

CHANGE THE REPORT DESIGN

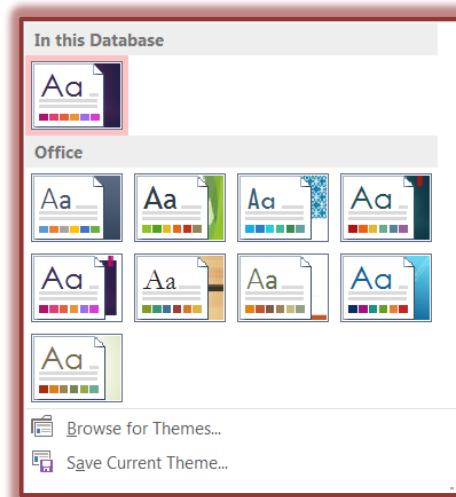
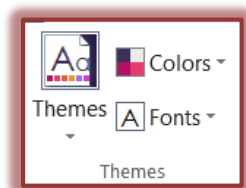
For this exercise, you will be using the **Customers** report in **Access Training: Database1**. This report was created using the lesson **Create a Report Using the Report Wizard**.

Change Labels

- † Open the **Customers 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**.
- † 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.
- † Hold down the **Control** key on the keyboard.
- † Click the **State** field box in the **State Group Header** section of the report.
- † The outside edge of the controls 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** and **Detail Section** so that the complete label and all the data will show.
 - ☆ Select the Label box and then select the Field Control box.
 - ☆ When one Field Control box is selected, all the boxes in the column will be selected.
- † As each box in the section is resized, the corresponding box in the **Detail Section** will resize.
- † The dots and lines in the Design grid are used to line the information properly.

Change Design of the Report

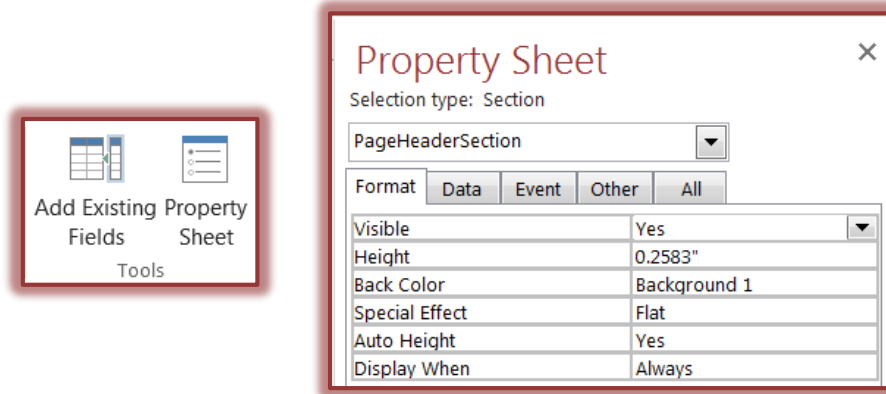
- † Click the **View** button and select **Layout View**.
- † Click the **Report Layout Tools: Design Tab**.
- † In the **Themes Group**, click the **Themes** button (see illustration below left).
- † A gallery of **Themes** will appear (see illustration below right).



- ✦ Move the mouse pointer over each of the **Themes** to see a **Live Preview** of each **Theme**.
- ✦ Select a **Theme** for the report.
- ✦ To change the **Theme Color** scheme, click the **Colors** button.
- ✦ To change the **Theme Fonts** scheme, click the **Fonts** button.

Change Page and Group Headers

- ✦ Click the **Report Layout Tools: Design Tab**.
- ✦ Click the **Property Sheet** button in the **Tools Group** (see illustration below left).
- ✦ The **Property Sheet Task Pane** will display (see illustration below right).

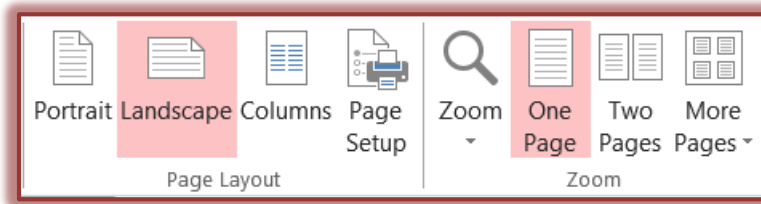


- ✦ In the **Selector Type: Section** list, select **PageHeaderSection**.
- ✦ Click the **Format** tab, if necessary.
- ✦ Change the **Back Color** to a light gray. To do this:
 - ✧ Click the button that looks like an ellipsis.
 - ✧ It will appear when you click in the **Back Color** box.
 - ✧ The **Color** 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 point**
 - ✧ **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

- ✦ To preview the report, do one of the following:
 - ✧ Click the **File Tab**, 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).



- ✦ Click the **Close Print Preview** button to return to **Layout View**.
- ✦ Make any necessary adjustments to the **Report**.
- ✦ **Close** and **Save** the report.