

Using Reports

CASE

Samantha Hooper, a tour developer at Quest Specialty Travel, asks you to produce some reports to help her share and analyze data. A report is an Access object that creates a professional looking printout.

Unit Objectives

After completing this unit, you will be able to:

- Use the Report Wizard
- Use Report Layout View
- Review report sections
- Apply group and sort orders
- Add subtotals and counts
- Resize and align controls
- Format a report
- Create mailing labels

Files You Will Need

QuestTravel-D.accdb	Recycle-D.accdb
RealEstate-D.accdb	JobSearch-D.accdb
Conventions-D.accdb	Basketball-D.accdb
Membership-D.accdb	

Use the Report Wizard

Learning Outcomes

- Create a report with the Report Wizard
- Change page orientation


A **report** is the primary object you use to print database content because it provides the most formatting, layout, and summary options. A report may include various fonts and colors, clip art and lines, and multiple headers and footers. A report can also calculate subtotals, averages, counts, and other statistics for groups of records. You can create reports in Access by using the **Report Wizard**, a tool that asks questions to guide you through the initial development of the report. Your responses to the Report Wizard determine the record source, style, and layout of the report. The **record source** is the table or query that defines the fields and records displayed on the report. The Report Wizard also helps you sort, group, and analyze the records. **CASE** You use the Report Wizard to create a report to display the tours within each state.

STEPS

1. Start Access, open the **QuestTravel-D.accdb** database, enable content if prompted, click the **CREATE** tab on the Ribbon, then click the **Report Wizard** button in the Reports group

The Report Wizard starts, prompting you to select the fields you want on the report. You can select fields from one or more tables or queries.

TROUBLE

If you select a field by mistake, click the unwanted field in the Selected Fields list, then click the Remove Field button .

2. Click the **Tables/Queries list arrow**, click **Table: States**, double-click the **StateName** field, click the **Tables/Queries list arrow**, click **Table: Tours**, click the **Select All Fields button** , click **StateAbbrev** in the Selected Fields list, then click the **Remove Field button** .

By selecting the StateName field from the States table, and all fields from the Tours table except the StateAbbrev field, you have all of the fields you need for the report, as shown in **FIGURE D-1**.

3. Click **Next**, then click **by States** if it is not already selected

Choosing "by States" groups together the records for each state. In addition to record-grouping options, the Report Wizard later asks if you want to sort the records within each group. You can use the Report Wizard to specify up to four fields to sort in either ascending or descending order.

QUICK TIP


Click Back to review previous dialog boxes within a wizard.

4. Click **Next**, click **Next** again to include no additional grouping levels, click the **first sort list arrow**, click **TourStartDate**, then click **Next**

The last questions in the Report Wizard deal with report appearance and the report title.

5. Click the **Stepped option button**, click the **Landscape option button**, click **Next**, type **Tours by State** for the report title, then click **Finish**

The Tours by State report opens in **Print Preview**, which displays the report as it appears when printed, as shown in **FIGURE D-2**. The records are grouped by state, the first state being California, and then sorted in ascending order by the TourStartDate field within each state. Reports are **read-only objects**, meaning you can use them to read and display data but not to change (write to) data. As you change data using tables, queries, or forms, reports constantly display those up-to-date edits just like all of the other Access objects.

6. Scroll down to see the second grouping section on the report for the state of Colorado, then click the **Next Page button**  in the navigation bar to see the second page of the report

Even in **landscape orientation** (11" wide by 8.5" tall as opposed to **portrait orientation**, which is 8.5" wide by 11" tall), the fields on the Tours by State report may not fit on one sheet of paper. The labels in the column headings and the data in the columns need to be resized to improve the layout. Depending on your monitor, you might need to scroll to the right to display all the fields on this page.

FIGURE D-1: Selecting fields for a report using the Report Wizard

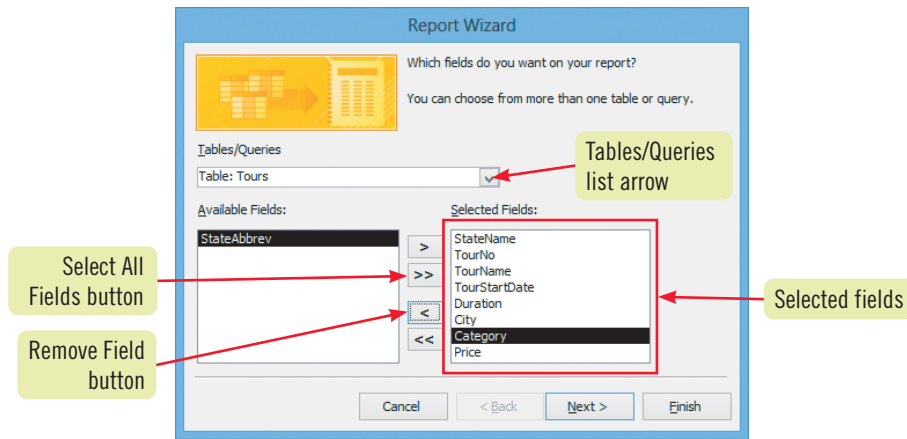


FIGURE D-2: Tours by State report in Print Preview

Tours by State							
StateName	TourStartDate	TourNo	TourName	Duration	City	Category	Price
California	06/27/2014	22	Perfect Waves	5	Huntington Beach	Adventure	\$500
	07/13/2014	29	Silver Country	14	Sacramento	Educational	\$1,200
	07/13/2014	48	Kings Canyon Bridge	10	Three Rivers	Service	\$950
	07/13/2014	46	Bigfoot Rafting Club	4	Placerville	Adventure	\$455
	07/14/2014	30	Monterey Mysteries	7	Monterey	Educational	\$800
	07/20/2014	47	Yosemite National Pa	3	Sacramento	Service	\$1,100
	07/20/2014	49	Golden State Tours	10	Sacramento	Site Seeing	\$1,400
	07/20/2014	39	Oakland Museum of	7	Oakland	Educational	\$1,000

Tours are grouped by the StateName field

Tours sorted by the TourStartDate field within each state

Information is cut off and needs to be resized

Depending on your monitor and resolution, your report format may vary

Changing page orientation

To change page orientation from Portrait (8.5" wide by 11" tall) to Landscape (11" wide by 8.5" tall) and vice versa, click the Portrait or Landscape button on the PRINT PREVIEW tab when

viewing the report in Print Preview. To switch to Print Preview, right-click the report in the Navigation Pane, and then choose Print Preview on the shortcut menu.

