



Hour 12

Creating Reports

Although forms provide an excellent means for data entry, reports are the primary output device in Access. You can preview reports onscreen, output them to a printer, display them in a browser, and more. They are relatively easy to create, and they are extremely powerful. This hour covers the basics of creating and working with reports. After you read the text covered in the hour, you'll be familiar with the types of reports available. You'll be comfortable building reports with and without the wizards, and you'll know how to manipulate the reports that you build. You will understand the report and control properties available, and you'll know when it is appropriate to use each. You'll also be familiar with many important report techniques. In this hour you'll learn about the following:

- The types of reports that are available
- The different bands that make up an Access report
- How to add controls to and manipulate controls on an Access report
- How to use report properties to control the behavior of a report

Types of Reports

The reporting engine of Microsoft Access is very powerful and has a wealth of features. Many types of reports are available in Access 2003:

- Detail reports
- Summary reports

- Reports containing graphics and charts
- Reports containing forms
- Reports containing labels
- Reports including any combination of the preceding

Detail Reports

NEW TERM

A *Detail report* supplies an entry for each record included in the report. As you can see in Figure 12.1, there's an entry for each order in the *Orders* table during the specified period (1998 through 2000). The report's detail is grouped by country and within country by salesperson and gives subtotals by salesperson and country. The bottom of the report has grand totals for all records included in the report. The report is based on a *Parameter* query that limits the data displayed on the report based on criteria supplied by the user at runtime.

FIGURE 12.1

An example of a Detail report.

Microsoft Office Access 2003 - [Employee Sales by Country]

Employee Sales by Country

Sales from 1/1/1998 to 12/31/2000

Country: UK

Salesperson: Buchanan, Steven Exceeded Goal!

Order ID:	Sale Amount:	Percent of Salesperson's Total:	Percent of Country Total:
10812	\$1,683	8.60%	1.37%
10823	\$2,826	14.35%	2.29%
10841	\$4,581	23.26%	3.71%
10851	\$2,603	13.22%	2.11%
10866	\$1,096	5.57%	0.89%
10869	\$1,630	8.28%	1.32%
10870	\$160	0.81%	0.13%
10872	\$2,058	10.45%	1.67%
10874	\$310	1.57%	0.25%
10899	\$122	0.62%	0.10%

Page: 1 of 1

Ready

Summary Reports

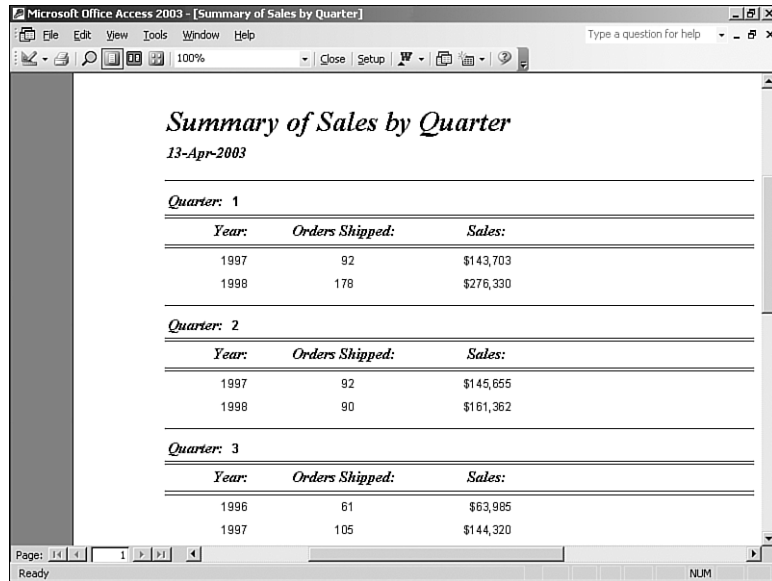
NEW TERM

A *Summary report* provides summary data for all the records included in the report. In Figure 12.2, only total sales by quarter and year are displayed in the report. The underlying detail records that comprise the summary data aren't displayed in the report. The report is based on a query that summarizes the net sales by *OrderID*. The report itself contains no controls in its *Detail* section. All controls are placed

in report group headers and footers that are grouped on the quarter and year of the ship date. Because no controls are found in the report's Detail section, Access prints summary information only.

FIGURE 12.2

An example of a Summary report.



Summary of Sales by Quarter
13-Apr-2003

Quarter: 1

Year:	Orders Shipped:	Sales:
1997	92	\$143,703
1998	178	\$276,330

Quarter: 2

Year:	Orders Shipped:	Sales:
1997	92	\$145,655
1998	90	\$161,362

Quarter: 3

Year:	Orders Shipped:	Sales:
1996	61	\$63,985
1997	105	\$144,320

Reports Containing Graphics and Charts

Although the statement “A picture paints a thousand words” is a cliché, it’s also quite true: Research has proved that a person retains data much better when it’s displayed as pictures rather than numbers. Fortunately, Access makes including graphics and charts in reports quite easy. As shown in Figure 12.3, you can design a report to combine both numbers and charts. The report in Figure 12.3 shows the sales by product, both as numbers and as a bar chart. The main report is grouped by product category and contains a subreport based on a query that summarizes sales by CategoryID, CategoryName, and ProductName for a specific date range. The chart totals product sales by product name, displaying the information graphically. You can include photographs, clip art, hand-drawn graphics, charts, and more within the reports you create.

