

## CHANGING THE REPORT DESIGN

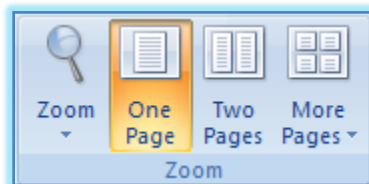
For this exercise, you will be using the **Customers** report in the **Access Training** database.

### Changing Labels

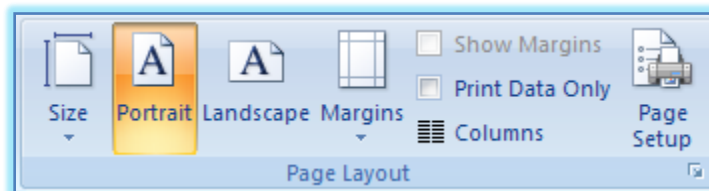
- ❖ Open the **Customer Report** in **Design View**.
- ❖ Click **once** in the **Title Box**.
- ❖ This is located in the **Report Header Section**.
- ❖ Wait a second, and then click a second time.
  - The **Insertion Point** cursor should be blinking in the **Title Box**.
  - If the **Report Property Box** displays instead, click one more time to open the **Title Box**.
- ❖ Using either the arrow keys or the mouse, move to the end of the heading.
- ❖ Input a **space** and then input **by State**.
- ❖ Click the **State** label box in the **Page Header** section.
- ❖ The outside edge of the control should change to a gold color with gold handles (little squares) around the edge.
- ❖ Click the middle handle at the right end of the box until the mouse pointer turns to a double pointing arrow.
- ❖ Drag the mouse pointer to the left to about the **0.3-inch mark** to resize the box.
- ❖ The box in the **Group (Category) Section** will resize at the same time.
- ❖ Move and resize the other boxes in the **Page Header** so that the complete label will show.
- ❖ As each box in the section is resized, the corresponding box in the **Detail Section** will resize.
- ❖ The others boxes to the left of the resized box will automatically reposition to allow room for the resized box.
- ❖ The dots and lines in the Design grid are used to line the information properly.

### Previewing the Report

- ❖ To preview the report, do one of the following:
  - Click the **Office Button**, move the mouse pointer over **Print**, and then select **Print Preview**.
  - Click the **View** button on the **Report Design Tools-Design Tab** and then select **Print Preview**.
- ❖ Notice that:
  - The report title has been modified.
  - The State field label is smaller and each of the labels for the other controls is displayed properly.
- ❖ Click the different buttons in the **Zoom Group** to display the report in different views (see illustration below).



- ❖ Click the different buttons in the **Page Layout Group** to make changes to the layout of the page (see illustration below).



## Changing Page and Group Headers

- ❖ Click the **Close Print Preview** button to return to **Design View**.
- ❖ Click the **Property Sheet** button in the **Tools Group**.
- ❖ Click the **Selector** button for the **Page Header** section. This is the **gray** area to the left of where it says **Page Header**.
- ❖ The properties box heading should change to **Page Header Section**.
- ❖ Click the **Format** tab, if necessary.
- ❖ Change the **Back Color** to a light gray. To do this:
  - Click the button that looks like an ellipsis.
  - It will appear when you click in the **Back Color** box.
- ❖ The **Color** gallery will appear.
- ❖ Click the **gray** color in the gallery of colors.
- ❖ Change any of the other options in the properties box that you would like.
- ❖ Click the **State** control box in the **Group (Category) Header** section.
- ❖ **Text Box: State** will display in the header of the properties dialog box.
- ❖ Make the changes below to this control:
  - **Font Size = 10.**
  - **Border Width = 3 pt.**
  - **Font Weight = Semi-bold.**
  - **Special Effect = Your choice.**
  - Make any other changes that you feel would help to enhance the design of this report.
- ❖ **Preview** the report.
- ❖ **Close** and **Save** the report.