Use Report Layout View

Learning Outcomes

- Move and resize controls in Layout View
- Modify labels



STEPS

TROUBLE


If the Field List window opens, close it.

Reports have multiple views that you use for various report-building and report-viewing activities. Although some tasks can be accomplished in more than one view, each view has a primary purpose to make your work with reports as easy and efficient as possible. The different report views are summarized in **TABLE D-1**. **CASE** ▶ *Samantha Hooper asks you to modify the **Tours by State** report so that all of the fields fit comfortably across one sheet of paper in landscape orientation.*

QUICK TIP

Resizing with  instead of moving with  maintains the vertical alignment of the controls.

QUICK TIP

You can use the Undo button arrow  to undo many actions in Layout View.







1. Right-click the **Tours by State** report tab, then click **Layout View**. **Layout View** opens and applies a grid to the report that helps you resize, move, and position controls. You decide to narrow the City column to make room for the Price data.
2. Click **Huntington Beach** (or any value in the City column), then use the  pointer to drag the right edge of the City column to the left to narrow it to about half of its current size, as shown in **FIGURE D-3**.
By narrowing the City column, you create extra space in the report.
3. Click **\$500** (or any value in the Price column), use the  pointer to drag the Price values to the left of the Category column, click the **Price** label, then use  to move the Price label to the left of the Category label.
All the columns are now within the boundaries of a single sheet of paper in landscape orientation. You also notice that centering some data would make it easier to read.
4. Click **22** (or any value in the TourNo column), click the **HOME** tab, then click the **Center** button  in the Text Formatting group.
The TourName column needs more space to completely display the tour names.
5. Use  to resize both sides of the **TourStartDate**, **TourNo**, and **TourName** columns and their labels to the left, then use  to resize the **Category**, **Price**, **City**, and **Duration** columns and their labels to the right.
Now the report has enough room to resize the TourName column and the Duration label.
6. Resize the **TourName** column so that all of the data is visible, paying special attention to the longest value, **Yosemite National Park Great Cleanup**, then resize the **Duration** label to display the complete text.
You can also rename labels in Report Layout View.
7. Click the **StateName** label, click between the words **State** and **Name**, press the **[Spacebar]** so that the label reads **State Name**, then modify the **TourStartDate**, **TourNo**, and **TourName** labels to contain spaces as well.
8. Continue resizing the columns so that all of the data is visible and your report looks like **FIGURE D-4**.

FIGURE D-3: Modifying the column width in Report Layout View

Tours by State

StateName	TourStartDate	TourNo	TourName	Duration	City	Category	Price
California	06/27/2014	22	Perfect Waves	5	Huntington Beach	Adventure	\$500
	07/13/2014	29	Silver Country	14	Sacramento	Educational	\$1,200
	07/13/2014	48	Kings Canyon Bridge	10	Three Rivers	Service	\$950
	07/13/2014	46	Bigfoot Rafting Club	4	Placerville	Adventure	\$455
	07/14/2014	30	Monterey Mysteries	7	Monterey	Educational	\$800
	07/20/2014	47	Yosemite National Park	3	Sacramento	Service	\$1,100

Resizing the City field to make room for other information

FIGURE D-4: Final Tours by State report in Report Layout View

Tours by State

State Name	Tour Start Date	Tour No	Tour Name	Duration	City	Price	Category
California	06/27/2014	22	Perfect Waves	5	Huntington Beach	\$500	Adventure
	07/13/2014	29	Silver Country	14	Sacramento	\$1,200	Educational
	07/13/2014	48	Kings Canyon Bridge Builders	10	Three Rivers	\$950	Service
	07/13/2014	46	Bigfoot Rafting Club	4	Placerville	\$455	Adventure
	07/14/2014	30	Monterey Mysteries	7	Monterey	\$800	Educational
	07/20/2014	47	Yosemite National Park Great Cleanup	3	Sacramento	\$1,100	Service
	07/20/2014	49	Golden State Tours	10	Sacramento	\$1,400	Site Seeing

Labels have spaces

Duration label is completely displayed

TourNo field values are centered

Longest tour name is clearly displayed

Price column is moved

TABLE D-1: Report views

view	primary purpose
Report View	To quickly review the report without page breaks
Print Preview	To review each page of an entire report as it will appear if printed
Layout View	To modify the size, position, or formatting of controls; shows live data as you modify the report, making it the tool of choice when you want to change the appearance and positioning of controls on a report while also reviewing live data
Design View	To work with report sections or to access the complete range of controls and report properties; Design View does not display data

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Review Report Sections

Learning Outcomes


- Navigate through report sections and pages
- Resize the width of the report
- Work with error indicators

STEPS

Report **sections** determine where and how often controls in that section print in the final report. For example, controls in the Report Header section print only once at the beginning of the report, but controls in the Detail section print once for every record the report displays. **TABLE D-2** describes report sections. **CASE** You and Samantha Hooper preview the *Tours by State* report to review and understand report sections.

1. Right-click the **Tours by State** tab, click **Print Preview**, then scroll up and click the light blue bar at the top of the report if you need to zoom in to display the first page of the report, as shown in **FIGURE D-5**



The first page shows four sections: Report Header, Page Header, StateAbbreviation Header, and Detail.

2. Click the **Next Page** button  on the navigation bar to move to the second page of the report


If the second page of the report does not contain data, it means that the report may be too wide to fit on a single sheet of paper. You fix that problem in Report Design View.

3. Right-click the **Tours by State** tab, click **Design View**, scroll to the far right using the bottom horizontal scroll bar, then use the  pointer to drag the **right edge of the report** as far as you can to the left, as shown in **FIGURE D-6**

In Report Design View, you can work with the report sections and make modifications to the report that you cannot make in other views, such as narrowing the width. Report Design View does not display any data, though. For your report to fit on one page in landscape orientation, you need to move all of the controls within the 10.5" mark on the horizontal **ruler** using the default 0.25" left and right margins. You will practice fixing this problem by moving all controls within the 10" mark on the ruler to make sure they all fit on the landscape printout.


4. Use the  pointer to drag the **page calculation** about 0.5" to the left, then use  to drag the **right edge of the report** as far as you can to the left

To review your modifications, show the report in Print Preview.

