

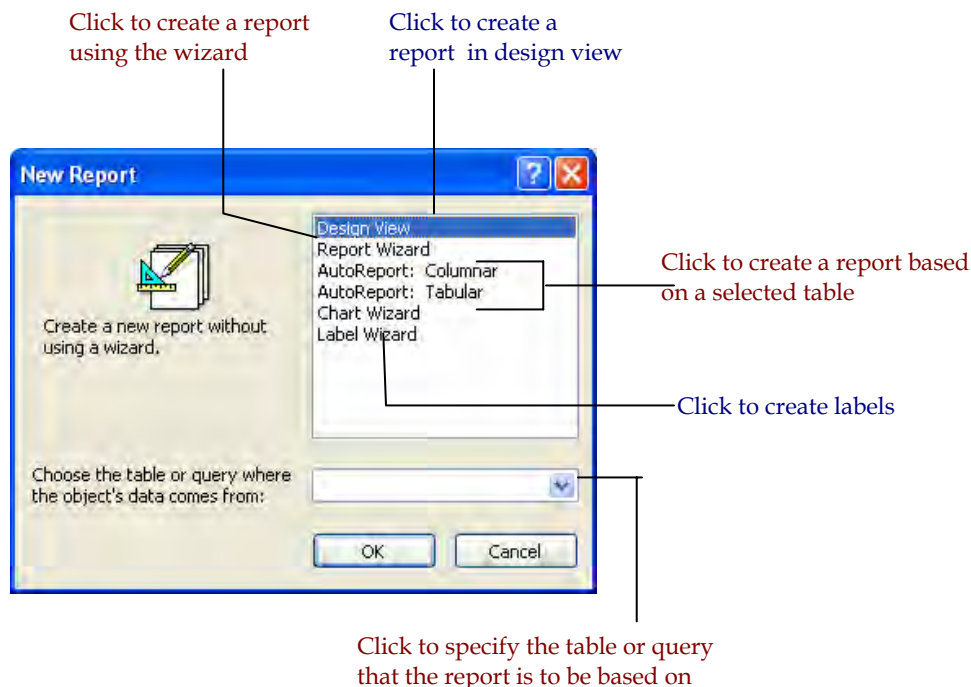
## REPORTS

A report is a summary of information that is located in one or more Microsoft Access Database Tables. Reports can be used to enhance the output of the information by adding graphics, lines, calculations, titles, and headers and footers. In addition to providing detailed and summary information, reports can also provide the features listed below:

- ☞ Attractive formatting to help make the report easier to read and understand.
- ☞ Headers and footers that display and print identifying information at the top and bottom of every page.
- ☞ Grouping and sorting that help organize the information.
- ☞ Graphics to enhance the appearance of a report with clip art, photos, or scanned images.
- ☞ Charts to provide a graphic display of the data in the report.

In many ways, reports are like forms. The wizards that are used to create reports are similar to those used for forms. Also, the Design environment is much the same. When designing a report, it is possible to add label, text box, image, and other controls. After the controls have been added it is possible to change their properties. With reports, as with forms, it is possible to display information from one or more tables or queries and to include multiple sets of headers and footers.

There are three different ways that a report can be created. These ways are described in the table on the next page. The illustration below shows each of the different options that are available for creating reports.



<b>Way of Creating Reports</b>	<b>Description</b>
<b>AutoReport Wizards</b>	With these wizards, Access creates a simple report based on the data in the selected table or query. There are two types of Auto Reports: Columnar and Tabular. This is the quickest and easiest way to create a report.
<b>Columnar</b>	With this type of report, each field appears on a separate line with a label to the left of each field.
<b>Tabular</b>	When a tabular report is created, the fields in each record appear on one line. The field names appear at the top of the page.
<b>Report Wizard</b>	With this wizard, it is possible to specify the type of report to be created, the table or tables that are to be used to create the report, the style for the report, and the name of the report. The wizard provides a step-by-step guide through the creation of the report. While going through the wizard, a series of questions is asked that the report creator answers while going through each step.
<b>Design View</b>	This view is used to modify a report after it has been created with one of the other options. It is also possible to create a report without using the wizard. This is the most difficult way to create a report.

## **Designing Reports**

There are nine important steps in designing a report:

- ☞ Design the appearance and function of the report.
- ☞ Determine what data is needed.
- ☞ Create or identify the table or query to which the report will be bound.
- ☞ Create a new report and bind it to the table or query.
- ☞ Place the relevant fields on the report by using text controls.
- ☞ Add other labels and text controls for other fields as necessary.
- ☞ Modify the size, appearance, location, and size of the various controls.
- ☞ Define sorting and grouping options.
- ☞ Use graphics and other special effects to enhance the report.