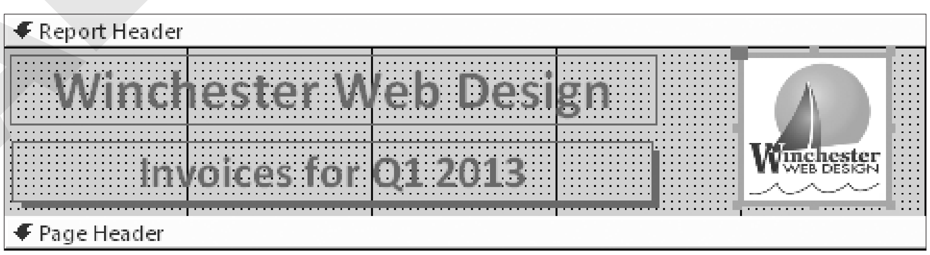
6. Type **`Invoices for Q1 2013`** as the subtitle; tap Enter.
7. Set the following properties for the new subtitle:

Property	Setting
Width	3.5
Height	.35
Special Effect	Shadowed
Font Size	18
Text Align	Center
Font Weight	Bold

8. Select the **Winchester Web Design** title.
9. Set the following properties for the title:

Property	Setting
Width	3.5
Font Size	22
Text Align	Center
Font Weight	Bold

10. Select the logo and type `.8` for both the **Width** and **Height** properties.



11. Save your changes.

Formatting Controls

After using the Report Wizard to set up the basic report, you can format, align, size, and position the controls using the same procedures you use to format controls on forms.

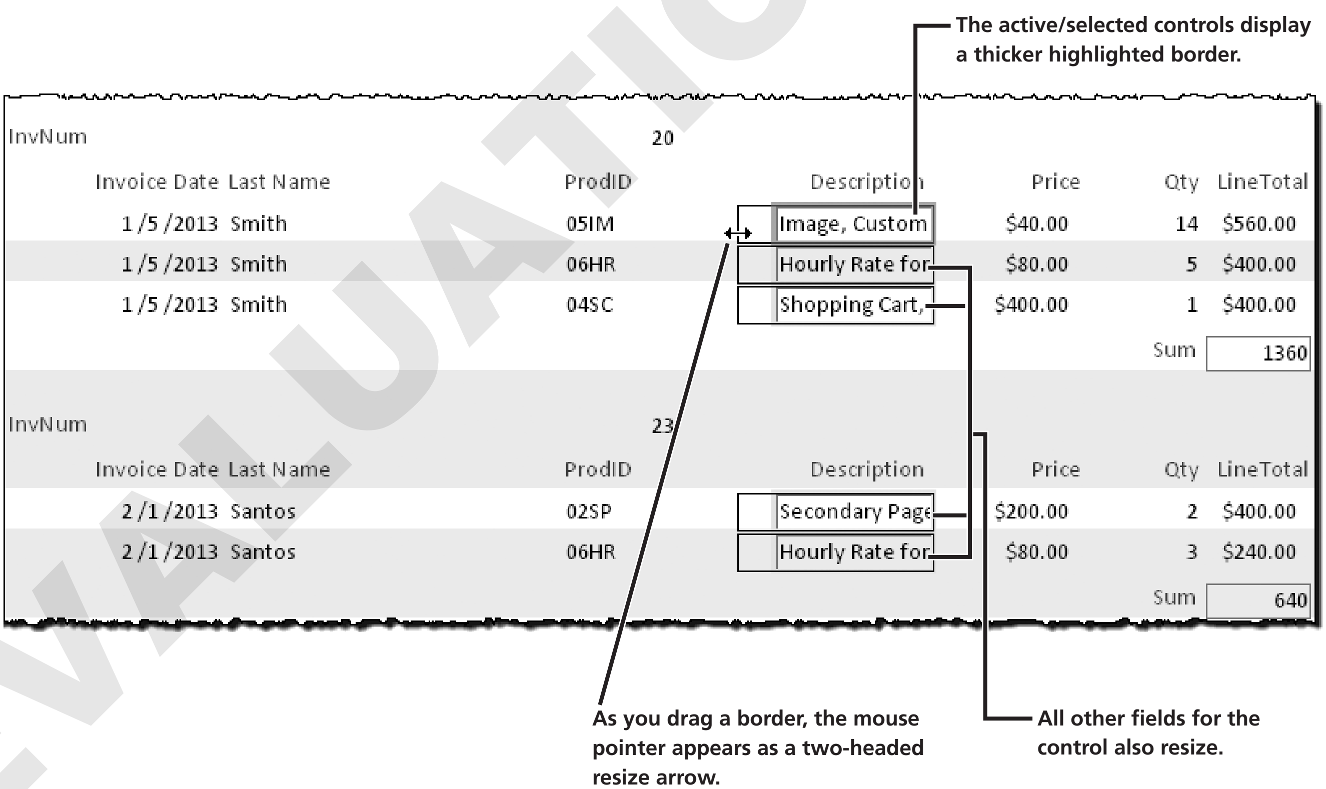
Selecting Controls

Just as with forms, each report control contains two parts: the control label and the control text box. To select multiple controls at the same time, you have several options: Clicking each control individually, while pressing Shift or Ctrl; selecting all controls along a horizontal or vertical line by clicking on the horizontal or vertical rulers; or lassoing—or outlining—an area of the report to select all controls within the area.

Sizing Controls

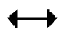
It is important to ensure that the data values are fully displayed in a report, while at the same time taking care not to leave unsightly and unnecessary blank space between columns. To accomplish this, you must resize controls on the report. It is best to size controls in Layout View because you can see the actual field values for multiple records.

In Layout View, active—or selected—controls display a thicker border than inactive controls. Use these borders to size the control. As you drag the border to resize the active record, the controls for that field in all other records also resize.



Identifying Mouse Shapes

The mouse pointer shape is important when working in Design View and Layout View.

REPORT MOUSE POINTERS	
Field Property	**Description**
	Section resize pointer
	Resize a control
	Select control to drag to desired location
	Select and move a control
	Select a column
	Select a row

