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Producing reports in *Microsoft Access 2007*®

This is the final document in a series of five on *Microsoft Access 2007*®. The aim of the guide is to provide information on how to produce reports from a *Microsoft Access 2007*® database, and how to export data to *Microsoft Word 2007*® or *Microsoft Excel 2007*®.

It assumes prior knowledge of how to set up a database in *Microsoft Access*®

Other documents in the series are:

USER 163	Introduction to <i>Microsoft Access 2007</i> ®
USER 164	Creating tables in <i>Microsoft Access 2007</i> ®
USER 165	Filters and queries in <i>Microsoft Access 2007</i> ®
USER 166	Creating forms in <i>Microsoft Access 2007</i> ®

Introduction

There are two ways to obtain a hard copy of the contents of a database in *Microsoft Access*®:

- Printing the actual table
- Creating an AutoReport

Printing a table

- Open the table that you want to print
- Click **File, Print**

Printing selected records from a table

- Open that table that you want to print records from
- Select the records that you want to print. To select more than one record at once, click and drag or hold down the Shift key whilst clicking
- Click **File, Print**
- The Print Options box will open. Beneath **Print Range**, click the option **Selected Record(s)**
- Click OK

Note: alternatively you could run a filter or query and print the results

Creating an AutoReport

- Open the required table
- Click the **Create** tab
- Click the **Report** button The icon shows a small grid representing a report with the word 'Report' written below it.
- A basic report will open in a new window. When you close the window, you will be prompted to save the report.

The Report Wizard

The methods described so far provide no means of sorting or enhancing the appearance of data. The Report Wizard contains options for different report formats and layouts. It allows you to define grouping levels to present related information in blocks, e.g. by award level.

Creating a report using the Report Wizard

- Click the **Create** tab
- Click the **Report Wizard** button 
- Follow the on-screen instructions
- When you have completed the Wizard, the report will appear in Print Preview mode. Closing the window will return you to the Database window. The new report will be displayed in the **All Tables** list on the left-hand side.

Opening reports

Reports are accessed from the **All Tables list**. Double-click on a report to open it.

Modifying and customising reports

As with other objects in *Microsoft Access*®, **Design View** is used to modify reports. Open the report that you wish to modify and switch to Design View.

Access® has three view options for working with reports:

- **Print Preview** – shows a preview of the finished report
- **Design View** – to change the appearance of the report
- **Layout Preview** – gives an overview of your report using sample data rather than actual data from the database. By using sample data, the preview can be created more quickly

When viewed in Design View, a report contains a number of sections separated by moveable section bars. These sections are the Report Header/Footer, Page Header/Footer and Detail.

The image shows a screenshot of a report design grid. At the top, there is a horizontal ruler with page numbers 1 through 14. Below the ruler, the grid is divided into several horizontal sections, each with a blue header bar and a white body area. The sections are labeled as follows:

- Report Header:** The first section, containing one row of 14 empty cells.
- Page Header:** The second section, containing one row of 14 empty cells.
- Detail:** The third section, containing one row of 14 empty cells.
- Page Footer:** The fourth section, containing one row of 14 empty cells.
- Report Footer:** The fifth and final section, containing one row of 14 empty cells.

 On the left side of the grid, there are vertical navigation arrows and a page number '1'.

Report Headers/Footers

The Report Header appears once at the beginning of the report and is printed before the page header on the first page of the report. Report Headers can be used to hold report titles, dates or an introduction to the report.

The Report Footer appears once at the end of the report and can be used to hold report summaries, grand totals or dates.

Page Headers/Footers

Page Headers appear at the top of every page in the report and can be used to hold column headings, dates or page numbers. Page Footers appear at the bottom of every page in the report and can be used to hold summary totals for a page, column headings, dates or page numbers.

Detail

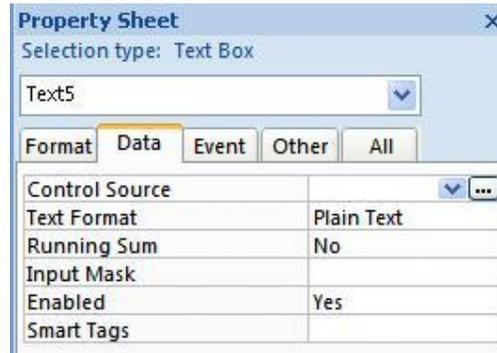
Detail is where report data is held – it is the actual data from the database. This section is repeated for every record used in the report. The Detail section can be set to group related fields, for example to display the names and number of students on a particular award.

