

# Microsoft Access 2010 Quick Reference Card: Create reports for a new database

## Parts of a report

- **Header sections** can appear at the top of a report, **Page Header** sections at the top of each page in the report. Report headers usually contain titles, and images such as company logos. Page headers usually contain column headings.
- To group the data in a report, use a **Group Header**. The section lists the fields on which you group data. For example, to see who repairs a given computer, group your data by repair technician.
- The **Detail** section is the body of a report, the data users need to see. All reports must have a detail section.
- **Page Footer** and **Report Footer** sections can appear in several places. For example, page footers appear at the bottom of each report page and display elements such as page numbers.

The header and footer sections are optional. For example, if you don't want to group your data, you don't need group headers or footers. However, make sure your reports contain enough information to make them meaningful and easy to understand.

## Report designs

- Tabular layouts resemble spreadsheets. Use them when you need to present your data in a simple list format.
- Stacked layouts resemble the forms you fill out at a bank or when you buy something online. Use a stacked layout when your report contains too many fields to display in tabular form.
- Mixed layouts use elements from tabular and stacked layouts. For example, you can place some of the fields in a record on the same row, and stack other fields from the same record. In Access 2010, you create mixed layouts manually, using either Layout view or Design view.

## Create a basic report

1. In the Navigation Pane, select the table or query that you want to use as the data source for the report.
2. Click the **Create** tab, and in the **Reports** group, click **Report**. Access creates a report that includes all the fields in your data source. The report automatically uses the tabular layout, and if your data source contains enough fields,

Access creates the report in landscape format.

The report opens in Layout view, which gives you a chance to change it. For example, you can resize a field by clicking and dragging a single control, or you can switch to a stacked layout, something you'll get a chance to try during the practice.

You can switch to Report view at any time to view your changes.

## Group the data in a report

1. Open your report in Layout view, and on the **Design** tab, in the **Grouping & Totals** group, click **Group & Sort**.  
The **Group, Sort, and Total** pane appears below your report.
2. In the pane, click **Add a group**, and then select the field by which you want to group your data. Access groups your data to reflect your choice.
3. If you want to sort your data, click **Add a sort**, select a field, and again Layout view shows you your changes.  
You can add 10 grouping levels to a report, and you can sort each level, if you need to.

## Add sums to a report

**Note** Your report must contain at least one group before you can add a sum.

1. Open your report in Layout view.
2. On the **Design** tab, in the **Grouping & Totals** group, click **Group & Sort**.  
The **Group, Sort, and Total** pane appears below your report.
3. Click a grouping level, and then click **More**.
4. Locate the “totaled” field and click the arrow next to it.
5. Use the **Totals** dialog box to select the field you want to calculate, the type of calculation you want to use, such as a sum or average, and to set options such as subtotals and grand totals.

## Create a report from scratch

1. On the **Create** tab, in the Reports group, click **Blank Report**.  
Access creates a blank report and displays the **Field List** task pane.
2. In the **Field List** task pane, open the table you want to use as a data source, then drag fields to the report.  
Access automatically uses the tabular layout.

3. If you want to use a different layout, highlight the fields in the report by clicking the Layout Selector, the cross in the upper-left corner of the layout, and on the **Arrange** tab, in the **Table** group, click **Stacked**.

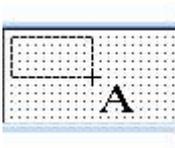
## Use Design view to add labels

Subtotals and percentages usually have more meaning if you label them. You can do that job in Layout view or Design view. These steps use Design view, but remember you can't use Design view if you're working on a web database.

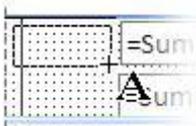
1. In the Navigation pane, right-click the report and click **Design View**.  
If the report is already open, right-click the document tab for the report and click **Design View**.
2. Locate the control to which you want to add a label, go to the **Design** tab, in the **Controls** group, click **Label**.



Note how the cursor changes to a plus sign and a capital A. You use the plus sign as your reference mark when you draw your label, like so:



3. Click the area where you want to add the label, and drag to draw the label, like so:



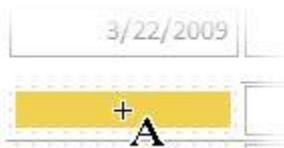
- Tip** Make the label wider than shown in the picture — give yourself room to type.
4. When you finish dragging, the label becomes available for writing. Enter your text, then click anywhere outside the label to commit your changes.
  5. Save your changes.

## Add labels in Layout view

You follow almost the same steps to add labels in Layout view.

1. Switch the open report to Layout view.
2. On the **Design** tab, in the **Controls** group, click **Label**.  
The cursor changes to a capital A and a plus sign.

3. Position the cursor over the blank cell where you want your label until the drop indicator fills the cell, like so:



4. Click once to add the label to the cell.  
Notice that Access adds the label to each section of your report.
5. Save your changes.

## Use the Report Wizard

1. Click the **Create** tab, and in the **Reports** group, click **Report Wizard**.
2. Complete the wizard.
3. If you don't like the results, delete the new report, start again, and select different options.