Reports Containing Forms

Users often need reports that look like printed forms. The Access Report Builder, with its many graphical tools, allows you to quickly produce reports that emulate the most elegant data-entry forms. For example, the report shown in Figure 12.4 produces an invoice for a customer. This report is based on a query that draws information from the

Customers, Orders, Order Details, Products, Employees, and Shippers tables. The report's Filter property (covered in Hour 2) is filled in, limiting the data that appears on the report to the last six records in the orders table. Using graphics, color, fonts, shading, and other special effects gives the report a professional look.

FIGURE 12.3

An example of a report with a chart.

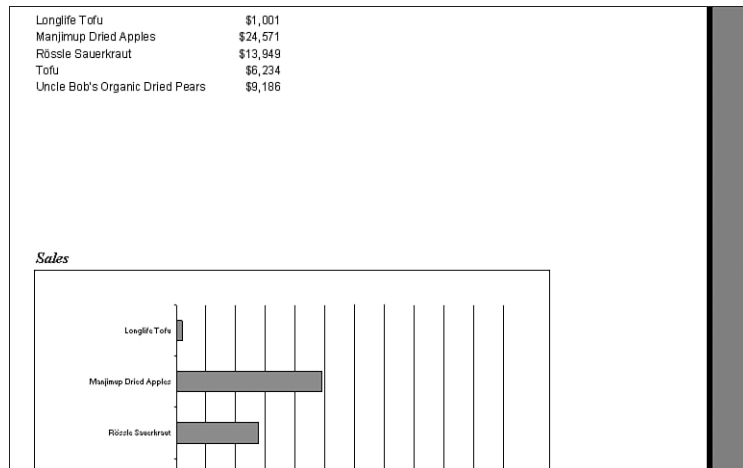


FIGURE 12.4

An example of a report that contains a form.

Microsoft Office Access 2003 - [Invoice]

Northwind Traders

One Portland Way, Twin Falls WA 83156
Phone: 1-206-555-1417 Fax: 1-206-555-5938

Date: 13-Apr-2003

Ship To: Rattlesnake Canyon Grocery
2817 Milton Dr.
Albuquerque NM 87110
USA

Bill To: Rattlesnake Canyon Grocery
2817 Milton Dr.
Albuquerque NM 87110
USA

Order ID:	Customer ID:	Salesperson:	Order Date:	Required Date:	Shipped Date:	Ship Via:
11077	RATTC	Nancy Davolio	06-May-1998	03-Jun-1998		United Package

Product ID:	Product Name:	Quantity:	Unit Price:	Discount:	Extended Price:
2	Chang	24	\$19.00	20%	\$364.80
3	Aniseed Syrup	4	\$10.00	0%	\$40.00
4	Chef Anton's Cajun Seasoning	1	\$22.00	0%	\$22.00
6	Grandma's Boysenberry Spread	1	\$25.00	2%	\$24.50
7	Uncle Bob's Organic Dried Pears	1	\$30.00	5%	\$28.50

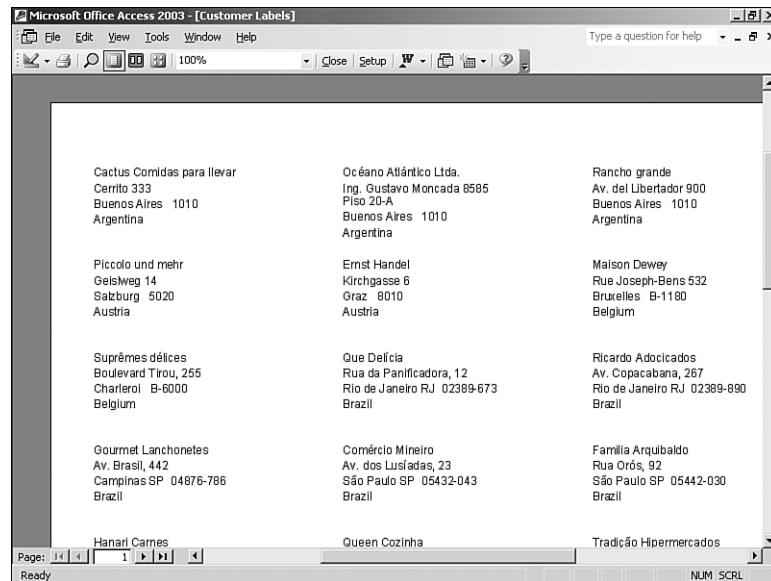
Page: 1 of 1
Ready

Reports Containing Labels

Creating labels such as mailing labels in Access 2003 is easy when you use the Label Wizard. Labels are simply a special type of report with a page setup that indicates the number of labels across the page and the size of each label. An example of a mailing label report created by using the Label Wizard is shown in Figure 12.5. This report is based on the `customers` table but could just as easily be based on a query that limits what mailing labels are produced.

FIGURE 12.5

An example of a report containing mailing labels.