5. Right-click the **Tours by State** tab, click **Print Preview**, click  to navigate to the last page of the report, then click the report to zoom in and out to examine the page, as shown in **FIGURE D-7**

Previewing each page of the report helps you confirm that no blank pages are created and allows you to examine how the different report sections print on each page.

QUICK TIP

If your report is too wide, you will see a green **error indicator** in the upper-left corner of the report. Pointing to the error icon  displays a message about the error.

TROUBLE

Be sure that the right edge of the page calculation is within the 10" mark on the ruler.

QUICK TIP

You can also use the View buttons in the lower-right corner of a report to switch views.

TABLE D-2: Report sections

section	where does this section print?
Report Header	At the top of the first page
Page Header	At the top of every page (but below the Report Header on the first page)
Group Header	Before every group of records
Detail	Once for every record
Group Footer	After every group of records
Page Footer	At the bottom of every page
Report Footer	At the end of the report

FIGURE D-5: Tours by State in Print Preview

Tours by State								
State Name	Tour Start Date	Tour No	Tour Name	Duration	City	Price	Category	
California	06/27/2014	22	Perfect Waves	5	Huntington Beach	\$500	Adventure	
	07/13/2014	29	Silver Country	14	Sacramento	\$1,200	Educational	
	07/13/2014	48	Kings Canyon Bridge Builders	10	Three Rivers	\$950	Service	
	07/13/2014	46	Bigfoot Rafting Club	4	Placerville	\$455	Adventure	
	07/14/2014	30	Monterey Mysteries	7	Monterey	\$800	Educational	
	07/20/2014	47	Yosemite National Park Great Cleanup	3	Sacramento	\$1,100	Service	
	07/20/2014	49	Golden State Tours	10	Sacramento	\$1,400	Site Seeing	

FIGURE D-6: Tours by State report in Design View

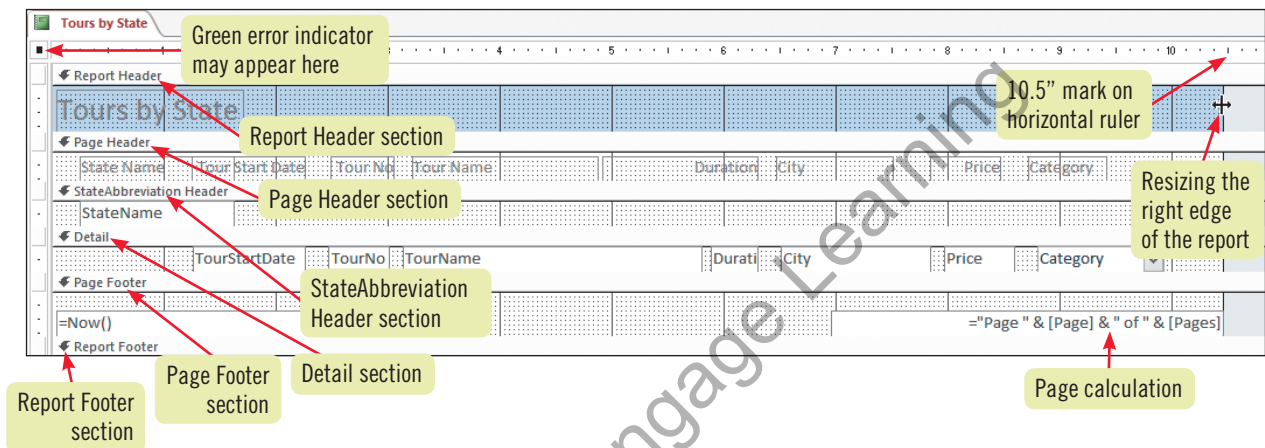
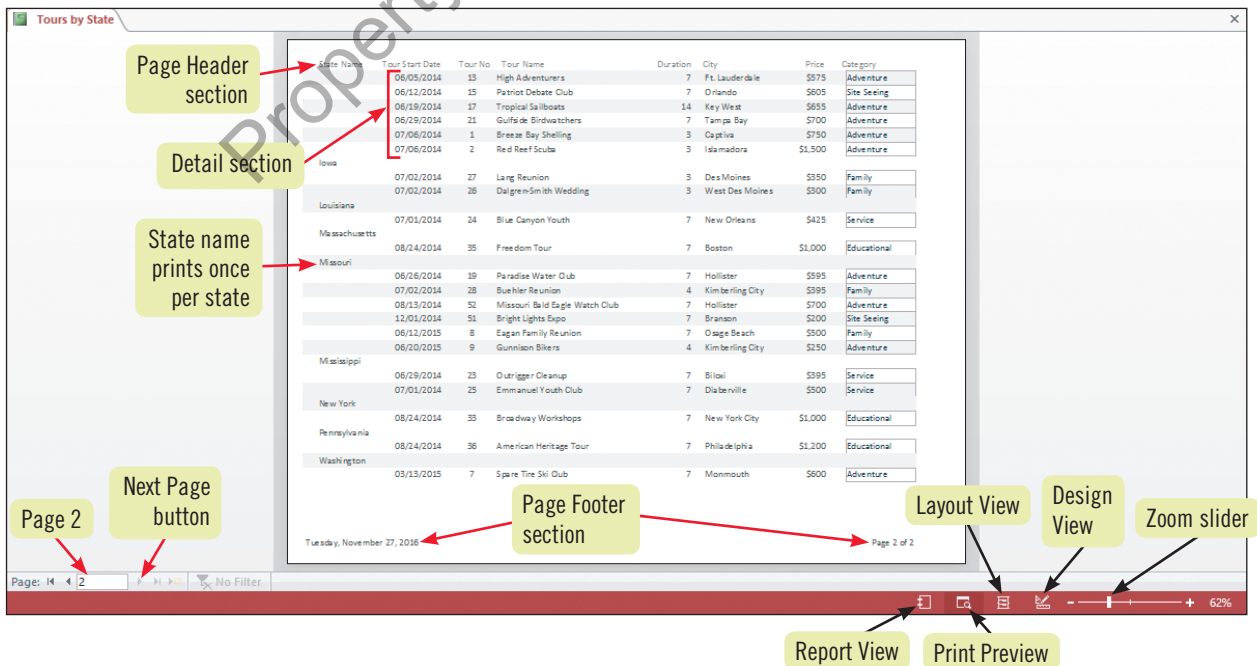


FIGURE D-7: Last page of Tours by State report in Print Preview



Apply Group and Sort Orders

Learning Outcomes

- Group and sort records in a report
- Copy and paste controls

Grouping means to sort records by a particular field *plus* provide a header and/or footer section before or after each group of sorted records. For example, if you group records by the StateName field, the Group Header is called the StateName Header and the Group Footer is called the StateName Footer. The StateName Header section appears once for each state in the report, immediately before the records in that state. The StateName Footer section also appears once for each state in the report, immediately after the records for that state. **CASE** The records in the *Tours by State* report are currently grouped by the StateAbbreviation field. Samantha Hooper asks you to further group the records by the Category field (Adventure, Educational, and Family, for example) within each state.