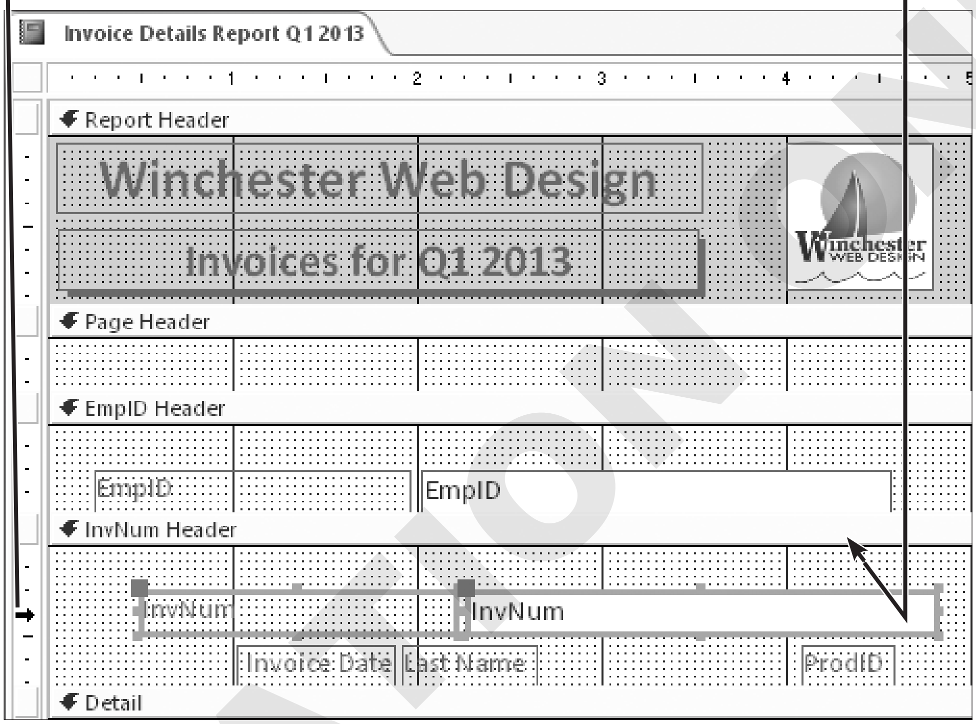
DEVELOP YOUR SKILLS AC01-D07

Size, Align, and Format Report Controls

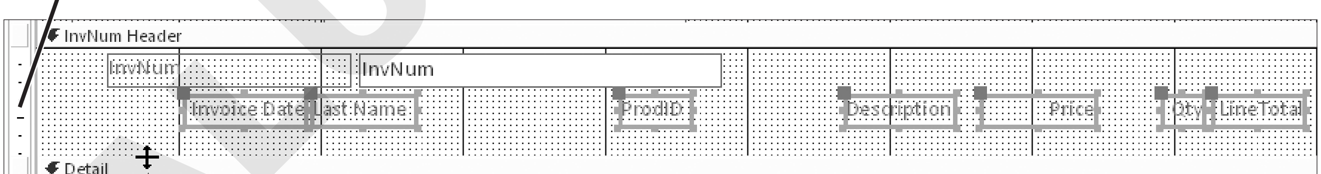
1. Follow these steps to move the controls in the InvNum Header section:

Ⓐ Click the vertical ruler in front of the **InvNum** label to select the two InvNum controls in the InvNum Header.

Ⓑ Tap [↑] five times to nudge the selected controls up close to the section bar.



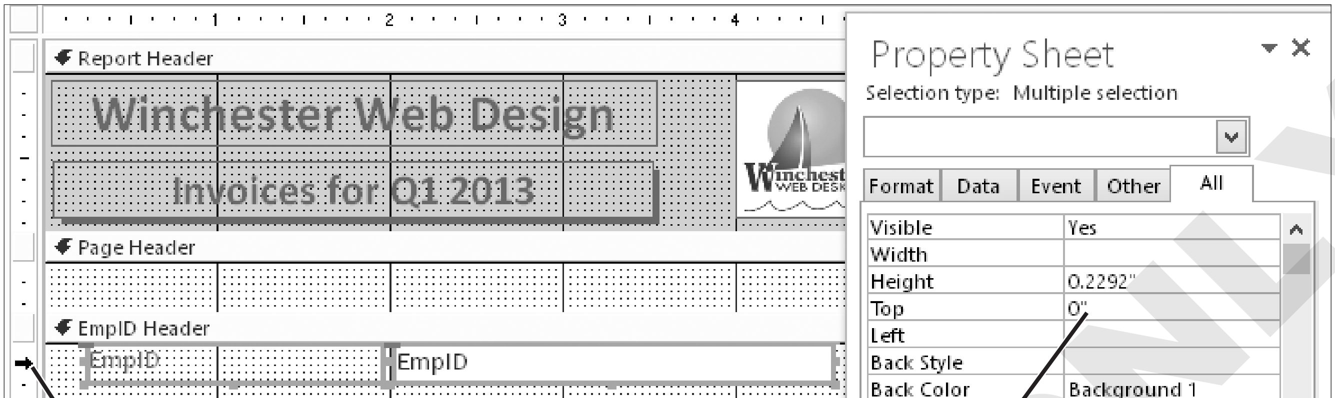
Ⓒ Click the vertical ruler in front of the **Invoice Date** label to select the lower row of controls in the InvNum Header. Tap [↑] five times to nudge the selected controls up.



Ⓓ Hover the mouse pointer over the top of the **Detail** section bar until it becomes a Section Resize Pointer and drag the bar up to just under the lower row of controls.

2. If the Property Sheet is not open, choose **Design→Tools→Property Sheet**.

3. Follow these steps to move controls in a report section:



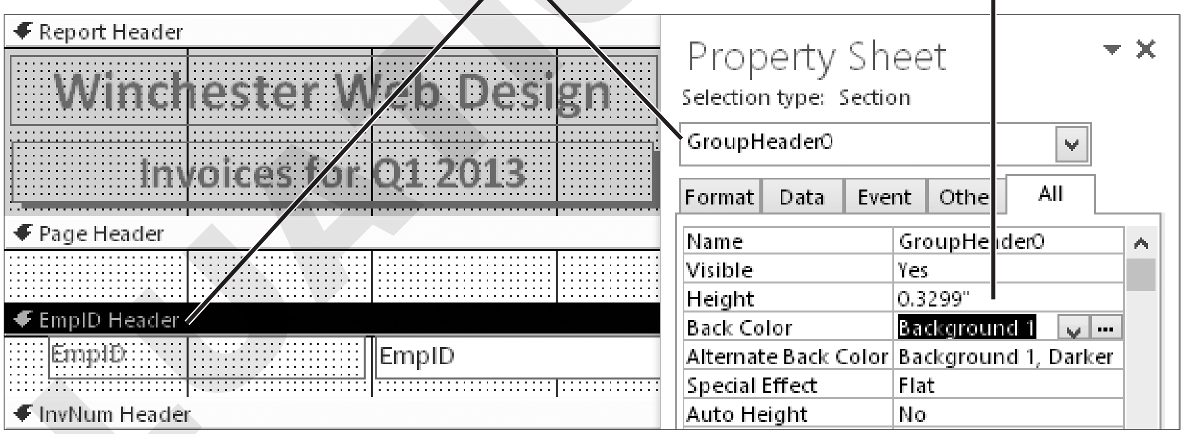
A Click the vertical ruler to the left of the EmpID label and text box in the EmpID Header to select the two controls.

B Type `0"` in the Top property in the Property Sheet.

4. Follow these steps to resize the EmpID Header section:

A Click the **EmpID Header** section bar to select the section (*GroupHeader0*).