The Anatomy of a Report

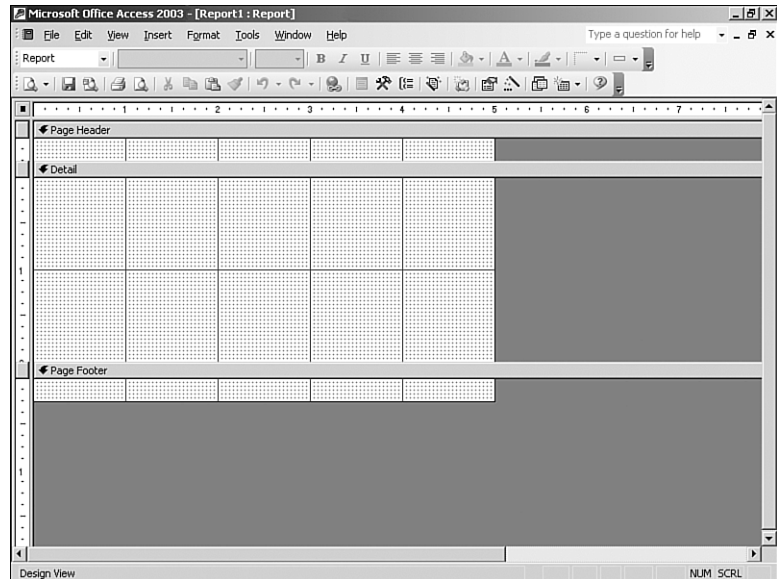
Reports can have many parts, referred to as *sections* of the report. A new report is automatically made up of the following three sections, as shown in Figure 12.6:

- Page Header section
- Detail section
- Page Footer section

The Detail section is the main section of the report; it's used to display the detailed data of the table or query underlying the report. Certain reports, such as Summary reports, have nothing in the Detail section. Instead, Summary reports contain data in group headers and footers.

The Page Header section automatically prints at the top of every page of the report. It often includes information such as the report's title. The Page Footer section automatically prints at the bottom of every page of the report and usually contains information such as the page number and date. Each report can have only one page header and one page footer.

FIGURE 12.6
Sections of a report.



In addition to the three sections that Access automatically adds to every report, a report can have the following sections:

- Report Header section
- Report Footer section
- Group Headers section
- Group Footers section

A report header prints once, at the beginning of the report; the report footer prints once, at the end of the report. Each Access report can have only one report header and one report footer. The report header is often used to create a cover sheet for a report. It can include graphics or other fancy effects to add a professional look to a report. The most common use of the report footer is for grand totals, but it can also include any other summary information for a report.

In addition to report and page headers and footers, an Access report can have up to 10 group headers and footers. Report groupings separate data logically and physically. The

group header prints before the detail for the group, and the group footer prints after the detail for the group. For example, you can group customer sales by country and city, printing the name of the country or city for each related group of records. If you total the sales for each country and city, you can place the country and city names in the country and city group headers and the totals in the country and city group footers.

Creating a Report in Design View

Although it is generally most efficient to get started with most reports by using the Report Wizard, you should understand how to create a new report in Design view. To create a report without using a wizard, you click Reports in the Objects list and then double-click the Create Report in Design View icon. The Report Design window appears. You must then set the record source of the report to the table or query on which you want to base the report. Another way to create a report in Design view is to click Reports in the Objects list and then click New to open the New Report dialog box. Then you click Design View and use the drop-down list to select the table or query on which you want to base the report; then you click OK, and the Report Design window appears.

Working with the Report Design Window

You use the Report Design window to build and modify a report. Using this window, you can add objects to a report and modify their properties. Microsoft provides numerous Report, Report Grouping, and Control properties. These are described throughout the remainder of this hour and in Hour 17, “Power Report Techniques.” By modifying these properties, you can create reports with diverse looks and functionality.

Understanding the Report Design Tools

To help you design reports, several report design tools are available, including the Properties, Toolbox, Field List, and Sorting and Grouping windows. Two toolbars are also available to make developing and customizing reports easier: the Report Design toolbar and the Formatting toolbar. The Report Design toolbar offers tools for saving, previewing, and printing a report and for cutting, copying, and pasting report objects. The Formatting toolbar is specifically designed to help you customize the look of a report. It includes tools for changing the font, font size, alignment, color, shading, and other physical attributes of the report objects.

The Properties, Toolbox, Field List, and Sorting and Grouping windows are all designed as toggles. This means that buttons on the Report Design toolbar alternately hide and show these valuable windows. If you have a high-resolution monitor, you might want to leave the windows open at all times. If you have a low-resolution monitor, you need to get a feel for when it's most effective for each window to be opened or closed.

Adding Fields to a Report

You can most easily add fields to a report by using the Field List window. With the Field List window open, you click and drag a field from the field list onto the appropriate section of the report. You can add several fields at one time, just as you can in forms. You can use the Ctrl key to select noncontiguous fields (that is, fields not proximal to each other) and the Shift key to select contiguous fields (that is, fields immediately proximal to one another), or you can double-click the field list's title bar to select all the fields; then you click and drag them to the report as a unit.