STEPS

1. Click the **Close Print Preview** button to return to Report Design View, then click the **Group & Sort** button in the Grouping & Totals group to open the Group, Sort, and Total pane

Currently, the records are grouped by the StateAbbreviation field and further sorted by the TourStartDate field. To add the Category field as a grouping field within each state, you work with the Group, Sort, and Total pane in Report Design View.

2. Click the **Add a group** button in the Group, Sort, and Total pane, click **Category**, then click the **Move up** button  on the right side of the Group, Sort, and Total pane so that **Category** is positioned between StateAbbreviation and TourStartDate

A Category Header section is added to Report Design View just below the StateAbbreviation Header section. You move the Category control from the Detail section to the Category Header section so it prints only once for each new Category instead of once for each record in the Detail section.

3. Right-click the **Category** combo box in the Detail section, click **Cut** on the shortcut menu, right-click the **Category Header** section, click **Paste**, then use the  pointer to drag the **Category** combo box to the right to position it as shown in **FIGURE D-8**

Now that you've moved the Category combo box to the Category Header, it will print only once per category within each state. You no longer need the Category label in the Page Header section.

4. Click the **Category** label in the Page Header section, press **[Delete]**, then switch to Print Preview and zoom to 100%

The *Tours by State* report should look like **FIGURE D-9**. Notice that the records are now grouped by category within state. Detail records are further sorted in ascending order by the tour start date.

QUICK TIP

Use the Move up and Move down buttons as needed to make sure your Group, Sort, and Total pane looks exactly like

FIGURE D-8.

FIGURE D-8: Group, Sort, and Total pane and new Category Header section

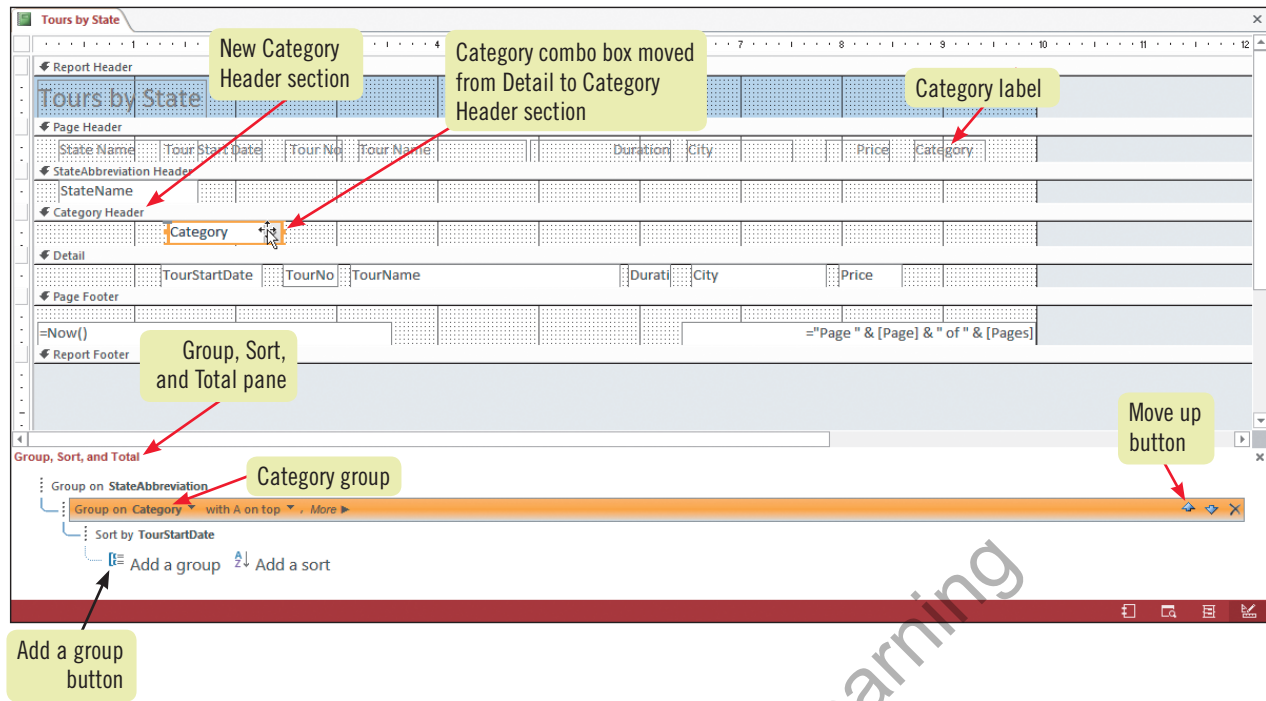


FIGURE D-9: Tours by State report grouped by category within state

The screenshot shows the 'Tours by State' report in Preview View. The report is grouped by StateAbbreviation (California) and then by Category (Adventure, Educational). The following sections and controls are visible:

- StateAbbreviation Header section:** Contains the field 'State Name'.
- Category Header section:** Contains the field 'Category'.
- Detail records are sorted by TourStartDate:** Points to the 'TourStartDate' field in the Detail section.

