**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, and  Click Report Wizard in the Reports group, and  Click the drop-down arrow for table/query and choose the desired table or query, and  Double-Click the desired fields, and  Click Next, and  Click the desired option button to choose how the records should be viewed, and  Double-Click the desired field, if any, to group the records by, and  Click Next, and  Click the drop-down arrow and choose the desired sort field, if any, and  Choose the desired sort order, and  Click Next, and  choose the desired layout and orientation, and  Click Next, and  Edit the title for the report as desired, and  Click Finish. The report will appear in Print Preview, and  Click Close Print Preview, and  Click the drop-down arrow of the View button, and  Choose 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, and  CHOOSE Layout View, and  CLICK 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, and  Edit the label as desired |
| 2.4 Resize a Control | CLICK the control to select it, and  HOLD down the Shift key, and  PRESS the appropriate arrow key until the desired size is achieved. |
| 2.5 Move a Control | CLICK the control to select it, and  PRESS 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, and  CHOOSE 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, and  DRAG 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, and  PRESS 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, and  CLICK the Error Checking Options drop-down arrow, and  CHOOSE 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, and  CLICK the Line button, and  HOLD down the Shift key, and  CLICK the approximate position for the left end of the horizontal line, and  Drag the mouse pointer to the right until the line is near the desired length, and  USE the arrow keys to position the left edge of the line accurately, and  Hold down the Shift key, and  USE 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, and  CLICK the desired position for the upper left corner of the control, and  Drag to form a rectangle of the desired size, and  DOUBLE-CLICK in the new text box to set it in editing mode, and  TYPE the name of a field, or a formula, e.g., =Date(), and  DOUBLE-CLICK in the text box’s associated label to set it in editing mode, and  TYPE the caption for the label, and  CLICK 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, and  CLICK the Create tab, and  CLICK the Report Wizard button, and  DOUBLE-CLICK the fields to be included in the report, and  CLICK Next, and  Choose how you want to view the data, if asked, and Click Next, and  DOUBLE-CLICK the field by which the data should be grouped, and  CLICK Next, and  Choose the desired sort order, if desired, and CLICK Next, and  CLICK the Summary Options button, and  CHECK the box to choose the desired aggregate function, and  CLICK OK, and  CLICK Next, and  CLICK Next to confirm the default choices of a Stepped Layout and Portrait Orientation, and  CLICK Next, and  EDIT the desired title of the report, and  CLICK Finish. |
| 4.2 Delete Unnecessary Summary Controls | CLICK an unnecessary summary text box, and  PRESS the Delete key, and  CLICK the label associated with the deleted text box, and  PRESS the Delete key. |
| 4.3 Select Multiple Summary Text Boxes | CLICK the label for the field that is being summed or counted, and  HOLD down the Shift key, and  CLICK 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, and  Press 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, and  HOLD down the Shift key, and  CLICK the remaining controls, and  CLICK the Arrange tab in the Report Design Tools group, and  CLICK 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, and  POSITION your mouse pointer over the Error Checking Options button, and  CLICK the Error Checking Options button drop-down arrow, and  CHOOSE Ignore Error |