One problem with adding fields to a report is that Access places the fields and the attached labels in the same section of the report. This means that if you click and drag fields from the Field List window to the Detail section of the report, both the fields and the attached labels appear in the Detail section. If you're creating a tabular report, this isn't acceptable, so you must cut the attached labels and paste them into the report's Page Header section. This is one reason you might want to start with the Report Wizard and then use Design view to customize the report to your needs.

Selecting, Moving, Aligning, and Sizing Report Objects

Microsoft Access offers several techniques to help you select, move, align, and size report objects. Different techniques are most effective in different situations. Experience will tell you which technique you should use and when. Selecting, moving, aligning, and sizing report objects are quite similar to performing the same tasks with form objects. The techniques are covered briefly in the following sections; for a more detailed explanation of each technique, refer to Hour 11, "Creating Forms."

Selecting Report Objects

To select a single report object, you click it; selection handles appear around the selected object. After you have selected the object, you can modify any of its attributes (properties), or you can size, move, or align it.

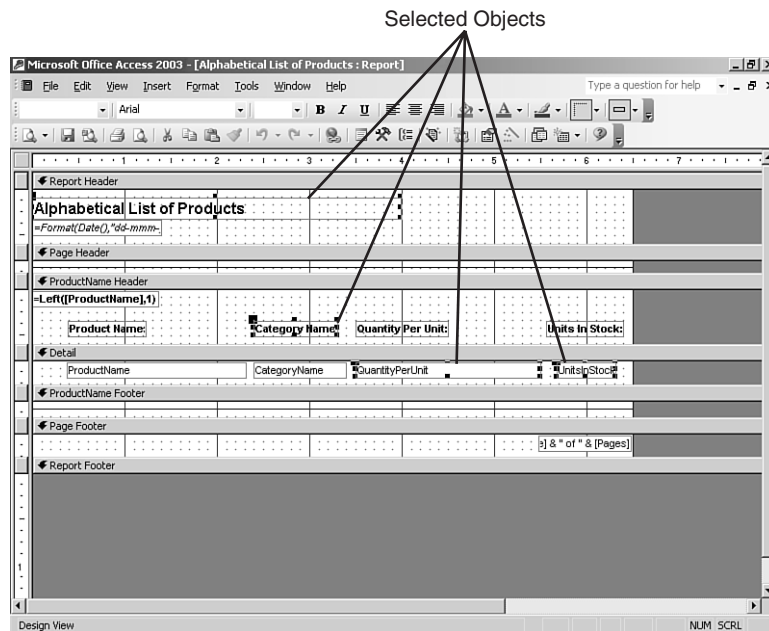
To select multiple objects so that you can manipulate them as a unit, you can use any of the following techniques:

- Hold down the Shift key as you click multiple objects. Each object you click is then added to the selection.
- Place the mouse pointer in a blank area of the report. Click and drag to lasso the objects you want to select. When you let go of the mouse button, any objects completely or even partially within the lasso are selected.

- Click and drag within the horizontal or vertical ruler. As you click and drag, lines appear, indicating the potential selection area. When you release the mouse button, all objects within the lines are selected.

You need to make sure you understand which objects are actually selected; attached labels can cause some confusion. Figure 12.7 shows a report with four objects selected: the Alphabetical List of Products label, the Category Name label, the QuantityPerUnit text box, and the UnitsInStock text box. If you were to modify the properties of the selected objects, they would be the only objects affected.

FIGURE 12.7
Selecting objects in an Access report.



Moving Report Objects

If you want to move a single control along with its attached label, you click the object and drag it to a new location. The object and the attached label move as a unit. To move multiple objects, you use one of the methods described in the previous section to select the objects you want to move. After you have selected the objects, you click and drag any of them; the selected objects and their attached labels move as a unit.

Moving an object without its attached label is a trickier process. When the mouse pointer is placed over the center or border of a selected object (not on a sizing handle), the cursor looks like a hand with all five fingers pointing upward. This indicates that the selected object and its attached label move as a unit, maintaining their relationship to one another. However, if you place the mouse pointer directly over the selection handle in the

object's upper-left corner, the cursor looks like a hand with only the index finger pointing upward. This indicates that the object and the attached label move independently of one another so that you can alter the distance between them.

Aligning Objects with One Another

To align objects with one another, you must select them first. To do so, you choose Format|Align and then select Left, Right, Top, Bottom, or To Grid. The selected objects align themselves in relationship to each other.



You need to watch out for a few “gotchas” when you’re aligning report objects. If you select several text boxes and their attached labels and align them, Access tries to align the left sides of the text boxes with the left sides of the labels. To prevent this from happening, you have to align the text boxes separately from their attached labels.

During the alignment process, Access never overlaps objects. Therefore, if the objects you’re aligning don’t fit, Access can’t align them. For example, if you try to align the bottoms of several objects horizontally and they don’t fit across the report, Access aligns only the objects that fit on the line.

Using Snap to Grid

The Snap to Grid feature is a toggle found under the Format menu. When Snap to Grid is selected, all objects that you’re moving or sizing snap to the report’s gridlines. To temporarily disable the Snap to Grid feature, you hold down the Ctrl key while sizing or moving an object.