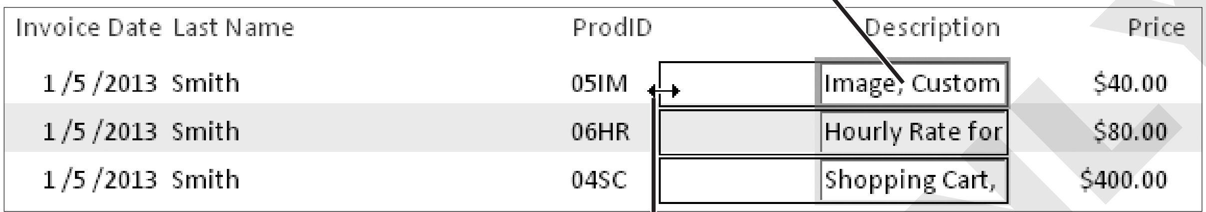
B Type `.33` in the Height property to shorten the section and tap Enter.



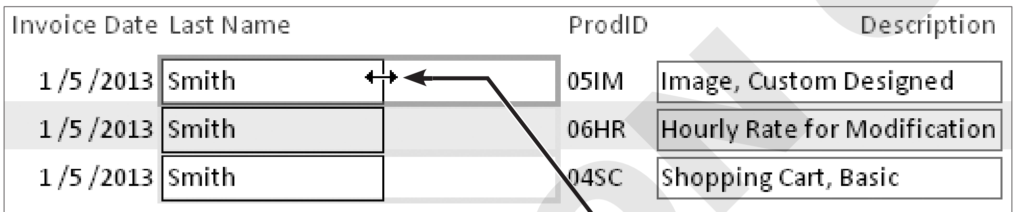
5. Switch to **Layout View**.

6. Follow these steps to size the controls:

Ⓐ Click the **Description** text box control to make it active.



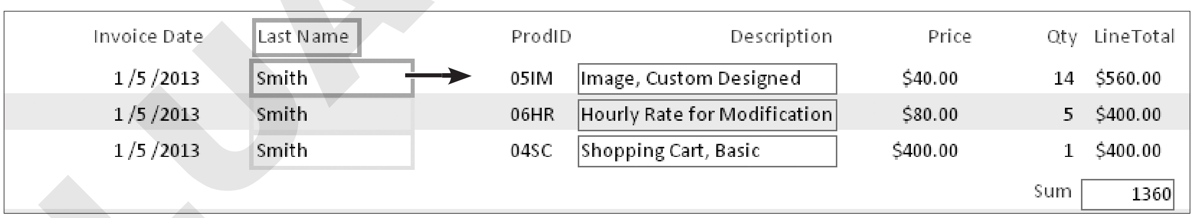
Ⓑ Drag the left border of the Description text box to the left to widen the control.



Ⓒ Click the **Last Name** text box and drag the right border to the left to shorten the controls.

7. Select the **Last Name** label, press [Shift] and click a **Last Name** text box.

8. Tap [→] to nudge the selected controls to the right.



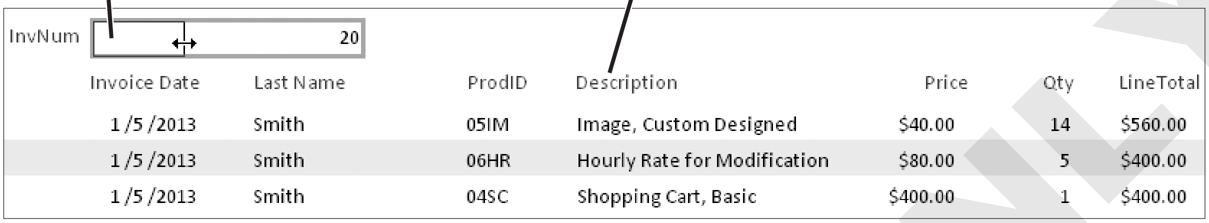
9. Select the **ProdID** labels and text boxes and nudge them to the left.

10. Select the **InvNum** text box and use the resizing arrow to make it narrower.

11. Follow these steps to align the InvNum text box and Description label:

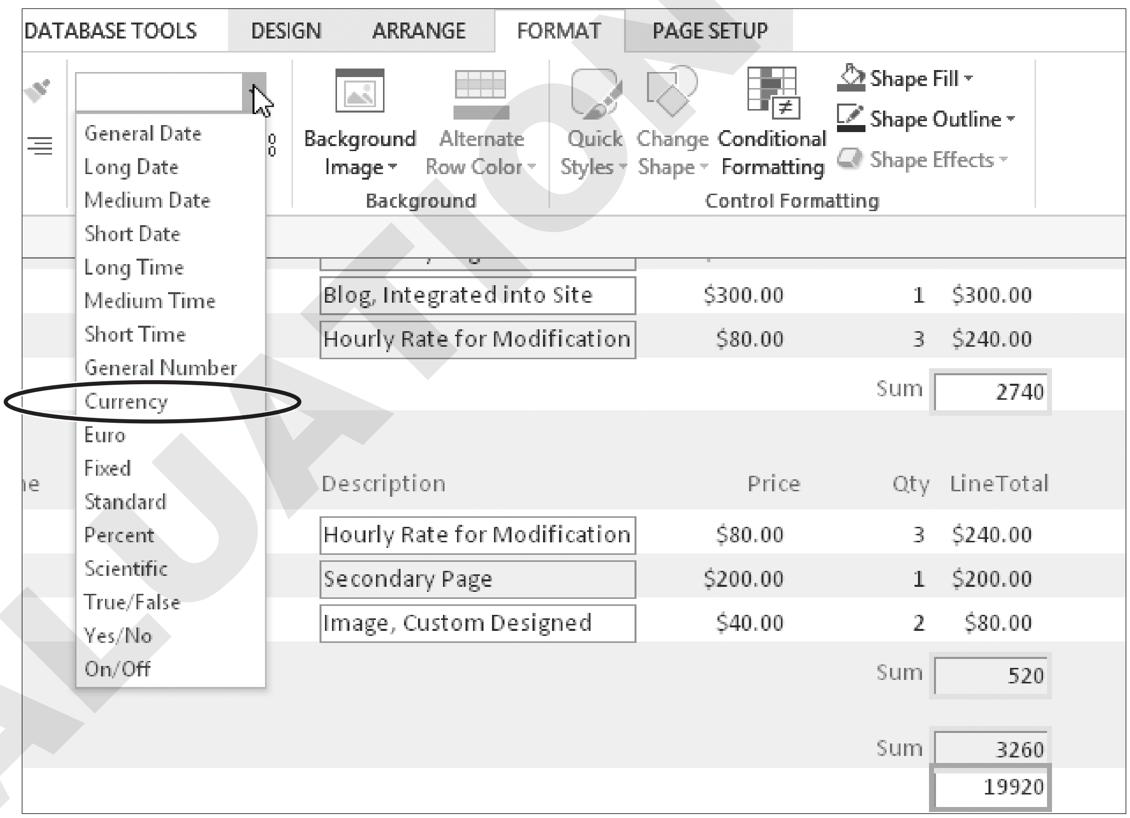
Ⓐ With the **InvNum** text box selected, tap [←] to move it closer to the InvNum label.

Ⓑ Select the **Description** label control and line up its left border with the left border of the ProdDescription text boxes.

