











EXPLANATION OF REPORT CONTROLS

Each item in the Report, such as the field name, a field value, the form title, and a calculation is called a control. When a Report is created using the Report Wizard, the controls are arranged according to the selections made with the wizard. A report created with the Report Wizard can be modified in Design View. There are several different options that can be changed, such as:

- ☞ Moving and sizing controls.
- ☞ Changing control properties.
- ☞ Changing the appearance of controls with borders, shading, and text effects, such as bold and underline.
- ☞ Organizing controls using group boxes.

Design View Toolbar Buttons

There are several buttons on the Design view toolbar that are available on all other Access toolbars, such as View, Print, Save, and so forth. However, there are also several that are used for designing reports that are not available in any other operation. These buttons are listed and illustrated in the table below.

Button		Description
Insert Hyperlink		This button is used to insert a hyperlink to a Web site or another document into a form or report.
Field List		To display a list of fields for a table that is associated with the form or report, click this button.
Toolbox		This button is used to display the Toolbox when designing a form or report. The Toolbox is used to insert different controls, such as textboxes, graphics, or list boxes, into a report.
Sorting and Grouping		To open the Sorting and Grouping dialog box, click this button. This dialog box is used to sort the data in a report. With this option, it is possible to divide the report into groups.
Auto Format		This option provides a list of predefined formats that may be applied to a form or report.
Code		This button is used to display the Visual Basic Code associated with the report.
Properties		To display the Properties dialog box, click this button. Properties are used to choose a table for the report and to change the different control attributes used in reports.
Build		This button is used to open the Choose Builder dialog box. To activate the Build dialog box, click one of the three options that are available.
Datasheet		To access a list of the reports that are available in the database, click this button.
New Object		With this button, it is possible to create a New Object such as a table, report, or form for the database.