State Name	Tour Start Date	Tour No	Tour Name	Duration	City	Price
California	Adventure					
	06/27/2014	22	Perfect Waves	5	Huntington Beach	\$500
	07/13/2014	45	Bigroot Rafting Club	4	Placerville	\$455
	08/19/2014	44	Bear Valley Adventures	3	Sacramento	\$725
	08/26/2014	45	Black Sheep Hiking Club	14	El Dorado Hills	\$525
	Educational					
	07/13/2014	29	Silver Country	14	Sacramento	\$1,200
	07/14/2014	30	Monterey Mysteries	7	Monterey	\$800
	07/20/2014	39	Oakland Museum of Science	7	Oakland	\$1,000
	09/14/2014	37	Cactus Language Exploration	7	San Diego	\$800
	09/21/2014	38	Water Education Foundation	14	Fresno	\$1,300
	09/29/2014	40	Redwood Forest Lab	14	Mill Valley	\$1,500

Add Subtotals and Counts

Learning Outcomes

- Create calculations to subtotal and count records
- Cut and paste controls

In a report, you create a **calculation** by entering an expression into a text box. When a report is pre-viewed or printed, the expression is evaluated and the resulting calculation is placed on the report. An **expression** is a combination of field names, operators (such as +, -, /, and *), and functions that results in a single value. A **function** is a built-in formula, such as Sum or Count, that helps you quickly create a calculation. Notice that every expression starts with an equal sign (=), and when it uses a function, the arguments for the function are placed in (parentheses). **Arguments** are the pieces of information that the function needs to create the final answer. When an argument is a field name, the field name must be surrounded by [square brackets]. **CASE** ▶ *Samantha Hooper asks you to add a calculation to the Tours by State report to sum the total number of tour days within each category and within each state.*

STEPS

1. Switch to Report Design View

A logical place to add subtotals for each group is right after that group of records prints, in the Group Footer section. You use the Group, Sort, and Total pane to open Group Footer sections.

TROUBLE

Click Category in the Group, Sort, and Total pane to display the grouping options.

2. Click the **More button** for the StateAbbreviation field in the Group, Sort, and Total pane, click the **without a footer section list arrow**, click **with a footer section**, then do the same for the **Category field**, as shown in **FIGURE D-10**

With the StateAbbreviation Footer and Category Footer sections open, you're ready to add controls to calculate the total number of tour days within each category and within each state. You use a text box control with an expression to make this calculation.

3. Click the **Text Box button** in the Controls group, then click just below the Duration text box in the Category Footer section

Adding a new text box automatically adds a new label to its left. First, you modify the label to identify the information, then you modify the text box to contain the correct expression to sum the number of tour days for that category.

TROUBLE

Depending on your activity in Report Design View, you may see a different number in the Text#: label.

4. Click the **Text19 label** to select it, double-click **Text19**, type **Total days:**, click the **Unbound text box** to select it, click **Unbound** again, type **=Sum([Duration])**, press **[Enter]**, then widen the text box to view the entire expression

The expression =Sum([Duration]) uses the Sum function to add the days in the Duration field. Because the expression is entered in the Category Footer section, it will sum all Duration values for that category within that state. To sum the Duration values for each state, the expression needs to be inserted in the StateAbbreviation Footer.

QUICK TIP

Pasting the expression in the Report Footer section would subtotal the duration values for the entire report.

5. Right-click the **=Sum([Duration]) text box**, click **Copy**, right-click the **StateAbbreviation Footer section**, click **Paste**, then press **[→]** enough times to position the controls in the StateAbbreviation Footer section just below those in the Category Footer section, as shown in **FIGURE D-11**

With the expression copied to the StateAbbreviation Footer section, you're ready to preview your work.

TROUBLE

Drag the top edge of all section bars up to eliminate extra blank space in the report.

6. Switch to Print Preview, navigate to the last page of the report, then click to zoom so you can see all of the Washington tours

As shown in **FIGURE D-12**, 21 tour days are totaled for the Adventure category, and 3 for the Site Seeing category, which is a total of 24 tour days for the state of Washington. The summary data would look better if it were aligned more directly under the tour Duration values. You resize and align controls in the next lesson.

FIGURE D-10: Opening group footer sections

Tours by State

Report Header

Page Header

StateAbbreviation Header

Category Header

Detail

Category Footer

StateAbbreviation Footer

Page Footer

Group, Sort, and Total

Group on **StateAbbreviation**

Group on **Category** with A on top, by entire value, with no totals, with title click to add, with a header section, with a footer section, do not keep group together on one page, Less

Sort by **TourStartDate**

More/Less button

Duration text box

Category Footer section

StateAbbreviation Footer section

with a footer section

FIGURE D-11: Adding subtotals to group footer sections

Tours by State

Report Header

Page Header

StateAbbreviation Header

Category Header

Detail

Category Footer

StateAbbreviation Footer

Page Footer

Group, Sort, and Total

Group on **StateAbbreviation**

Group on **Category** with A on top, by entire value, with no totals, with title click to add, with a header section, with a footer section, do not keep group together on one page, Less

Sort by **TourStartDate**

New labels

New text boxes with expression to subtotal the Duration field

FIGURE D-12: Previewing the new group footer calculations

Washington						
Adventure						
05/05/2014	53	Salmon Run Fishing	4	Seattle	\$800	
08/01/2014	54	Northwest Passage	10	Vancouver	\$2,000	
03/13/2015	7	Spare Tire Ski Club	7	Monmouth	\$600	
			Total days:	21	Sum of Duration for each Category	
Site Seeing						
07/04/2014	55	Space Needle Fireworks	3	Seattle	\$500	
			Total days:	3	Sum of Duration for Washington	
			Total days:	24		

Resize and Align Controls

Learning Outcomes


- Align data within a control
- Align the borders of controls




STEPS





QUICK TIP

You can also use the buttons on the **FORMAT** tab to align and format text, including applying number formats and increasing or decreasing decimals.

TROUBLE

If you make a mistake, click the **Undo** button  on the Quick Access toolbar.

After you add information to the appropriate section of a report, you might also want to align the data in precise columns and rows to make the information easier to read. To do so, you can use two different types of **alignment** commands. You can left-, right-, or center-align a control *within its own border* using the **Align Left** , **Center** , and **Align Right**  buttons on the **HOME** tab. You can also align the edges of controls *with respect to one another* using the **Left**, **Right**, **Top**, and **Bottom** commands on the **Align** button of the **ARRANGE** tab in Report Design View. **CASE** You decide to resize and align several controls to improve the readability of the *Tours by State* report. *Layout View* is a good choice for these tasks.