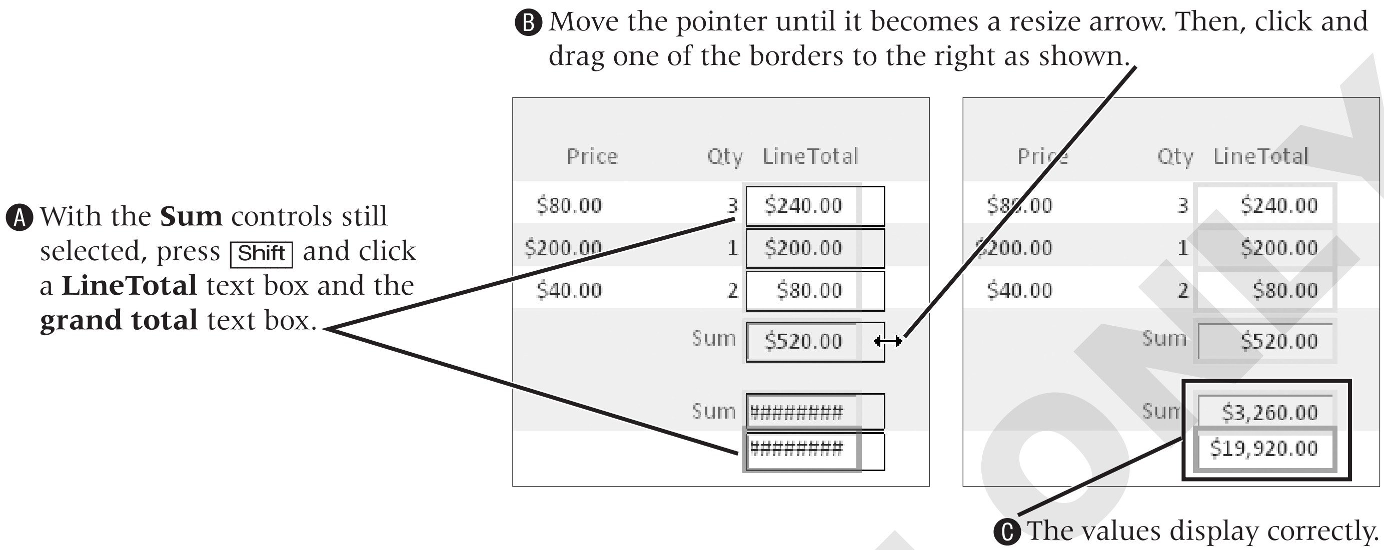


12. Scroll to the end of the report. Click the **Sum** calculated control for the InvNum group; press [Shift], click the **Sum** text box for the EmpID group and click the calculated control text box for the grand total at the end of the report.

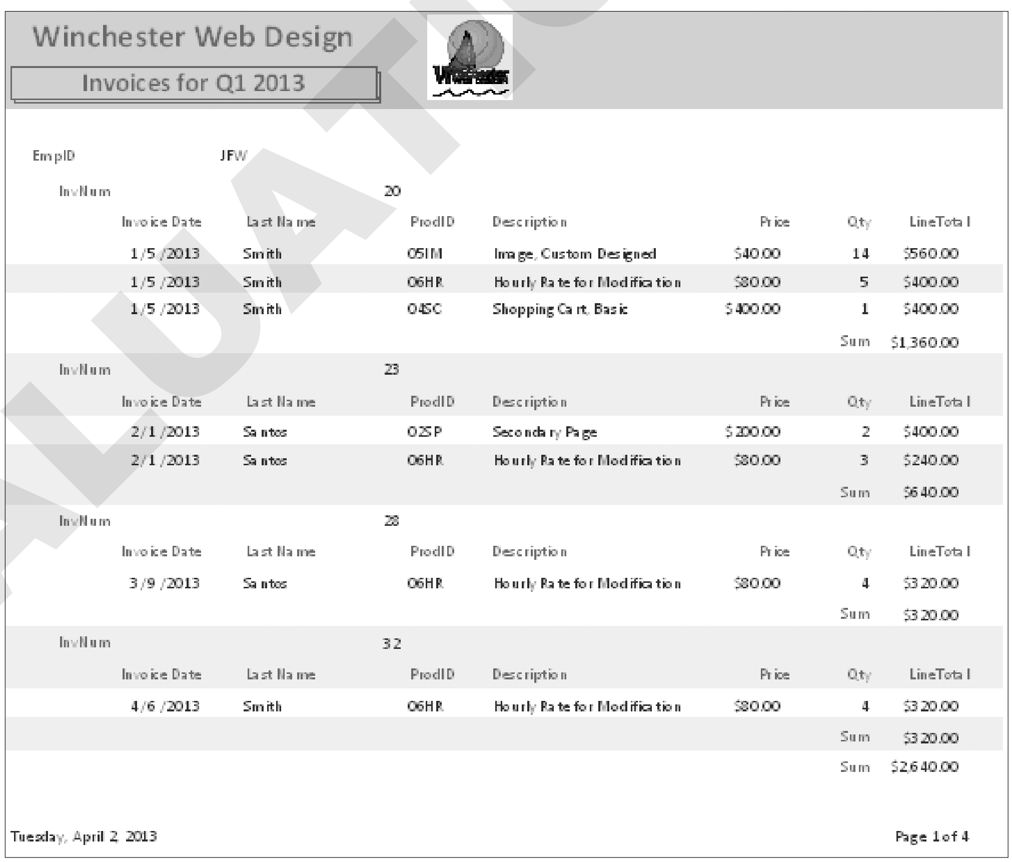
13. Choose **Format→Number→**[▾]**→Currency**.



14. Follow these steps to resize the Currency controls:



15. Select the calculated controls. Choose **Transparent** for the Border Style property for the selected Sum controls.
16. Select the **Description** text box and set its Border Style property to **Transparent**.
17. Switch to **Print Preview**. Use the navigation buttons to page through the report.



18. Close **Print Preview**. Then, save and close the report.

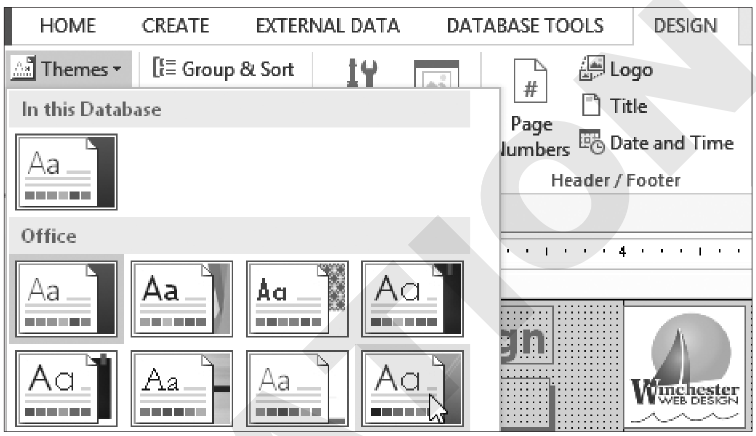
Applying Themes

Formatting a report using the Themes, or existing style schemes, available in Access can help make a report more readable and attractive. Themes contain design elements such as background color, font family and font size, and other properties to quickly format an entire report without the tedious formatting of each individual control. Because reports are designed for printing, the report Themes are much more subtle than for forms.

