ACADEMIC TECHNOLOGY SUPPORT

Microsoft Access

INFORMATION TECHNOLOGY SERVICES
EAST TENNESSEE STATE UNIVERSITY

Support Contact: Barbara Chamberlain (knightb@etsu.edu; 439-8611)
# Table of Content

Microsoft Access 2013 Reports................................................................. 1  
  Report Creation .................................................................................... 1  
  Create the Report ................................................................................. 1  
  Report in Layout View.......................................................................... 1  
Reports with Picture.................................................................................. 2  
  Conditional Formatting a Report......................................................... 2  
  Reports Using the Wizard................................................................. 2  
The Label Wizard.................................................................................... 3
Microsoft Access 2013 Reports

Microsoft Access 2013 Reports is an instructor lead, hands-on, small group, interactive workshop. Templates, support material, and an opportunity to ‘See and Try’ is the guiding methodology of this workshop. Participant experiences will include:

1. Formatting a professional looking report in Access, Excel or Word
2. Using relationships between tables to retrieve data from two or more tables into one report

This session is devoted to advance Relationships in Access, Review of Tables and Reports from Queries and to the ways they make Access a better application to collect data.

Report Creation

Create a Report in the same method for creating a Form. Select the Table with data and go to Create Report. Edit the look of the Report by going to Design View.


An Access Database need not be intimidating. Start small with tables and simple forms and queries. Once you are comfortable your database can grow and then expand.

Use the Report Wizard to create reusable reports. The Report Wizard enables the creation of Reports from multiple objects including tables and queries.

Create the Report

Report in Layout View

Steps:

1. Choose Create>Reports>Blank Report
2. View on the right side of the screen, a Field List
3. Double Click to see all the tables in the Database
4. Open the Table Fields list, generally by a double click
5. Drag the Field/Column to the blank Report screen
6. Resize the column as needed, by clicking on the column header and dragging with the two-way resize pointer
7. Add other elements as needed such as Title, Logos, Page Numbers and Date information from the Report Layout Tools appear on the Ribbon

Reports with Picture

To include a picture in the report, the picture must meet one of the following requirements:

1. The picture is stored in an attachment field that you created in the associated table
2. The picture is one which is a standard .bmp, .jpg, .gif, .tif, or .wmf type files
3. The picture is the first or only attachment in the associated field

The Reports can be viewed in Report View and can be edited in Layout View or Design View.

Reports can be exported in PDF, Word, HTML, Excel, Access and other Formats.

Conditional Formatting a Report

Select a column with the value that will be used in the conditional formatting. Go to Report Layout Tools> Format > Control Format > Conditional Formatting. Select New Rule and the Condition and result of the value meeting the Condition. Authors can use Data Bars, which are a shaped bar that fills every cell value that meets the condition.

Reports Using the Wizard

1. Go to Create Tab on the Ribbon
2. A dialog box appears where the Report Wizard enables the selection of items from Tables and Queries
3. Select the fields to include in the Report
4. Find the fields on the left and use the arrows to move it to the right side of the dialog box
5. Organize the Report by picking fields or groups
6. Click next
7. If you change your mind about the grouping or organization, by using the Priority arrows the organization can be modified
8. Sort the records by changing the Ascending or Descending order
9. Select the layout whether it will be portrait or landscape
10. Add the title for the Report
11. Preview it and then if the Report is not satisfactory, modify the report by going to its design view
12. Finish will save and complete the process
Rarely is my Report just as I want it to be. In design view the field row size, width and the location can be adjusted. Headers and Footers may be added, colors added, font changes and even a logo placed on the Report. In design view each grouping has identifiers. To modify the Page Header, select that section. White space can be increased or decrease by using the editing method of clicking and dragging the border. While in editing view the Design Tab will appear. Tools needed to edit the Header are in the Design Tab groups. To add text to the Header use the Text Box tool and a text box appears for you to begin typing. Notice the options of adding a Title, Page numbers, Date and Time.

Next we can focus on making the overall look of the Report Change using the Layout View. Change the look by using Themes and Fonts that will apply to the entire database. Change the Theme by being in the Design Tab groups. Find a theme that most closely meets your need. If the Theme is good but fonts are not perfect, use the Fonts option under the Designs Tab to make changes.

**The Label Wizard**

Steps:

1. Select the table containing the address information
2. Choose Create>Reports>Labels
3. Pick the type of computer printer feed
4. Find the label number to match what you need
5. Pick font, text size and color
6. Look for available fields and double click it
7. Select the next line to add this line and etc.
8. Pick a field, such as the Zip Code to sort by
9. Give the report a name