



MS Access Reports

Overview

MS Access provides a method to collect and sort data. Once the data is collected we want to share it. This class will provide instruction on how to display that data in stunning Report Format.

Objectives

Objective: Participants will create a stylish Report. Export it into Word or Excel or Print it directly from Access. Participants will also use a Report to create Labels for Envelopes.

Supplies: Pre-created Table and or Query available for you to create your own Report.

Optional: Thirty minute lab time available immediately following 60 minute workshop.

Table of Contents

Contents

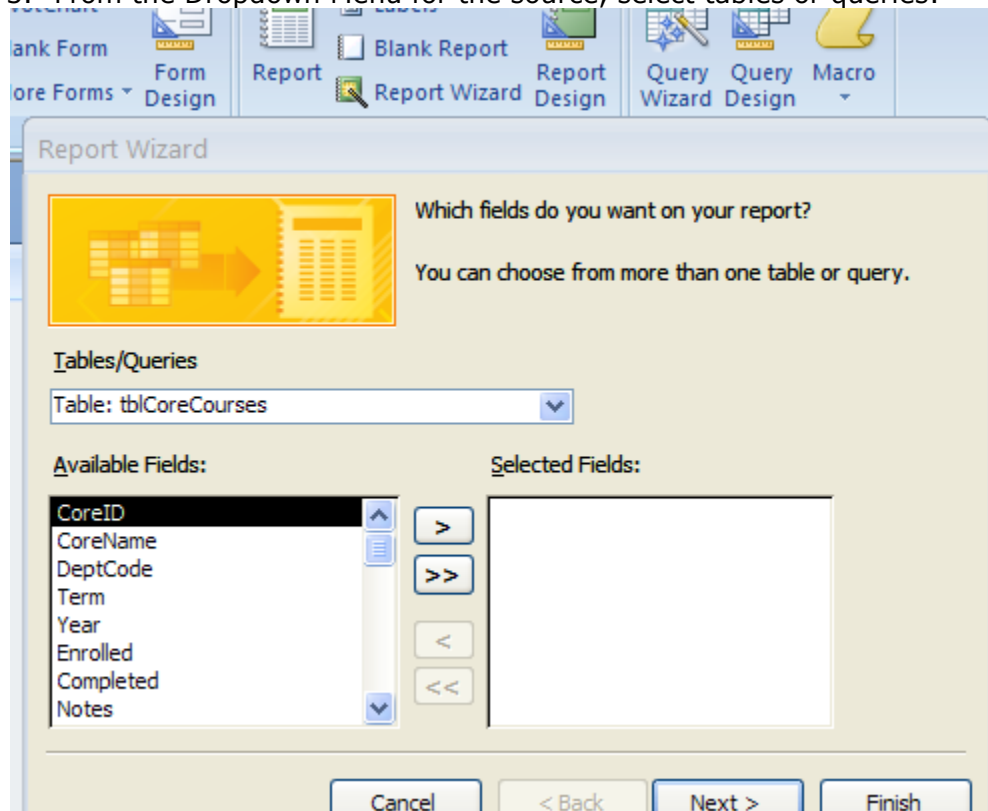
MS Access Reports	1
Table of Contents	2
Contents	2
Creating a Stunning Report	3
Reports	3
Insert a picture in a report	4
Start the Chart Wizard	5

Creating a Stunning Report

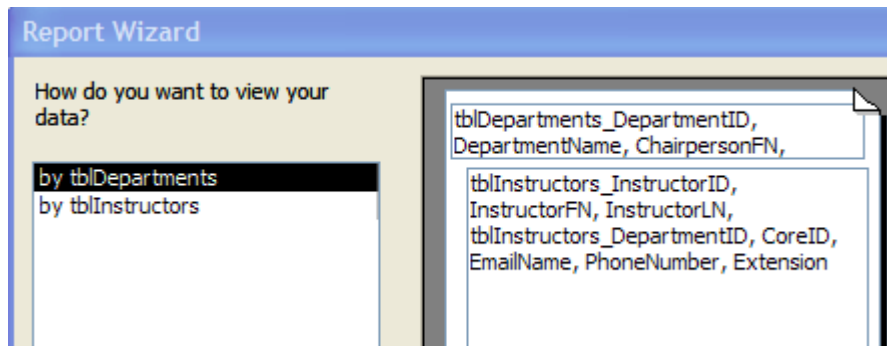
Reports

A report is a formatted printout (or screen display) of the contents of one or more tables in a database. Although you can print data from tables, queries, and forms, reports provide you with the greatest flexibility for formatting printed output.

1. Click Reports in the Object Bar.
2. Double-click the icon for "Create Reports Using Wizard"
3. From the Dropdown Menu for the source, select tables or queries:



4. Select Fields>>. Click Next.
5. How do you want to view your data?

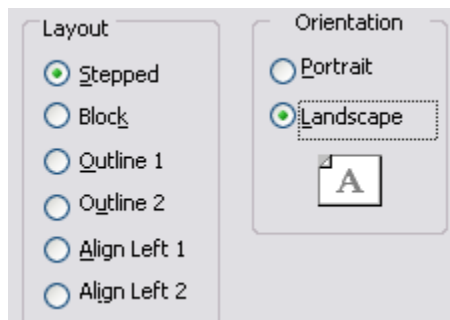


6. Click on Summary Options



Click OK and then NEXT

7. Select Stepped and Landscape. Click Next.




8. Select a style that pleases you. Click Next.

9. Name the Report, and click Finish.

Insert a picture in a report

1. Click on the Report you have created. I want a picture to appear on the first page of the report only; therefore, I will need to insert the picture in the Report Header section. Any text or graphics placed in this section will appear once at the beginning of the report.

2. Click the Report Header bar to select this section of the report. The bar is highlighted to indicate that the section is selected.
3. Click Insert on the menu bar, and then click Picture. The Insert Picture dialog box opens. (Locate a picture on your computer).
4. Notice that handles appear on the border around the picture, indicating that the picture is selected and can be manipulated.
5. Position the pointer on the picture until the pointer changes to a black little hand  and then click and drag the mouse to move the picture to anywhere in the Report Header. Use the horizontal ruler and its top edge to align the picture.
6. Release the mouse button.
7. Save and go to Print Preview.

Start the Chart Wizard

1. Click Reports in the Object bar of the Database window, and click the **New** button to open the New Report dialog box.
2. Click Chart Wizard to select it, click the list arrow for choosing the table or query on which to base the report.
3. Select and Click on Table or Query that you would like to see displayed in a chart and then click >> button to move the items to the right side of the dialog box.
4. Click Next. Access displays the next Chart Wizard dialog box, which allows you to select the type of chart you want.
5. To enlarge the chart and delete the legend, click on the chart so that it enables the Microsoft Graph menu bar and toolbar.
6. Make changes and save.

Thank you for attending this workshop. ATS can arrange for one-to-one or cohort training experiences. Call for information 439-8611.

Your evaluation of this workshop is appreciated.