Using Power-Sizing Techniques

Access offers many techniques to help you size report objects. A selected object has eight sizing handles, and you can use any of them, except for the upper-left handle, to size the object. You simply click and drag one of the sizing handles. If you selected multiple object to size at once, Access sizes them by the same percentage.

To size objects, you can also select Format|Size and then To Fit, To Grid, To Tallest, To Shortest, To Widest, or To Narrowest. Hour 11 discusses these options in detail.



Access offers a great trick that can help you size labels to fit. You simply double-click any sizing handle, and Access automatically sizes the object to fit the text within it.

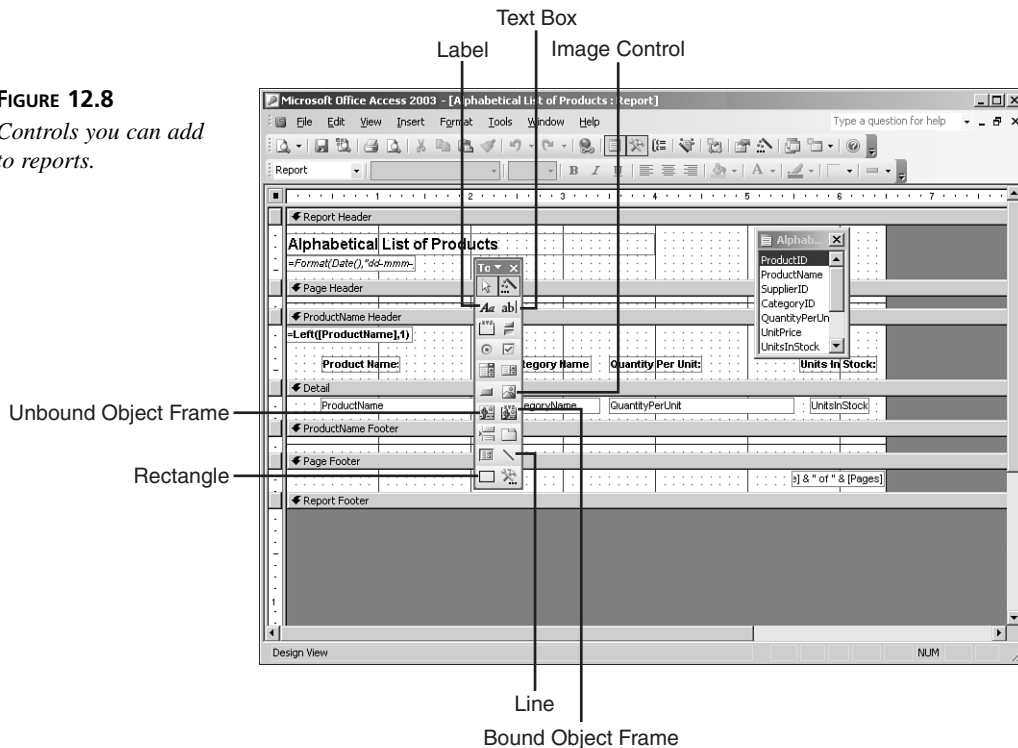
Controlling Object Spacing

Access makes it easy to control object spacing. You can make both the horizontal and vertical distances between selected objects equal. To do so, you select the objects and then choose **Format|Horizontal Spacing|Make Equal** or **Format|Vertical Spacing|Make Equal**. You can also maintain the relative relationship between selected objects while increasing or decreasing the space between them. To do this, you choose **Format|Horizontal Spacing|Increase/Decrease** or **Format|Vertical Spacing|Increase/Decrease**.

Selecting the Correct Control for the Job

Reports usually contain labels, text boxes, lines, rectangles, image controls, and bound and unbound object frames (see Figure 12.8). The other types of controls (such as combo boxes and list boxes) are generally used for reports that emulate data-entry forms. The different controls that you can place on a report, as well as their uses, are discussed briefly in the following sections.

FIGURE 12.8
Controls you can add to reports.



Labels

You use labels to display information to users. Labels are commonly used as report headings, column headings, or group headings for a report. Although you can modify the text labels display at runtime by using Visual Basic for Applications (VBA) code, you cannot bind them directly to data.

To add a label to a report, you select the Label tool in the toolbox and then click and drag to place the label on the report.

Text Boxes

You use text boxes to display field information or the result of an expression. You can use them throughout a report's different sections. For example, in a page header, a text box might contain an expression showing the date range that's the criteria for the report. In a group header, a text box might be used to display a heading for the group. The possibilities are endless because a text box can hold any valid expression.

To add a text box to a report, you select the Text Box tool from the toolbox and then you click and drag the text box to place it on the report. You can also add a text box to a report by dragging a field from the field list to a report. This works as long as the field's `Display Control` property is a text box.

Lines

You can use lines to visually separate objects on a report. For example, you can place a line at the bottom of a section or under a subtotal. To add a line to a report, you click the Line tool in the toolbox to select it and then you click and drag to place the line on the report. When a line is added, it has several properties that you can modify to customize its look.



To make sure that a line you draw is perfectly straight, you can hold down the Shift key while you click and drag to draw the line.