1. Switch to **Layout View**, click the **DESIGN** tab on the Ribbon, then click the **Group & Sort** button to toggle off the **Group**, **Sort**, and **Total** pane
You decide to align the expressions that subtotal the number of tour days for each category within the **Duration** column.
2. Click the **Total days text box** in the **Category Footer**, click the **HOME** tab, click the **Align Right** button  in the **Text Formatting** group, then use the  pointer to resize the text box so that the data is aligned in the **Duration** column, as shown in **FIGURE D-13**
With the calculation formatted as desired in the **Category Footer**, you can quickly apply those modifications to the calculation in the **StateAbbreviation Footer** as well.
3. Scroll down the report far enough to find and then click the **Total days text box** in the **StateAbbreviation Footer**, click , then use the  pointer to resize the text box so that it is the same width as the text box in the **Category Footer** section
With both expressions right-aligned and resized so they line up under the **Duration** values in the **Detail** section, they are easier to read on the report.
4. Scroll the report so you can see all of the **Colorado** tours, as shown in **FIGURE D-14**
You can apply resize, alignment, or formatting commands to more than one control at a time. **TABLE D-3** provides techniques for selecting more than one control at a time in Report Design View.

Precisely moving and resizing controls

You can move and resize controls using the mouse or other pointing device, but you can move controls more precisely using the keyboard. Pressing the arrow keys while holding [Ctrl] moves

selected controls one **pixel (picture element)** at a time in the direction of the arrow. Pressing the arrow keys while holding [Shift] resizes selected controls one pixel at a time.

FIGURE D-13: Resizing controls in Layout View

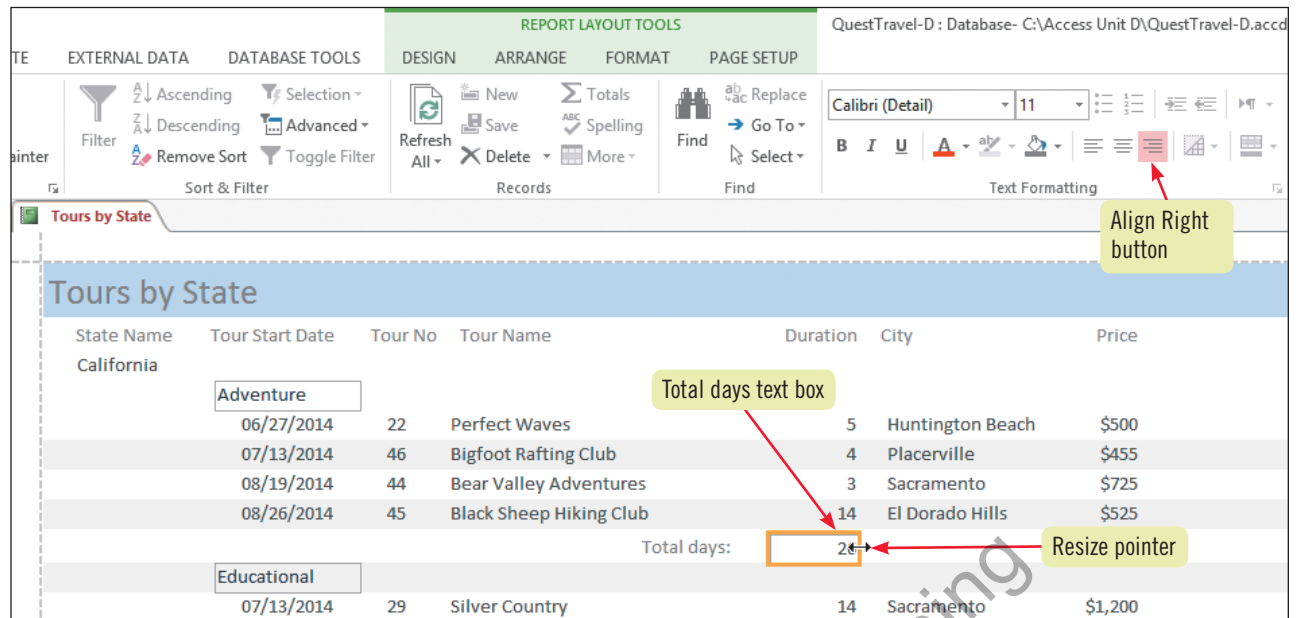


FIGURE D-14: Reviewing the aligned and resized controls

Colorado						
Adventure						
06/19/2014	18	Eagle Hiking Club	7	Aspen	\$695	
06/29/2014	20	Team Discovery	5	Breckenridge	\$550	
01/02/2015	3	Ames Ski Club	7	Breckenridge	\$850	
01/13/2015	4	Boy Scout Jamboree	7	Vail	\$1,900	
02/15/2015	5	Bridgewater Country	10	Aspen	\$1,200	
Total days:			36			
Family						
03/11/2015	6	Franklin Family Reunion	3	Breckenridge	\$700	
Total days:			3			
Total days:			39	Data is right-aligned and text boxes are		

Data is right-aligned and text boxes are resized

TABLE D-3: Selecting more than one control at a time in Report Design View

technique	description
Click, [Shift]+click	Click a control, then press and hold [Shift] while clicking other controls; each one is selected
Drag a selection box	Drag a selection box (an outline box you create by dragging the pointer in Report Design View); every control that is in or is touched by the edges of the box is selected
Click in the ruler	Click in either the horizontal or vertical ruler to select all controls that intersect the selection line
Drag in the ruler	Drag through either the horizontal or vertical ruler to select all controls that intersect the selection line as it is dragged through the ruler

Format a Report

Learning Outcomes

- Format controls and sections of a report
- Add labels to a report

Formatting refers to enhancing the appearance of the information. **TABLE D-4** lists several of the most popular formatting commands found on the **FORMAT** tab when you are working in Layout or Report Design View. Although the Report Wizard automatically applies many formatting embellishments, you often want to change the appearance of the report to fit your particular needs. **CASE** When reviewing the *Tours by State* report with Samantha, you decide to change the background color of some of the report sections to make the data easier to read. Your first change will be to shade each Category Header and Footer section (rather than alternating sections, the format initially provided by the Report Wizard). To make changes to entire report sections, you work in Report Design View.

STEPS

QUICK TIP

The quick keystroke for Undo is [Ctrl][Z].
The quick keystroke for Redo is [Ctrl][Y].