DEVELOP YOUR SKILLS AC01-D08

Apply Themes to a Report

1. Open and display the **Invoice Details Report Q1 2013** report in Design View.
2. Choose **Design→Themes→Themes** and hover over each Theme's thumbnail to see how the report changes.
3. Choose your favorite **Theme** from the palette.



4. Save changes to the report.

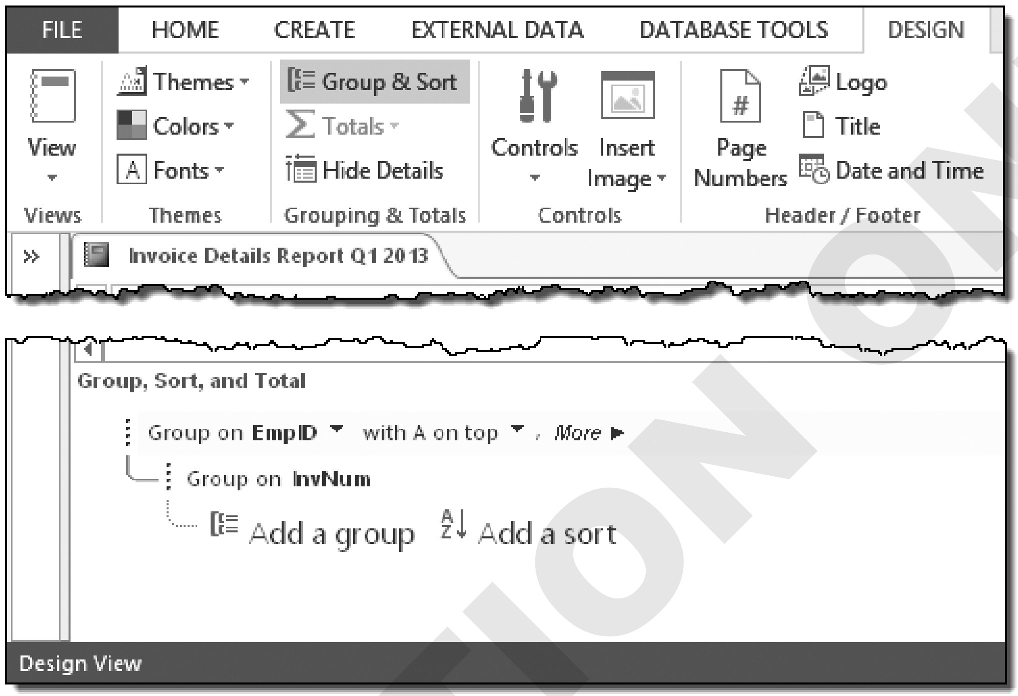
Exploring Other Report Tools

One important difference between customizing forms and reports is the general layout of the objects. Reports normally display control labels in the Report Header section to serve as column headings. Control text boxes appear in the Detail section. In addition, when you add group summary data in a report, Access displays Group sections that hold group titles, group field control labels, and group summary data.

Adding Report Sorting and Grouping Levels

A group is a collection of records that has at least one data element or key field in common. For example, if you group the data using the Employee ID field, you create a report that shows the total sales for each employee. If you want to display all vendors with offices in the same state, you could group by the State field. Or, you could group by the Vendor field to see all transactions with a particular vendor. A group consists of a Group Header, records, and a Group Footer. Grouping records enables you to separate records visually on a report and display introductory and summary data for each group. Access allows you to include totals by group level.

Most novices and professionals sort through queries and add grouping levels using the Report Wizard, which is far easier and more efficient. However, you can also sort and add grouping levels—with or without totals—in Design View.



Records are grouped by each employee, then by invoice number.

Using the Group, Sort, and Total Pane

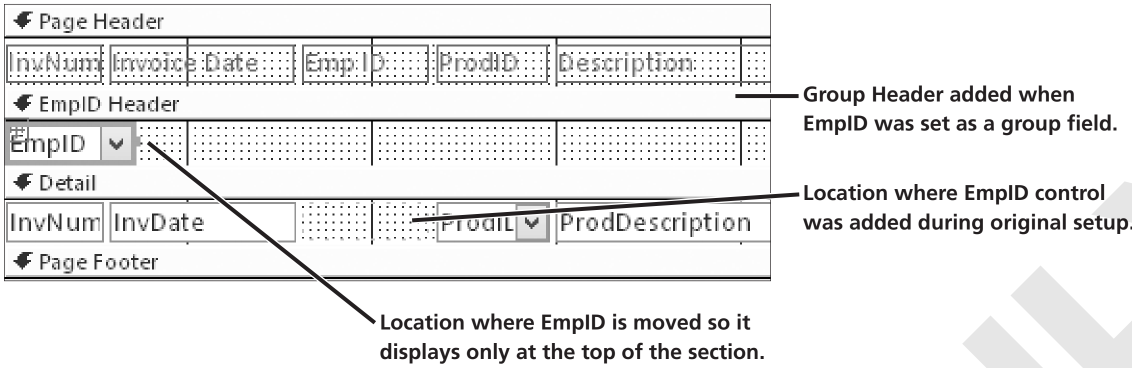
The Group, Sort, and Total pane allows you to add groups and sort settings or review them after you set them. You can also add groups using commands on the shortcut menus and then review them in the Group, Sort, and Total pane. You can set properties in the Group, Sort, and Total pane to display or hide group headers and footers. Additional properties enable you to tell Access how to group data, set a grouping interval, and set group properties for keeping items in a group together on a page.

FROM THE RIBBON

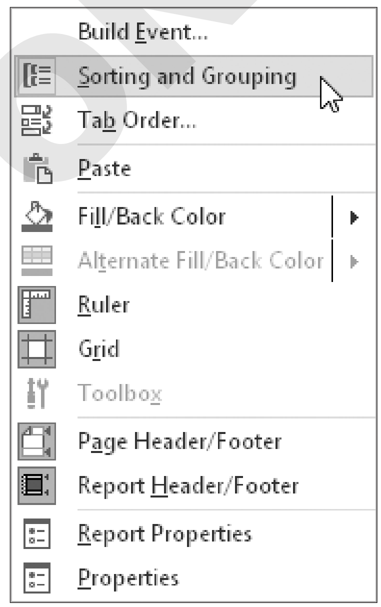
Design→Grouping & Totals→Group & Sort to add group/sort settings

Working with Group Sections

Manually setting a group and sort order on a report in Design View does not automatically place a control in the Group column heading. It simply sets the grouping and sorting order and creates a header section on the report to hold the controls. After manually setting the group, you must move the group field (i.e., the EmpID text box when you group by employees) from the Detail section to the Group Header section (i.e., the EmpID Header which is created when you group by EmpID). By placing the field text box control in the Group Header section, Access attractively arranges all entries by the group field you choose and the Group Header section prints only at the start of a new group value.

