**Microsoft Access 2013 Norwalk Community College**

# Skills — Session 4: Create and Modify Reports

## 1. Create a Quick Report

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| 1.1 Create a Report with Report Wizard | CLICK the Create tab, andClick Report Wizard in the Reports group, andClick the drop-down arrow for table/query and choose the desired table or query, andDouble-Click the desired fields, andClick Next, andClick the desired option button to choose how the records should be viewed, andDouble-Click the desired field, if any, to group the records by, andClick Next, andClick the drop-down arrow and choose the desired sort field, if any, andChoose the desired sort order, andClick Next, andchoose the desired layout and orientation, andClick Next, andEdit the title for the report as desired, andClick Finish. The report will appear in Print Preview, andClick Close Print Preview, andClick the drop-down arrow of the View button, andChoose Report View. |
| 1.2 Close a Report | CLICK Close (🗙) in the upper right of the report. |

## 2. Fix up a Report in Layout View

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| 2.1 Open a Report in Report View | DOUBLE-CLICK the desired report in the Reports section of the Navigation pane |
| 2.2 Switch to Report Layout View | CLICK the View button, andCHOOSE Layout View, andCLICK Close (🗙) to close the Field List or Property Sheet pane if either appears on the right. |
| 2.3 Edit a Label | DOUBLE-CLICK the label to set it in Editing mode, andEdit the label as desired |
| 2.4 Resize a Control | CLICK the control to select it, andHOLD down the Shift key, andPRESS the appropriate arrow key until the desired size is achieved. |
| 2.5 Move a Control | CLICK the control to select it, andPRESS the appropriate arrow key until the control is in the desired position,OR: Place your mouse pointer in the control until the four-way arrow pointer appears, and Click and Drag the mouse pointer to the desired position. |

## 3. Redesign a Report in Design View

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| 3.1 Open a Report in Design View | RIGHT-CLICK the report in the Navigation pane, andCHOOSE Design View. |
| 3.2 Resize a Header | POSITION your mouse pointer on the bottom border of the header area so that it forms a two-headed vertical arrow pointer, andDRAG the pointer up or down until the header is at the desired size. |
| 3.3 Move a Control with the Mouse | CLICK inside the control select it, andPRESS the appropriate arrow key on the keyboard until the control is in the desired position. |
| 3.4 Resolve an Oversize Report Width Error | CLICK the report selector button in the upper left corner to select the report, and POSITION the mouse pointer on the Error Checking Options button, andCLICK the Error Checking Options drop-down arrow, andCHOOSE Remove Extra Report Space. |
| 3.5 Add a Horizontal Line to a Report | CLICK the More button at the right of the Controls gallery in the Design tab of the Report Design Tools group, andCLICK the Line button, andHOLD down the Shift key, andCLICK the approximate position for the left end of the horizontal line, andDrag the mouse pointer to the right until the line is near the desired length, andUSE the arrow keys to position the left edge of the line accurately, andHold down the Shift key, andUSE the left or right arrow keys to adjust the length of the line accurately. |
| 3.6 Add a Text Box Control to a Report | CLICK the Text Box button in the Controls gallery of the Design tab of the Report Design Tools group, andCLICK the desired position for the upper left corner of the control, andDrag to form a rectangle of the desired size, andDOUBLE-CLICK in the new text box to set it in editing mode, andTYPE the name of a field, or a formula, e.g., =Date(), andDOUBLE-CLICK in the text box’s associated label to set it in editing mode, andTYPE the caption for the label, andCLICK outside the label to unselect it. |

## 4. Create a Summary Report

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| 4.1 Create a Report with Totals | CLICK the query or table in the Navigation pane that the report should be based on, andCLICK the Create tab, andCLICK the Report Wizard button, andDOUBLE-CLICK the fields to be included in the report, andCLICK Next, andChoose how you want to view the data, if asked, and Click Next, andDOUBLE-CLICK the field by which the data should be grouped, andCLICK Next, andChoose the desired sort order, if desired, and CLICK Next, andCLICK the Summary Options button, andCHECK the box to choose the desired aggregate function, andCLICK OK, andCLICK Next, andCLICK Next to confirm the default choices of a Stepped Layout and Portrait Orientation, andCLICK Next, andEDIT the desired title of the report, andCLICK Finish. |
| 4.2 Delete Unnecessary Summary Controls | CLICK an unnecessary summary text box, andPRESS the Delete key, andCLICK the label associated with the deleted text box, andPRESS the Delete key. |
| 4.3 Select Multiple Summary Text Boxes | CLICK the label for the field that is being summed or counted, andHOLD down the Shift key, andCLICK all the text boxes related to the field being summed or counted. |
| 4.4 Move a Control with the Keyboard | Click the control that needs to be moved, andPress the appropriate arrow key repeatedly until the control is in the desired position,OR: Click the control and Drag it to the desired position. |
| 4.5 Align Controls | CLICK the first control, andHOLD down the Shift key, andCLICK the remaining controls, andCLICK the Arrange tab in the Report Design Tools group, andCLICK the Align button, and CHOOSE Right, Left, Top, etc. to align the controls. |
| 4.6 Resolve a Label Error | CLICK the label that has a green error indicator noting that the label is not associated with a text box, andPOSITION your mouse pointer over the Error Checking Options button, andCLICK the Error Checking Options button drop-down arrow, andCHOOSE Ignore Error |