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.