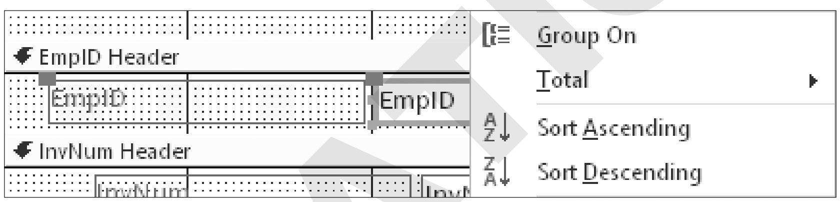


Creating Multi-Level Groupings



Access provides multi-level grouping for records on a report. If, for example, you want to print invoices that group items ordered by invoice for each employee, you would use two-level grouping. You can set multiple groups using the Sort, Group, and Total pane or you can right-click an empty area of the report design grid or a section bar and choose Sorting and Grouping from the shortcut menu.

The properties you see when you right-click a field name to group or sort by depends on the data type of the field.



Sorting Group Control Levels

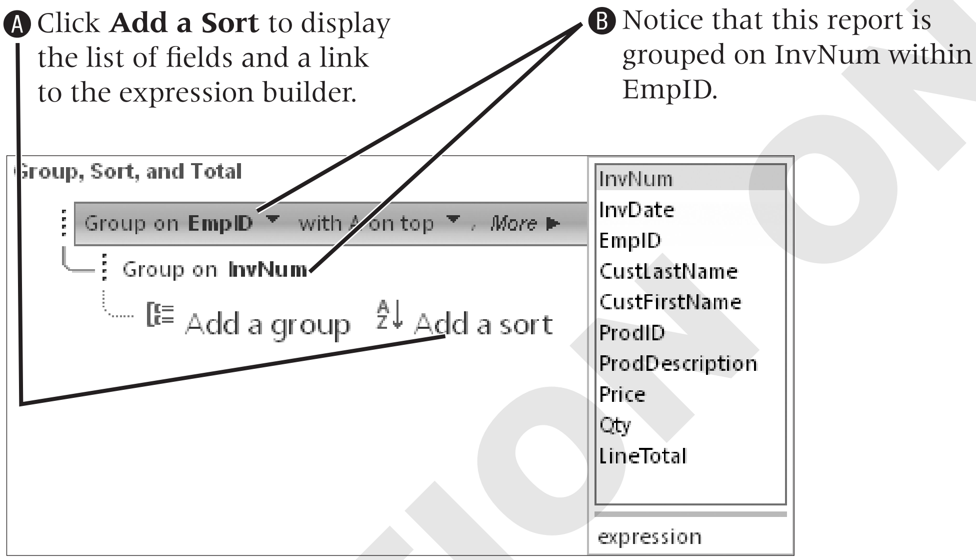
If a group control level, such as EmpID, is not sorted, it will not group properly. For example, assume Anderson was the salesperson for the first two invoices, and Williams was the salesperson for the third invoice, and Anderson was the salesperson for the fourth invoice. As soon as Access sees a different employee (Anderson changes to Williams) it will assume that it has arrived at a new group and will total the records for the preceding group—Anderson's first two sales, but it will not include Anderson's sales for the fourth invoice in the current group.

There are a couple ways to resolve this. The data could be presorted in the table or the query on which the report was based. Alternately, the data could be sorted by adding a Sort Level Control in the report.

DEVELOP YOUR SKILLS AC01-D09

Display the Group and Sort Pane

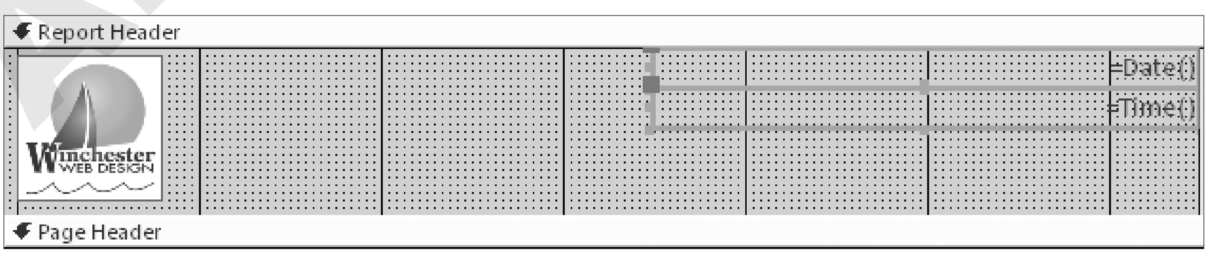
1. Display the **Invoice Details Report Q1 2013** in Design View.
2. Choose **Design→Grouping & Totals→Group & Sort** to open the Group, Sort, and Total pane.
3. Follow these steps to explore the Group, Sort, and Total pane.



4. Tap Esc to exit without saving any changes. Close the **Group, Sort, and Total** pane.
5. Close the **Invoice Details Report Q1 2013** report. *Do not* save the file.

Adding Date and Time Data to a Report

Keeping track of the most current report can be a challenge. Adding a date and/or time to the footer section of a report can help you track reports. When you add the date and time controls to an existing report, Access places the controls in the Report Header section by default. You can either move them or leave them in the Report Header.



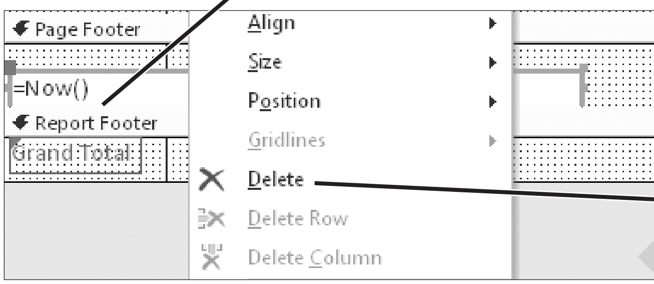
The Date and Time controls in the Report Header section.

DEVELOP YOUR SKILLS AC01-D10

Add a Date Field to Page Header Section

1. Display the **Invoice Details Report Q1 2013** in Design View.
2. Follow these steps to delete the date from the Page Footer section:

