Reports are a means for displaying and summarizing data from tables or queries. While forms are primarily for on-screen viewing, reports are for presenting your data in a printed format that may include summary information. Examples of reports are mailing labels, invoices, summaries, and lists. You can use different design elements, such as text, data, pictures, lines, boxes and graphs, to enhance the report. Unlike forms, a report is not interactive, i.e., it is designed to print your data in a formatted manner; therefore, adding a combo box or command button to a report will have no effect.

**Report Views**
Reports have different views. **Design View** is the view where you can change the appearance of your report, add controls, change sorting and grouping features, etc. **Layout Preview** provides a quick view of the basic layout of the report and may not include all the data in the report. **Print Preview** displays the entire report.

**Report Sections**
Reports consist of header, footer, and detail sections. If you choose to group your data, you will be able to create header/footer sections for that grouping. Information about individual records from the underlying table or query appears in the detail section.

New reports contain a page header and footer section. Headers and footers come in pairs. Therefore, if you want the page headers only (and not the page footer), you will need to drag the border of the page footer section until it has no height.

**Creating New Reports**
Select your report option from the Create tab, Reports Group.

- Select a query or table and click on the **Report** button to create an "instant" report.
- Use the **Report Wizard** to choose the fields you wish to display and select a report style.
- Go directly to **Design View** and create the report from "scratch".
Using the Report Wizard

It is generally easiest to use the Report Wizard to start your report. In most cases, you will probably need to use the Design View to refine the design. To create a new report, click on the Report Wizard button.

1) Select the table or query that contains the data for the report. Note: if you need fields from more than one table, it is generally more efficient to make a query first and use that as the data source for the report.
2) Select the fields you wish to use.
3) If you wish to add fields from another table or query, select the 2nd table or query from the drop down list on this screen and add those fields before moving on to Next. Repeat the steps to select a table or query, and pick fields that you want to include in the report, until you have selected all the required fields.

Grouping Levels

After selecting the tables/queries to display in your report and the fields you wish to use, you may want to add Grouping Levels. A Grouping Level allows you to group records by any field in the data source. You can either choose to group items according to an entire entry within a field (choose normal) or by the first several characters of a field’s entry (pick the desired number of characters). The Group Interval options are available by clicking on the Grouping Options button.

Controls

Every object on a form or report is a control and has its own set of properties (displayed in the Property list) that determines the characteristics of the data it contains. Some controls are linked to fields in the underlying table or query and some are merely text or graphical objects not related to any data source. Two of the most commonly used controls in a form or report are text boxes and labels.

1) **Label**: displays unchanging or informational text often times as headings or titles. Labels do not come from a source in the database such as a field or expression. This is called an unbound control because it is not bound to any data source.

2) **Text Box**: displays data as text and is a bound control. A bound control displays information that is stored in a field from the data. Text boxes are used to display, enter, and update values from fields in your database.
Example to Calculate Totals

You can use a built-in function to calculate the total or count the number of records in a group. The two most common functions are \textbf{Sum(expr)} and \textbf{Count(expr)}.

Example: To calculate a sum of a field called "Unit Price", type \texttt{=Sum([Unit Price])}.

A control to sum will give differing results based on the footer section it is placed in. For example, if the control is placed in a \textbf{Group Footer} section, it will provide a total for the group. Similarly, if it is placed in the \textbf{Report Footer} section, it will return a total for the entire report.

Sorting & Grouping in Reports

In reports you can \textbf{sort} and \textbf{group} data according to fields you specify. (This feature is not available in forms.) You can choose to sort only or, additionally, divide the data into groups. Choose \textbf{Group and Sort} from the \textbf{Report Layout Tools, Format tab}. You can choose to sort up to ten fields to group by or sort by.

Grouping allows you to separate groups of records visually and display introductory and summary information for each group of records.

Selecting and Editing Controls

All actions you can perform on a control, including moving, sizing, changing properties, or deleting it, require that you select it first. Make sure the selection tool (arrow) is activated before clicking on a control.

\textit{Select one control} – click once on it. Handles will be displayed around the object. 
\textit{Select multiple controls} – hold down the Shift key while you click each control.
\textit{Select a form or report} – click the upper left corner of the form or report.
\textit{Select a section} – click on the gray bar above the section to select it.

You can also select multiple controls by using the mouse to drag an outline around them or by dragging the mouse through the horizontal or vertical ruler bar.

Sizing Controls

To size a control, first select it by clicking on it. This adds sizing handles to the control. To size a box, drag any of the sizing handles located on the border around the control. To "size to fit" a control or label, double-click on any of its sizing handles.

Moving Controls

Move a control and its label at the same time by dragging them with the “full-hand” icon. To move them separately do so by dragging the upper left hand box only.

Deleting Controls

To delete a control, click on it once to select it then press the \texttt{DEL} key on the keyboard.
Sizing Sections
Adjust the size of the area for any of the sections (headers, footers, detail), by dragging the horizontal border for that section. Decreasing or increasing the size of the detail section is how you adjust the amount of space between each detail line. There is no other line spacing control.

To delete or add a section, go to the menu and choose View then the appropriate header/footer you wish to add from the menu.

Format Options
Use the Report Design Tools, Format tab to change fonts, colors, alignment, appearance, etc. of any single control or group of controls. Click on the control(s) or section bar of the area to format, and choose the appropriate button from the Ribbon.

Page Setup
To change the margins for a report, open the report in any view. Click on the Page Setup tab. Page settings are stored with each report so you should have to set them only one time. From this dialog box you can set page margins, set the page orientation, and set margins for columns in your report.

Note: the width of the report as displayed in the Design Grid cannot exceed the paper width plus the left and right margins. For example, if you are creating a report for 8½ x 11 paper and want a 1 inch margin on the left and on the right, then the report’s width may not exceed 6½ inches.
Setting Report and Control Properties

Each report, section, and control has property settings that you can change to alter the look or behavior of that particular item. To view the property sheet, Navigate to the Design tab and select the Property Sheet icon.

To set properties:
1) In Design View, select the control, section, or report for which you want to set the property.
2) Display the property sheet by right-clicking the object or section and then clicking **Properties** on the shortcut menu, or by clicking the Properties button on the toolbar.

Note: Assistance on all properties is readily available by clicking next to the property you wish to learn more about and pressing **F1** to display context-sensitive help.

Adding a Background Image

1. Open the report in Design View, and open the property sheet for the report.
2. Enter the path and filename for the picture in the Picture Property.
3. Set the properties that pertain to pictures as listed on the right.