1. Switch to Design View, click the **Category Header** section bar, click the **FORMAT** tab on the Ribbon, click the **Alternate Row Color** button arrow, click **No Color**, click the **Shape Fill** button, then click the **Maroon 2** color square, as shown in **FIGURE D-15**
Make a similar modification by applying a different fill color to the Category Footer section.
2. Click the **Category Footer** section bar, click the **Alternate Row Color** button arrow, click **No Color**, click the **Shape Fill** button, then click the **Green 2** color square (just to the right of Maroon 2 in the Standard Colors section)
When you use the Alternate Row Color and Shape Fill buttons, you're actually modifying the **Back Color** and **Alternate Back Color** properties in the Property Sheet of the section or control you selected. Background shades can help differentiate parts of the report, but be careful with dark colors as they may print as solid black on some printers and fax machines.
3. Switch to Layout View to review your modifications
The category sections are clearer, but you decide to make one more modification to emphasize the report title.
4. Click the **Tours by State** label in the Report Header section, click the **HOME** tab, then click the **Bold** button **B** in the Text Formatting group
The report in Layout View should look like **FIGURE D-16**. You also want to add a label to the Report Footer section to identify yourself.
5. Switch to Report Design View, drag the **bottom edge of the Report Footer** down about 0.5", click the **Label** button **Aa** in the Controls group, click at the **1"** mark in the Report Footer, type **Created by your name**, press [Enter], click the **HOME** tab, then click **B** in the Text Formatting group
6. Save and preview the *Tours by State* report
7. If required by your instructor, print the report, and then close it

FIGURE D-15: Formatting section backgrounds

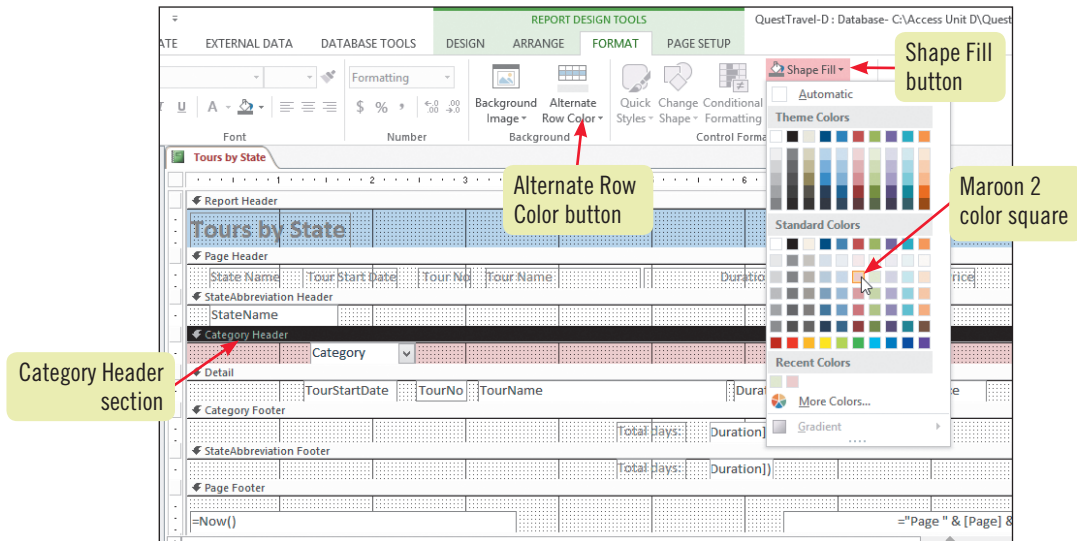


FIGURE D-16: Final formatted Tours by State report

State Name	Tour Start Date	Tour No	Tour Name	Duration	City	Price
California						
	06/27/2014	22	Perfect Waves	5	Huntington Beach	\$500
	07/13/2014	46	Bigfoot Rafting Club	4	Placerville	\$455
	08/19/2014	44	Bear Valley Adventures	3	Sacramento	\$725
	08/26/2014	45	Black Sheep Hiking Club	14	El Dorado Hills	\$525
			Total days:	26		
	07/13/2014	29	Silver Country	14	Sacramento	\$1,200
	07/14/2014	30	Monterey Mysteries	7	Monterey	\$800
	07/20/2014	39	Oakland Museum of Science	7	Oakland	\$1,000
	09/14/2014	37	Cactus Language Exploration	7	San Diego	\$800
	09/21/2014	38	Water Education Foundation	14	Fresno	\$1,500
	09/29/2014	40	Redwood Forest Lab	14	Mill Valley	\$1,500
			Total days:	63		

TABLE D-4: Useful formatting commands

button	button name	description
	Bold	Toggles bold on or off for the selected control(s)
	Italic	Toggles italic on or off for the selected control(s)
	Underline	Toggles underline on or off for the selected control(s)
	Align Left	Left-aligns the selected control(s) within its own border
	Center	Centers the selected control(s) within its own border
	Align Right	Right-aligns the selected control(s) within its own border
	Background Color or Shape Fill	Changes the background color of the selected control(s)
	Alternate Row Color	Changes the background color of alternate records in the selected section
	Font Color	Changes the text color of the selected control(s)
	Shape Outline	Changes the border color of the selected control(s)
	Line Thickness option	Changes the border style of the selected control(s)
	Line Type option	Changes the special visual effect of the selected control(s)

Create Mailing Labels

Learning Outcomes

- Create a report of labels
- Print specific pages of a report

STEPS

Mailing labels are often created to apply to envelopes, postcards, or letters when assembling a mass mailing. They have many other business purposes too, such as applying them to paper file folders or name tags. Any data in your Access database can be converted into labels using the **Label Wizard**, a special report wizard that precisely positions and sizes information for hundreds of standard business labels. **CASE** ▶ *Samantha Hooper asks you to create mailing labels for all of the addresses in the Customers table. You use the Label Wizard to handle this request.*

1. Click the **Customers** table in the Navigation Pane, click the **CREATE** tab, then click the **Labels** button in the Reports group

The first Label Wizard dialog box opens. The Filter by manufacturer list box provides over 30 manufacturers of labels. Because Avery is the most common, it is the default choice. With the manufacturer selected, your next task is to choose the product number of the labels you will feed through the printer. The cover on the box of labels you are using provides this information. In this case, you'll be using Avery 5160 labels, a common type of sheet labels used for mailings and other purposes.

2. Scroll through the Product number list, then click **5160** (if not already selected), as shown in **FIGURE D-17**

Note that by selecting a product number, you also specify the dimensions of the label and number of columns.

3. Click **Next**, then click **Next** again to accept the default font and color choices

The third question of the Label Wizard asks how you want to construct your label. You'll add the fields from the Customers table with spaces and line breaks to pattern a standard mailing format.