Rectangles

You can use rectangles to visually group items that logically belong together on a report. You can also use them to make certain controls on a report stand out. For example, you can draw rectangles around important subtotal or grand total information that you want to make sure the report's readers notice.

To add a rectangle to a report, you select the Rectangle tool from the toolbox and then click and drag to place the rectangle on the report.



A rectangle might obscure objects that you have already added to the report. To rectify this problem, you can set the rectangle's **Back Style** property to **Transparent**. This setting is fine unless you want the rectangle to have a background color. If you do, you choose **Format!Send to Back** to layer the objects so that the rectangle lies behind the other objects on the report.

Bound Object Frames

NEW TERM

Bound object frames let you display the data in OLE fields, which contain objects from other applications, such as pictures, spreadsheets, and word processing documents.

To add a bound object frame to a report, you click the Bound Object Frame tool in the toolbox and then click and drag the frame onto the report. You need to then set the **Control Source** property of the frame to the appropriate field. You can also add a bound object frame to a report by dragging and dropping an OLE field from the field list onto the report.

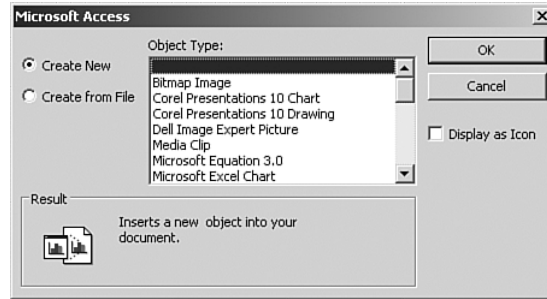
Unbound Object Frames

You can use unbound object frames to add logos and other pictures to a report. Unlike bound object frames, however, unbound object frames aren't tied to underlying data.

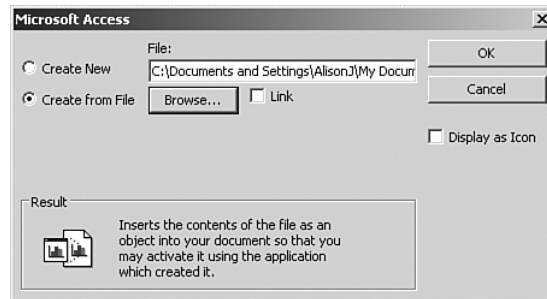
To add an unbound object frame to a report, you click the Unbound Object Frame tool in the toolbox and then click and drag the object frame to place it on the report. An insert object dialog box, shown in Figure 12.9, appears, and you use this dialog box to create a new OLE object or to insert an existing OLE object from a file on disk. If you select the **Create from File** option, the insert object dialog box changes to look like Figure 12.10. You can click **Browse** to locate the file you want to include in the report. The insert object dialog box gives you the option of linking to or embedding an OLE object. If you select **Link**, a reference is created to the OLE object. Access stores only the bitmap of the object in the report, and the report continues to refer to the original file on disk. If you don't select **Link**, Access copies the object you select and embeds it in the report so that it becomes part of the Access .MDB file; no link to the original object is maintained.

FIGURE 12.9

The insert object dialog box, where you insert a new or existing object into an unbound object frame.

**FIGURE 12.10**

The insert object dialog box with Create from File selected.



It's usually preferable to use an image control rather than an unbound object frame for static information such as a logo because the image control requires far fewer resources than does an unbound object frame. The next section covers image controls.

Image Controls

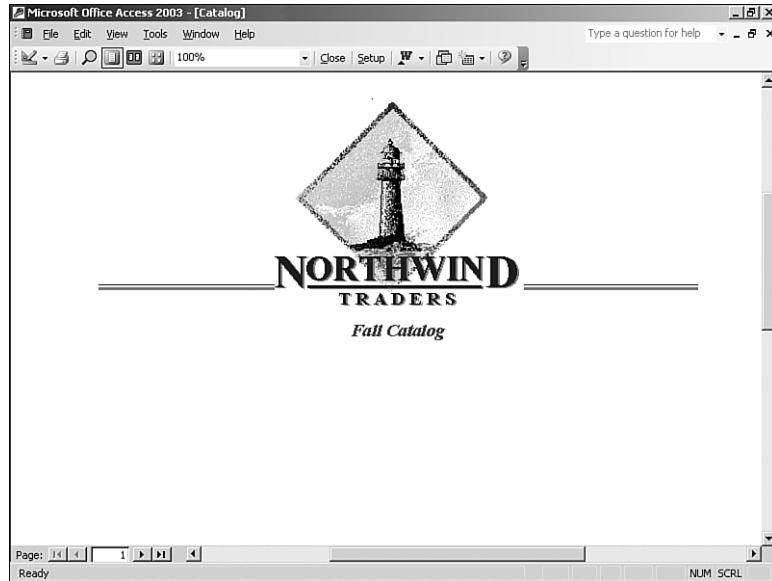
Image controls are the best option for displaying static images, such as logos, on a report. An unbound object can be modified after it is placed on a report, but you can't open the object application and modify an image when it's placed on a report. This limitation, however, means far fewer resources are needed with the Image control, so performance improves noticeably. Figure 12.11 shows a report with an image control.