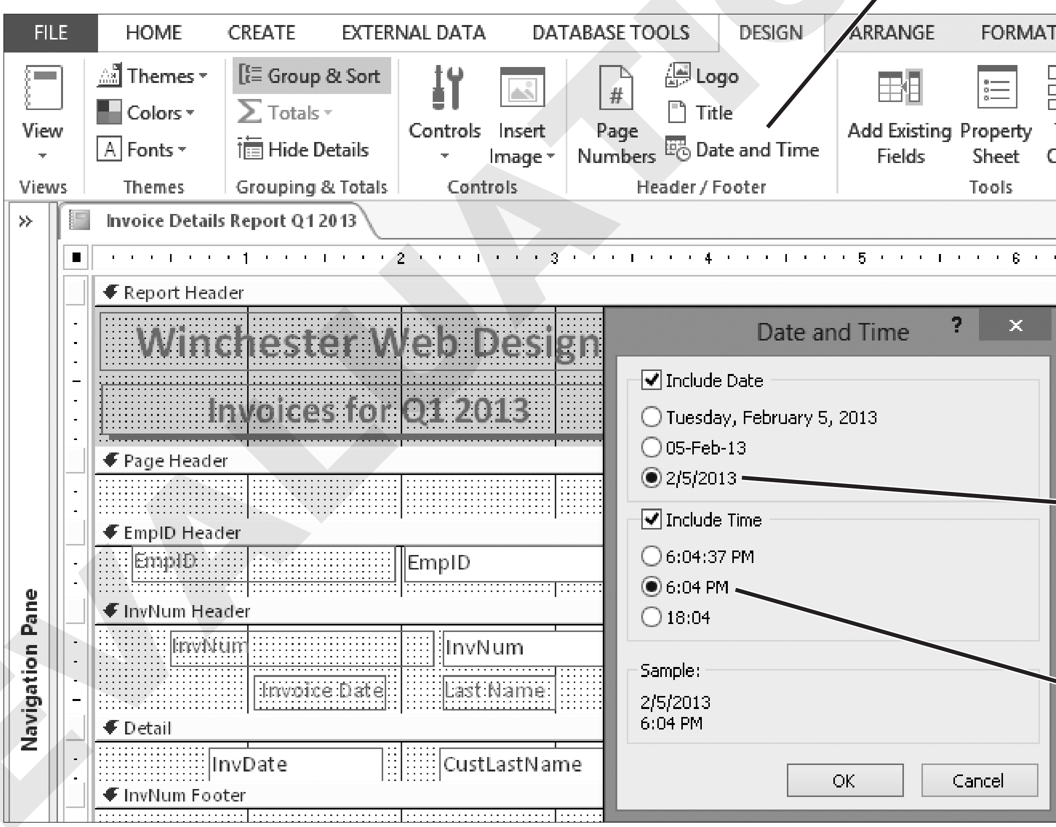
Ⓐ Right-click the **=Now()** control in the Page Footer of the report.



Ⓑ Choose **Delete**.

3. Follow these steps to add date and time controls to the Report Header:

Ⓐ Choose **Design→Header/Footer→Date and Time**.



Ⓑ Choose the **mm/dd/yyyy** Date Format option.

Ⓒ Choose the middle Time Format option; click **OK**.

4. Switch to **Report View** to see the new date and time controls.
5. Save your changes to the report.

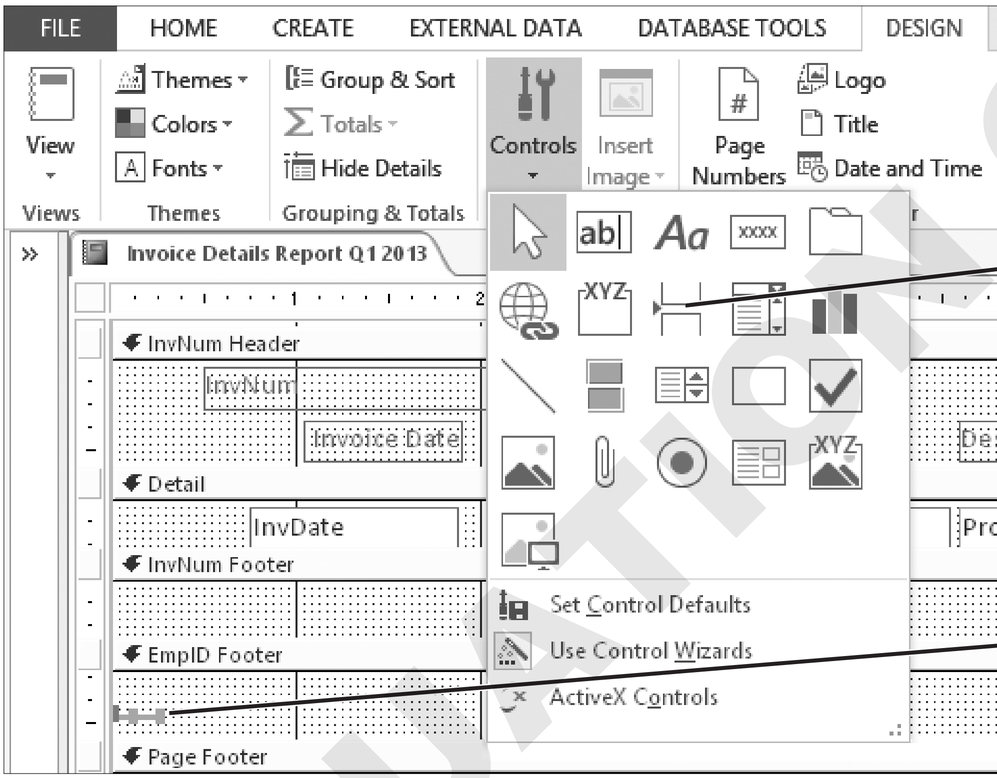
Adding Page Breaks to a Report

When you have a report with grouped data, such as EmpID, you may want to start a new page when the EmpID changes so each employee is shown on its own page or set of pages.

DEVELOP YOUR SKILLS AC01-D11

Add Page Break Controls to a Report

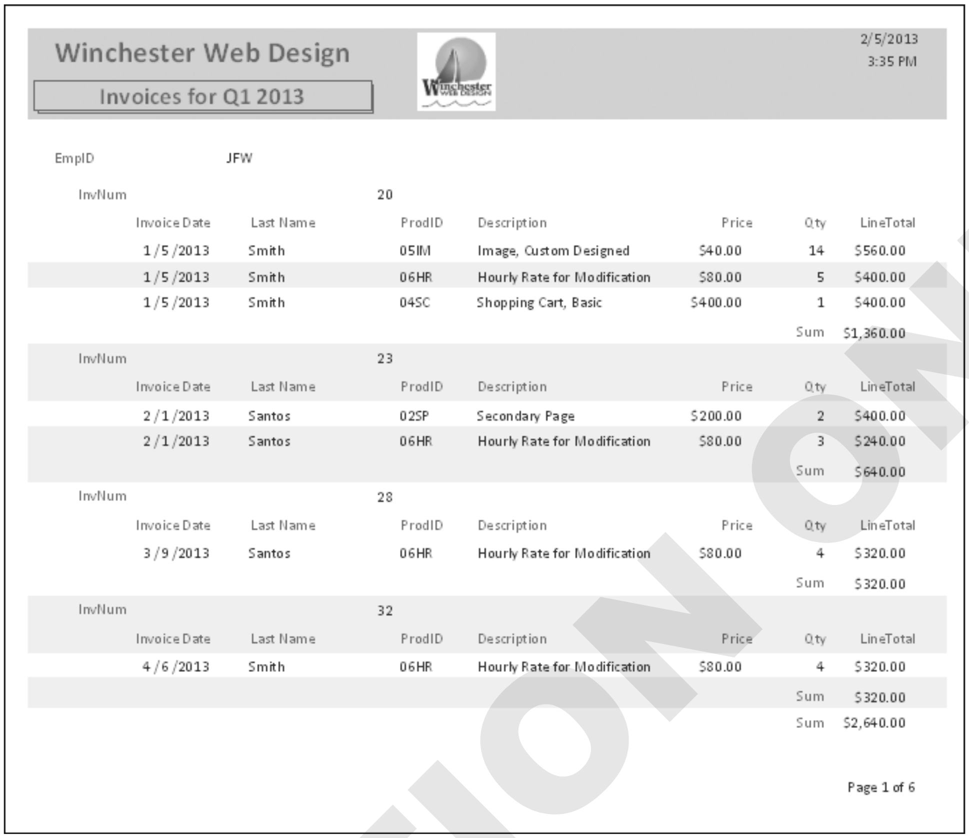
1. Display the **Invoice Details Report Q1 2013** in Design View.
2. Follow these steps to insert a page break after each EmpID group:



Ⓐ Choose **Design→Controls→Insert Page Break**.