4. Double-click **FName**, press **[Spacebar]**, double-click **LName**, press **[Enter]**, double-click **Street**, press **[Enter]**, double-click **City**, type a **comma (,)** and press **[Spacebar]**, double-click **State**, press **[Spacebar]**, then double-click **Zip**

If your prototype label doesn't look exactly like **FIGURE D-18**, delete the fields in the Prototype label box and try again. Be careful to put a space between the FName and LName fields in the first row, a comma and a space between the City and State fields, and a space between the State and Zip fields.

5. Click **Next**, double-click **LName** to select it as a sorting field, click **Next**, click **Finish** to accept the name **Labels Customers** for the new report, then click **OK** if prompted that some data may not be displayed

A portion of the new report is shown in **FIGURE D-19**. It is generally a good idea to print the first page of the report on standard paper to make sure everything is aligned correctly before printing on labels.

6. If requested by your instructor, click the **Print** button on the **PRINT PREVIEW** tab, click the **From** box, type **1**, click the **To** box, type **1**, then click **OK** to print the first page of the report
7. Close the Labels Customers report, close the QuestTravel-D.accdb database, then exit Access 2013

QUICK TIP

In this case, all data is displayed. This message reminds you to carefully preview the data to make sure long names and addresses fully display within the constraints of the 5160 label dimensions.

QUICK TIP

To include your name on the printout, change Aaron Alito's name to your own name in the Customers table, then close and reopen the Labels Customers report.

FIGURE D-17: Label Wizard dialog box

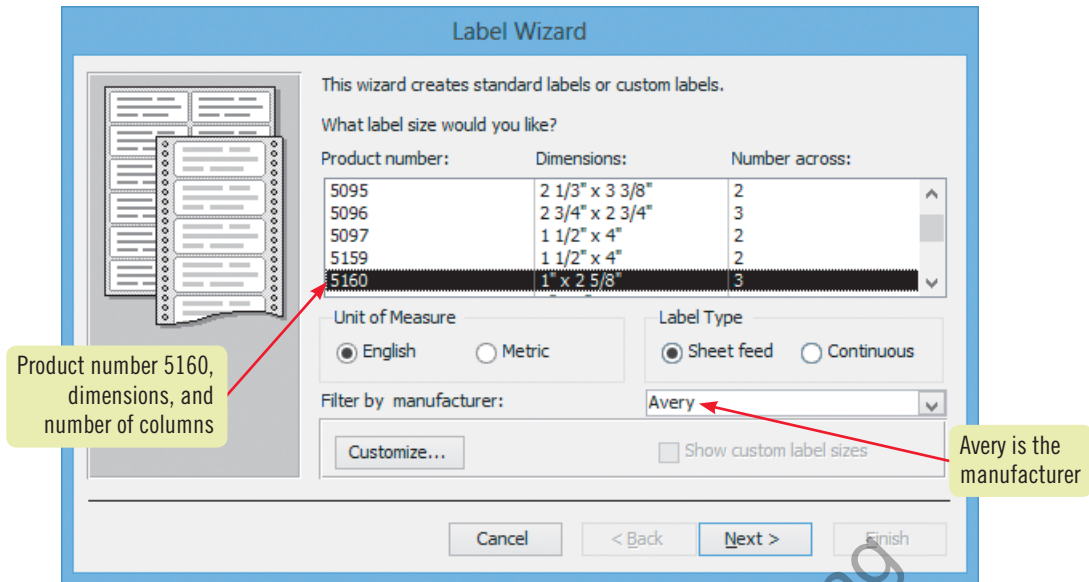


FIGURE D-18: Building a prototype label

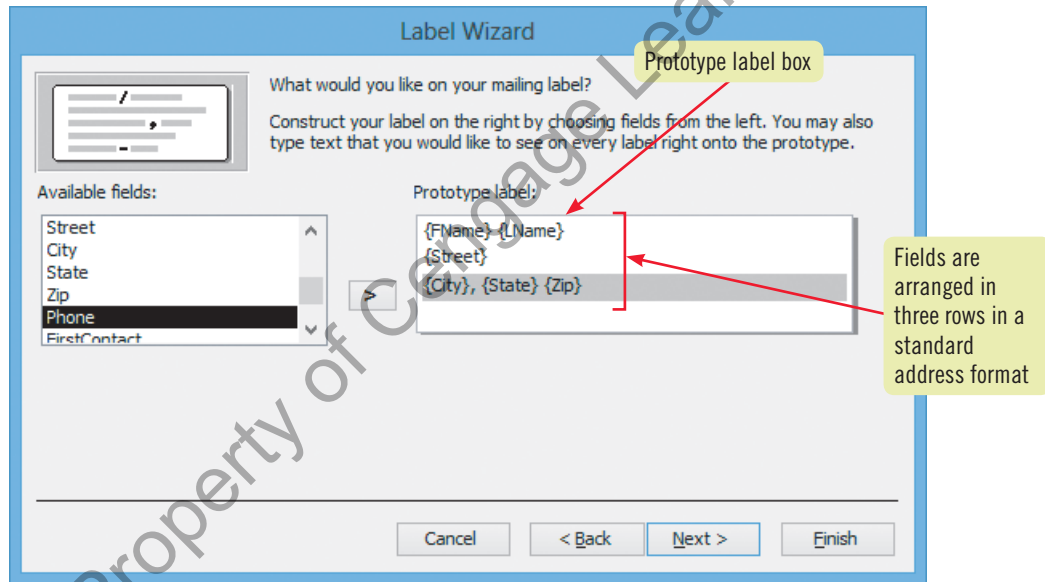


FIGURE D-19: Labels Customers report

Aaron Alito 5989 Washington Ave Hollister, MO 67827	Jacob Alman 2505 McGee St Des Moines, IA 50288	Madison Bonocore 57 West 159th St Cushing, PA 87087
Julia Bouchart 5200 Main St Kansas City, MO 64105	Samantha Braven 600 Elm St Olathe, KS 66031	Daniel Cabriella 52520 W. 505 Ter Lenexa, KS 66215
Tom Camel 520 W 52nd St Kansas City, KS 64105	Kristen Collins 520 W 52nd St Kansas City, KS 64105	Nancy Diverman 466 Lincoln Rd Kansas City, MO 64105

Data is merged to a three-column Avery 5160 label format