Other Controls

As mentioned earlier in this chapter, it's standard to include mostly labels and text boxes on reports, but you can add other controls, such as combo boxes, when appropriate. To add any other type of control, you click to select the control in the toolbox and then click and drag to place it on the report.

FIGURE 12.11

A report with an image control.



Report Properties and Why to Use Them

You can modify many different properties on reports to change how the report looks and performs. Like form properties, report properties are divided into categories: Format, Data, Event, and Other. To view a report's properties, you first select the report, rather than a section of the report, in one of three ways:

- Click the report selector (see Figure 12.12), which is the small gray button at the intersection of the horizontal and vertical rulers.
- Select Report from the drop-down list box in the Properties window.
- Choose Edit | Select Report.

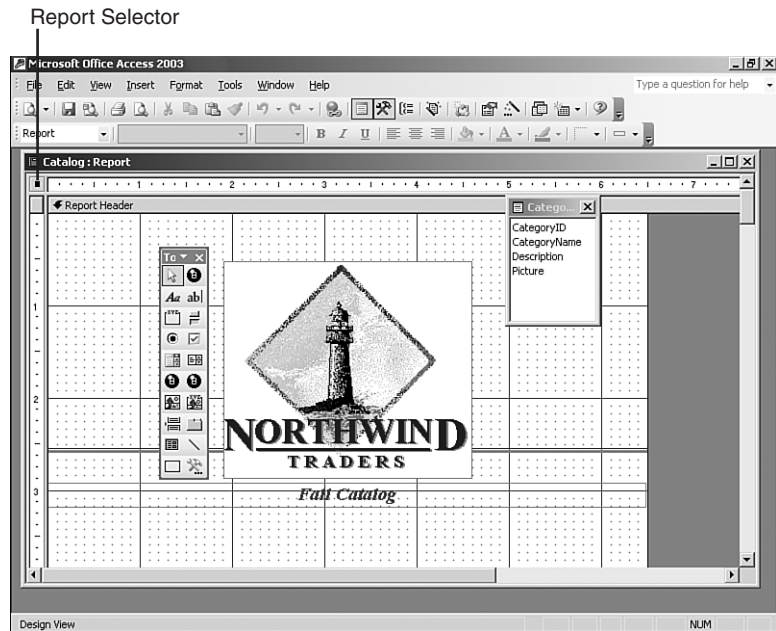
After you have selected a report, you can view and modify its properties.

Working with the Properties Window

To select a report and open the Properties window at the same time, you double-click the report selector. When you select a report, the Properties window appears, showing all the properties associated with the report. A report has 47 properties available on the property sheet (there are additional properties available only from code), broken down into the appropriate categories in the Properties window. Forty of the properties relate to the report's Format, Data, and the properties on the Other tab; the remaining 7 relate to the events that occur when a report is run. The Format and Data properties are covered in the

following sections. Hour 17, “Power Report Techniques,” covers the properties on the Other tab. Programming books such as *Alison Balter’s Mastering Access 2003 Desktop Development* cover the seven event properties.

FIGURE 12.12
The report selector.



The Format Properties of a Report

A report has the 23 Format properties described in the following sections for changing the report’s physical appearance.

Caption

The `Caption` property of a report is the text that appears in the Report window’s title bar when the user is previewing the report. You can modify it at runtime to customize it for a particular situation.

Auto Resize

The `Auto Resize` property was introduced with Access 2002. Its setting determines whether a report is resized automatically to display all the data on the report.

Auto Center

You use the `Auto Center` property, which was introduced with Access 2002, to designate whether you want the Report window to automatically be centered on the screen.

Auto Center property is also new in Access 2002. This property specifies whether a report is centered automatically within the application window whenever it is opened.

Page Header and Page Footer

The Page Header and Page Footer properties determine on what pages the Page Header and Page Footer sections appear. The options are All Pages, Not with Rpt Hdr, Not with Rpt Ftr, and Not with Rpt Hdr/Ftr. You might not want the page header or page footer to print on the report header or report footer pages, and these properties give you control over where those sections print.

Grp Keep Together

NEW TERM

In Access, you can keep a group of data together on the same page by using the Grp Keep Together property. The Per Page setting forces the group of data to remain on the same page, and the Per Column setting forces the group of data to remain within a column. A *group of data* refers to all the data within a report grouping (for example, all the customers in a city).

Border Style

The Border Style property was introduced with Access 2002. Like its form counterpart, it is far more powerful than its name implies. The options for the Border Style property are None, Thin, Sizable, and Dialog. If the Border Style property is set to None, the report has no border. If the Border Style property is set to Thin, the border is not resizable; the Size command isn't available in the Control menu. This setting is a good choice for pop-up reports, which remain on top even when other forms or reports are given the focus. Having the Border Style property set to Sizable is standard for most reports. It includes all the standard options in the Control menu. The Dialog setting creates a border that looks like the border created by the Thin setting. The user can't maximize, minimize, or resize a report with the Border Style property set to Dialog. After you set the Border Style property of a report to Dialog, the Maximize, Minimize, and Resize options aren't available in the report's Control menu. Border Style property is new in Access 2002. This setting lets you specify the type of border to be used for the Report window under print preview mode. It also determines whether the Report window is sizable and which border elements are available for the Report window such as the title bar, Close button, the Control menu, and the Minimize and Maximize buttons.