Ⓑ Click in the bottom-left corner of the **EmpID Footer** section to insert the page break.

3. Switch to **Print Preview**.



Winchester Web Design

Invoices for Q1 2013

2/5/2013
3:35 PM

EmpID JFW

InvNum 20

Invoice Date	Last Name	ProdID	Description	Price	Qty	LineTotal
1/5/2013	Smith	05IM	Image, Custom Designed	$40.00	14	$560.00
1/5/2013	Smith	06HR	Hourly Rate for Modification	$80.00	5	$400.00
1/5/2013	Smith	04SC	Shopping Cart, Basic	$400.00	1	$400.00
					Sum	$1,360.00

InvNum 23

Invoice Date	Last Name	ProdID	Description	Price	Qty	LineTotal
2/1/2013	Santos	02SP	Secondary Page	$200.00	2	$400.00
2/1/2013	Santos	06HR	Hourly Rate for Modification	$80.00	3	$240.00
					Sum	$640.00

InvNum 28

Invoice Date	Last Name	ProdID	Description	Price	Qty	LineTotal
3/9/2013	Santos	06HR	Hourly Rate for Modification	$80.00	4	$320.00
					Sum	$320.00

InvNum 32

Invoice Date	Last Name	ProdID	Description	Price	Qty	LineTotal
4/6/2013	Smith	06HR	Hourly Rate for Modification	$80.00	4	$320.00
					Sum	$320.00
					Sum	$2,640.00

Page 1 of 6

4. Click **Next Page** in the navigation bar to page through the report.

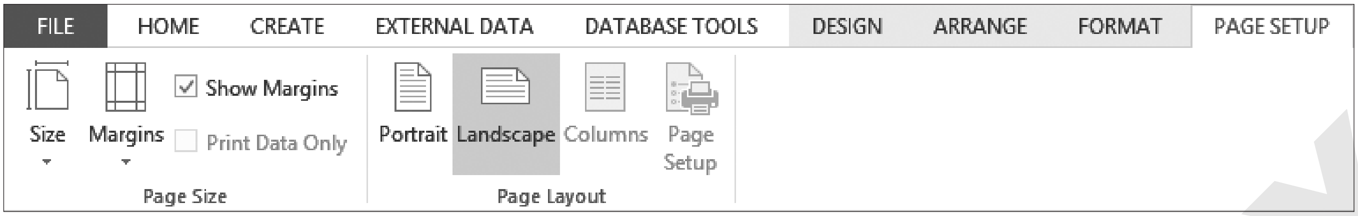
5. Save the report.

Printing Reports

After you create and format a report, set grouping and sorting levels, and add summary controls, you are ready to print the report. Procedures for printing in Access are similar to those in other Microsoft applications (e.g., Word, Excel, and PowerPoint). For example, you can print individual pages, all pages, or a set range of pages. Print options in Access may vary slightly with different database objects.

Setting Report Print Layout

Commands on the Page Setup tab enable you to set up the basic page layout for a report. You can use these commands to change the paper size and orientation, to set margins and columns, or to print data only—leaving off the design elements and header controls.



The Page Layout tools on the Page Setup tab.

Controlling Page Breaks

If you have used Word to create long documents, you know that controlling page breaks is important to prevent an individual line of a paragraph (often called an orphan) from appearing on a page by itself. The same is true for printing reports. You want to adjust settings so that a group header section stays with the first record in the report, or to prevent an individual record or line from appearing on a page by itself. Access offers tools to help you control what is contained in report sections and produce a better organized report.

Setting Page Breaks

Setting a page break for a report is different from setting a hard page break in a Word document or Excel worksheet. Because your report design contains controls for defining the report layout, it can be challenging to determine how many records will appear for each group—each employee will have a different number of sales. As a result, setting a page break is an uncertain way to try to control page printouts.

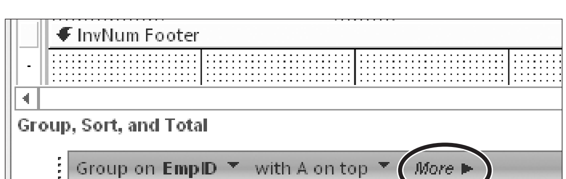
Setting Group Controls

Instead of setting page breaks for printing reports, Access lets you control how you want to keep groups together on report pages. Setting these controls prevents lone headers on report pages and enables you to keep each group on a single page. Setting these controls also reduces excessive pages.

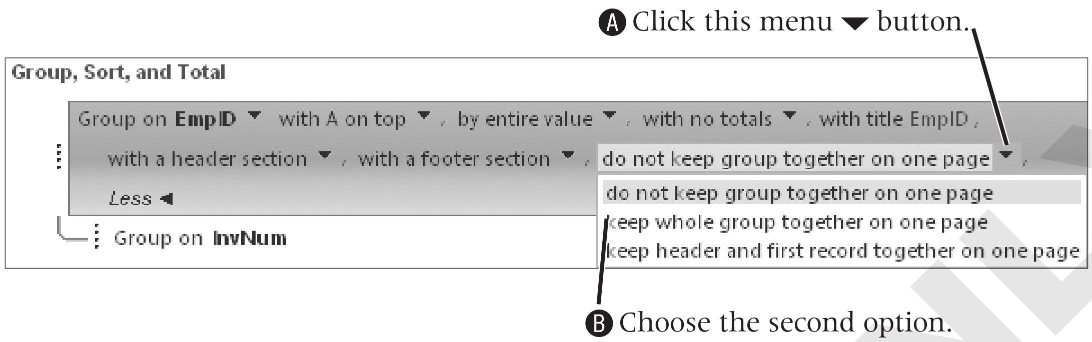
DEVELOP YOUR SKILLS AC01-D12

Set Print Options

1. Display the **Invoice Details Report Q1 2013** in Design View.
2. Choose **Design→Grouping & Totals→** Group & Sort to open the Group, Sort, and Total pane.
3. Click **More**.



4. Follow these steps to set up group controls for printing:



5. Switch to **Print Preview**.
6. Close **Print Preview**.
7. Save your report and close the database.

Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz on the student resource center.