

After completing this lesson, you will be able to:

- Create a report using AutoReport.
- Create a report using the Report Wizard.
- Add controls to a report.
- Format a report.
- Create calculated controls.
- Preview and print a report.

Creating a Report Using AutoReport

To create a report using AutoReport

1. On the Objects bar, click Reports.
2. On the Database window toolbar, click New.
3. In the New Report dialog box, click either AutoReport: Columnar or AutoReport: Tabular.

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Creating a Report Using AutoReport

To create a report using AutoReport (*continued*)

4. In the New Report dialog box, click the Choose the table or query where the object's data comes from down arrow, click the name of the table on which you want to base the report, and then click OK.

Creating a Report Using the Report Wizard

To create a report using the Report Wizard

1. On the Objects bar, click Reports.
2. Double-click Create report by using wizard.
3. In the first Report Wizard dialog box, click the Tables/Queries down arrow and then click the table on which you want to base the report.
4. In the Available Fields box, click the field(s) that you want to add to the report and then click the > (Add) button.

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Creating a Report Using the Report Wizard

To create a report using the Report Wizard *(continued)*

5. Click Next.
6. In the next Report Wizard dialog box, select the field(s), if any, that you want to use as grouping levels and click Next.

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Creating a Report Using the Report Wizard

To create a report using the Report Wizard *(continued)*

7. In the next Report Wizard dialog box, select the field by which you want to sort the data in each group, click the Sort button to change the sort order of the data if necessary, and then click Next.
8. In the next Report Wizard dialog box, select the layout that you want to use for your report and click Next.

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Creating a Report Using the Report Wizard

To create a report using the Report Wizard *(continued)*

9. In the next Report Wizard dialog box, select the style that you want to use for your report and click Next.
10. In the next Report Wizard dialog box, type the name that you want your report to have and click Finish.

Adding a Control to a Report

To add a control to a report

1. Display the report in Design view.
2. On the Report Design toolbar, click the Toolbox button if necessary.
3. In the toolbox, click the tool for the type of control that you want to add.
4. Click in the report where you want the control to go.

Creating a Report in Design View

To create a report in Design view

1. On the Objects bar, click Reports.
2. On the Database window toolbar, click New.
3. In the New Report dialog box, click Design View if necessary.
4. Click the Choose the table or query where the object's data comes from down arrow, click the name of the table on which you want to base the report, and then click OK.

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Creating a Report in Design View

To create a report in Design view *(continued)*

5. To add bound controls, drag the field names that you want to add from the field list to the report.

Or

To add unbound controls, click the tool in the toolbox for the type of control that you want to add and then click in the report where you want the control to go.

Formatting a Report Using the Property Sheet

To format a report using the property sheet

1. Display the report in Design view.
2. Double-click the part of the report that you want to change.
3. In the property sheet, click the tab that contains the property that you want to change.
4. Scroll down if necessary to find the property that you want to change.

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Formatting a Report Using the Property Sheet

To format a report using the property sheet *(continued)*

5. Click in the box for the property that you want to change.
6. Click the down arrow that appears and then click the new setting.

Or

Type the new setting.

7. Click the Close button in the top-right corner of the property sheet.

Formatting a Report Using the Toolbar

To format a report using the toolbar

1. Display the report in Design view.
2. Select the part of the report that you want to change.
3. On the Formatting toolbar, click the button(s) for the format(s) that you want to apply to the report.

Creating Calculated Controls

To create a calculated control

1. Display the report in Design view.
2. On the Report Design toolbar, click the Toolbox button if necessary.
3. In the toolbox, click the Text Box tool.
4. Click the area of the report where you want the calculated control to go.

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Creating Calculated Controls

To create a calculated control (*continued*)

5. Click the label for the calculated control, move the mouse pointer over the label until the pointer turns into an insertion point, click the mouse, delete the existing text, and then type the name of the calculated control.
6. Click the text box for the calculated control, move the mouse pointer over the text box until the pointer turns into an insertion point, click the mouse, and then type the expression for the calculated control.

Previewing a Report

To preview a report

1. Display the report in Design view.
2. On the Report Design toolbar, click the Print Preview button.

Or

On the Report Design toolbar, click the View button.

Printing a Report

To print a report

1. Display the report in the view you want to print.
2. On the Report Design toolbar, click the Print button.

Or

On the Print Preview toolbar, click the Print button.

Or

On the File menu, click Print.

Compacting a Database

To compact a database

1. If the database is a multi-user database located on a server or shared folder, verify that the database is not open.
2. Open the database that you want to compact.
3. On the Tools menu, point to Database Utilities and click Compact And Repair Database.

Compacting a Database Every Time You Close It

To automatically compact a database every time you close it (unless another user is using the database)

1. Open the database that you want to compact automatically.
2. On the Tools menu, click Options.
3. In the Options dialog box, click the General tab, select the Compact on Close check box, and then click OK.