Control Box

The Control Box property, which was introduced with Access 2002, lets you specify whether the Report window under Print Preview mode has the Control menu available. The user activates the Control menu by clicking the icon in the upper-left corner of a

window. The Control menu displays options for manipulating the window: Restore, Move, Size, Minimize, Maximize, and Close.

Min Max Buttons

The `Min Max Buttons` property, which was introduced with Access 2002, lets you specify whether the Minimize and/or Maximize options should be available from the Control menu for the Report window in Print Preview mode. The settings are `None`, `Min Enabled`, `Max Enabled`, and `Both Enabled`.

Close Button

The `Close Button` property, which was introduced with Access 2002, specifies whether to enable or disable the Close button on the Print Preview window.

Width

The `Width` property specifies the width of the report sections.

Picture, Picture Type, Picture Size Mode, Picture Alignment, Picture Tiling, and Picture Pages

The background of a report can be a picture. The `Picture`, `Picture Type`, `Picture Size Mode`, `Picture Alignment`, `Picture Tiling`, and `Picture Pages` properties determine what picture is used as a background for the report and what attributes are applied to it.

Grid X and Grid Y

The `Grid X` and `Grid Y` properties determine the density of the gridlines in the Report Design window.

Layout for Print

The `Layout for Print` property specifies whether screen or printer fonts are used in the report. If you want to optimize reports for preview, you should set this property to `No`; if you want to optimize reports for the printer, you should set it to `Yes`. This option is not very important if you select TrueType fonts because TrueType fonts usually print equally well to the screen and the printer.

Palette Source

The `Palette Source` property determines the source for a report's selectable colors.

Orientation

The `Orientation` property is used to take advantage of language-specific versions of Microsoft Access, such as Arabic. You can set this property to support right-to-left display features for these language-specific editions of Access, provided that the underlying operating system supports that language and is 32-bit (for example, Windows 2000).

Moveable

The `Moveable` property determines whether the user can move the Report window around the screen by clicking and dragging the report by its title bar.

The Report's Data Properties

A report has five Data properties, described in the following sections, which are used to supply information about the data underlying a report.

Record Source

The `Record Source` property specifies the table or query whose data underlies the report. You can modify the record source of a report at runtime. This feature of the `Record Source` property makes it easy for you to create generic reports that use different record sources in different situations.

Filter

The `Filter` property allows you to open a report with a specific filter set. I usually prefer to base a report on a query rather than apply a filter to it. At some times, however, it's more appropriate to base the report on a query and then apply and remove a filter as required, based on the report's runtime conditions.

Filter On

The `Filter On` property determines whether a report filter is applied. If the `Filter On` property is set to `No`, the `Filter` property of the report is ignored.

Order By

The `Order By` property determines how the records in a report are sorted when the report is opened.

Order By On

The `Order By On` property determines whether the `Order By` property of the report is used. If the `Order By On` property is set to `No`, the report's `Order By` property is ignored.

Summary

Reports provide valuable information about the data stored in a database. You can build many types of reports in Access 2003, including Detail reports, Summary reports, reports that look like printed forms, and reports that contain graphs and other objects. Access offers many properties for customizing the look and behavior of each report to fit the users' needs. Understanding how to work with each property is integral to the success of

the databases that you build. For more information about report design techniques, refer to Hour 17.

Q&A

Q Name the types of reports available in Access, and give a brief description of each.

A Detail report: Supplies an entry for each record included in the report; Summary report: Provides summary data for all the records included in a report; Report with graphics and charts: Combine numbers and charts; Report with forms: Look like printed forms; Report with labels: Produces mailing labels.

Q Name the three sections that Access adds to every new report you create.

A The three sections of a report that Access adds to every new report you create are the Page Header, Detail, and Page Footer sections.

Q Explain the difference between a page header and a report header.

A The report header prints only once, at the very beginning of the report, whereas the page header prints at the top of every page.

Q Describe the design of a Summary report.

A A Summary report contains nothing in its Detail section. All controls are placed in the Group Headers and Group Footers sections as well as in the Report Footer section. Because no controls are found in the Detail section, Access prints summary information only.

Workshop

The Workshop includes quiz questions that are designed to help you test your understanding of the material covered and activities to help put what you've learned to practice. You can find the answers to the questions in the section immediately following the quiz.

Quiz

1. The `Auto Center` property of a report determines whether the controls are centered within the report (True/False).
2. Name the property that determines whether Access applies the report filter designated in the `Filter` property.
3. Name the property that determines how the records in a report are sorted when the report opens.

4. What type of report control is most efficient for storing static images such as logos?
5. Name the report property that determines whether the user can move the Report window while in Print Preview mode.

Quiz Answers

1. False. The `Auto Center` property determines whether Access centers the report window within the screen.
2. The `Filter On` property.
3. The `Order By` property.
4. The `Image` control.
5. The `Moveable` property.

Activities

Practice creating a report in Design view. Designate the record source. Practice adding the types of controls that you learned about in this hour. Set various properties and see how they affect the report output.