

FastCourse

Access 2007: Level 2



Lesson 4: Creating Custom Reports

[Return to the FastCourse Access 2007 Level 2 book page](#)



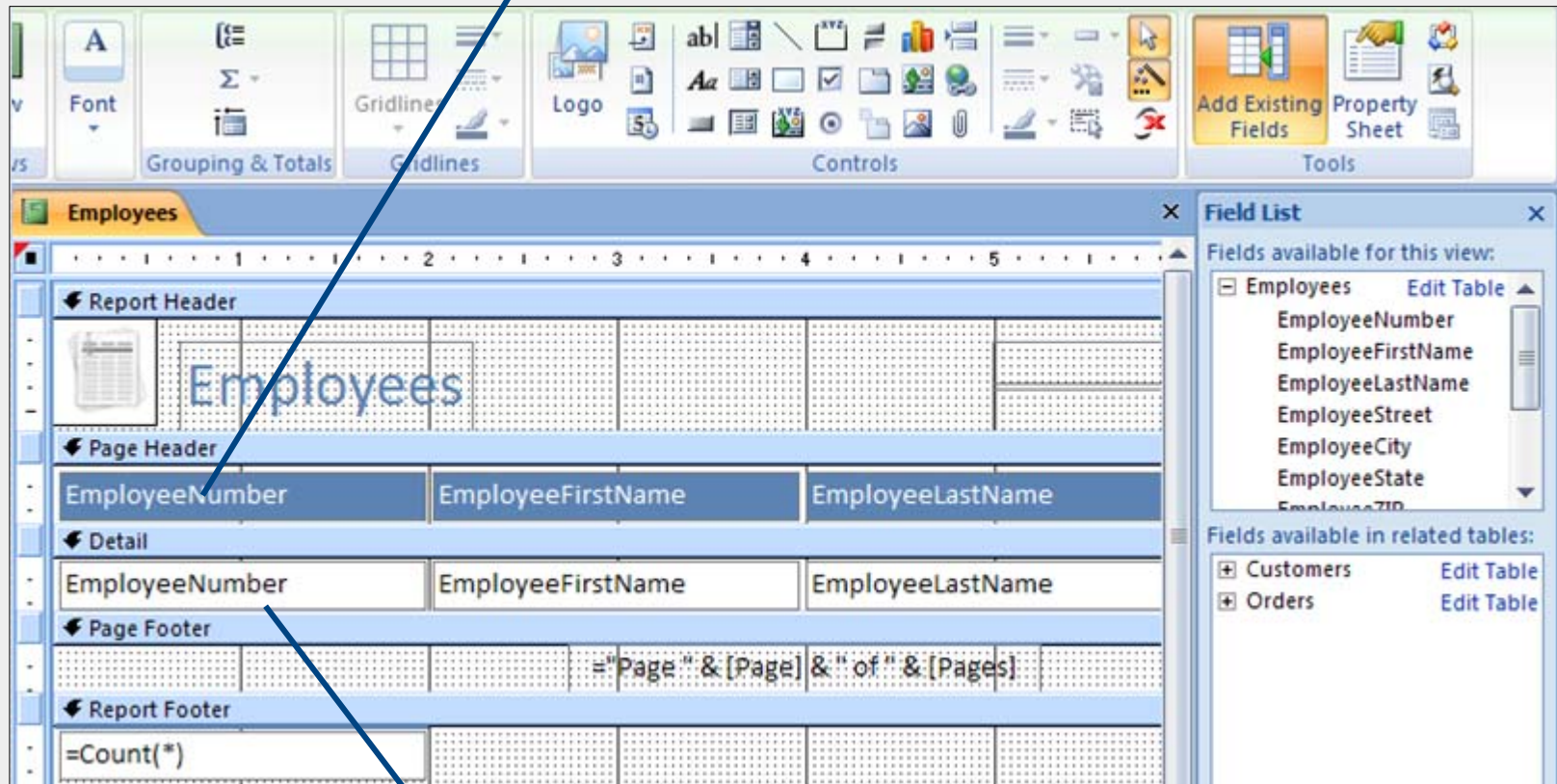
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Lesson Objectives

- After studying this lesson, you will be able to:
 - ▲ Create a report using Report Design View
 - ▲ Modify reports
 - ▲ Add report sorting and grouping levels
 - ▲ Add graphics to reports and apply AutoFormats
 - ▲ Add a calculated control to a report
 - ▲ Create controls to calculate totals

Report Design View Features

Control labels normally appear as column headings in reports



Control text boxes normally appear in the Detail section of reports

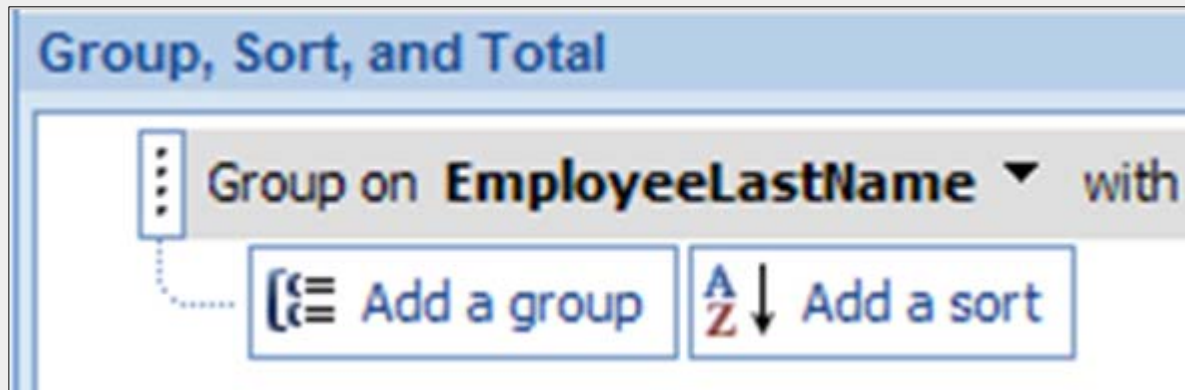


Adding Controls to Reports

- Drag field names from the Field List panel
- Add controls using Control tools on the Ribbon
- Arranging controls
 - ▲ Select the control label and cut it from the Detail section and paste the label in the Page Header section
 - ▲ Arrange controls by dragging
 - ▲ Arrange controls with alignment tools

Setting Grouping Levels

- A group is a collection of records that has at least one data element in common
- Set grouping levels using the Group, Sort, and Total Panel



Working with Group

- Grouping records places a Group Header and Group Footer section on the report
- Field controls are added to the Group Header or Group Footer
- Access enables multilevel grouping
- Sort order can be set for groups

Performing Calculations

- Use many of the same techniques used to add calculations to forms
- The Expression Builder is available for creating report calculations
- Groups can be totaled using the Total feature on the Group, Sort, and Total panel
- Aggregate Fields can be set to sum, average; perform other standard calculations

Creating Labels

- Arrange fields on a report palette using a Wizard
- Techniques and label layout similar to adding field codes to Word documents for mail merges

The screenshot shows a 'Available fields:' list on the left and a 'Prototype label:' area on the right. The 'Available fields:' list contains 'Street', 'City', 'State', 'ZIP', 'Telephone', and 'FirstOrderDate'. 'Telephone' is currently selected. A blue circle highlights the 'Available fields:' header. A right-pointing arrow button is located between the two panels. The 'Prototype label:' area displays a sample layout: {FirstName} {LastName} on the first line, {Street} on the second line, and {City}, {State} {ZIP} on the third line.

Fields positioned appropriately with spacing and lines set up

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