Adding a field to a report in Design View

- Open an existing report by selecting it from the **All Tables** list
- Switch to Design View



- Choose the Text Box button and create a text box
- Open the Text Box Properties by right-clicking on the text box. The Property Sheet will open on the right-hand side



- Click the **Data** tab
- Locate the **Control Source** option and click on the arrow to reveal a list of all fields contained in the database
- Select a field name. The name of the selected field will appear in the Control Source property
- Close the Properties window. Your selected field name will appear in the text box within the Detail section
- Click on the Text Label next to the field and give the label a more meaningful name
- Save the report

When you preview the report, the particular field will show data for each record in the database. To preview the report, choose **Print Preview** or **Layout Preview**.

Grouping records by type

You can group records by type on a report by inserting Group headers and footers. For example, a report listing the names and courses of students could be designed to list names by course and then display the total number of students on the course.

- Open the report in Design View

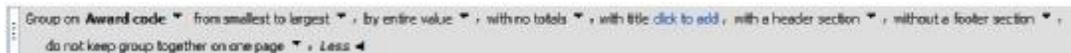
- Right-click inside the Detail section of the report and select **Sorting and Grouping**. The **Group, Sort and Total** box will appear at the bottom of the screen



- Click **'Add a group'** and select the field that the grouping will be based on. The field name will appear in the Group, Sort and Total box
- Insert the Group Header/Footer. Reports can have a Group Header, Group Footer or both. For the purposes of designing a report that groups student names by course and totals the number of students on a particular course, the Group Header will be used to display the course name and a Group Footer used to hold the total number of students on a course

To display a Group Header and Group Footer for a report:

- Click the arrow next to **More**

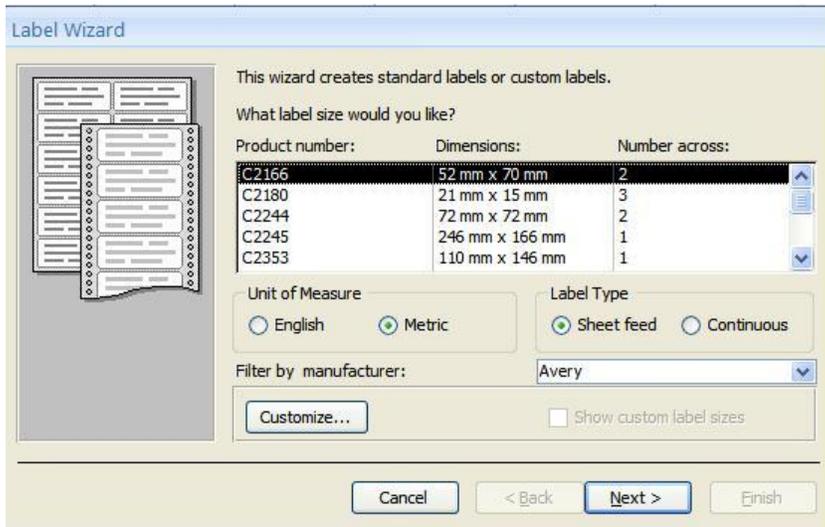


- Select **'with a header section'** and **'with a footer section'**
- Close the Group, Sort and Total window. New sections will appear for the Group Header and Footer
- View the report in Print Preview or Layout View to see whether it appears correctly

Creating Mail Merge Labels from the database

- From the **Create** tab, click the Labels button
- The **Label Wizard** will appear

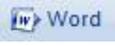




- Follow the instructions to create the labels
- After completing the Wizard, the labels will be displayed in Print Preview.

Exporting data/objects from *Microsoft Access*® to *Microsoft Word*®

Tables, queries, reports and labels can be exported to *Microsoft Word*®

- Select the object you wish to export
- Click the **External Data** tab
- Click the **Microsoft Word**® button 

Merging *Access*® data/objects with *Microsoft Word*®

You can merge the contents of a *Microsoft Access*® query, table or report with *Microsoft Word*®, for example to use the information in a letter.

- Select the required object
- Click the **External Data** tab
- Click the **More** button 
- Select '**Merge it with Microsoft Office Word**'

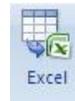
The **Microsoft Word Mail Merge Wizard** will open and offer two options:

- If you have already created a letter in a Microsoft Word, choose '**Link your data to an existing *Microsoft Word*® document**'
- If you wish to create the letter and add the merge fields at the same time, choose '**Create a new document and link data to it**'

Analysing *Access*® data in *Microsoft Excel*®

- Select the object that you wish to open in *Excel*®
- Click the **External Data** tab

- Click the **Export to Excel spreadsheet** button



Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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