

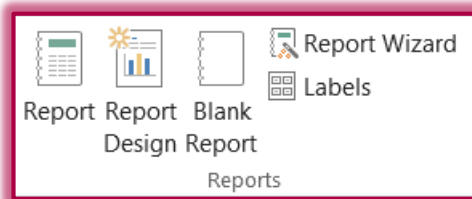
Create a Report in Layout View

Access **Training-Database 1** will be used for this lesson.

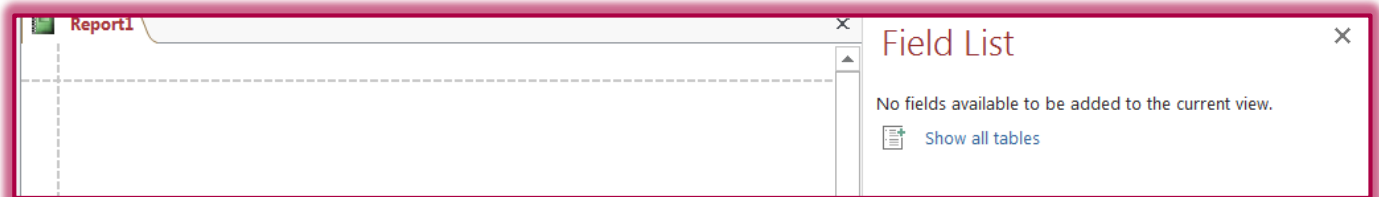
If the Form Wizard or Design View doesn't meet your need for creating a report, the Blank Report tool can be used. With this tool, you start with a Blank Report. When the report is created, it will open in Layout View. The Field List for the tables in the database will display. The fields that need to be added to the report can be added by dragging them from the Field List to the Report Layout window.

Create the Report

- ✚ Click the **Create Tab**.
- ✚ In the **Report Group**, click **Blank Report** (see illustration below).



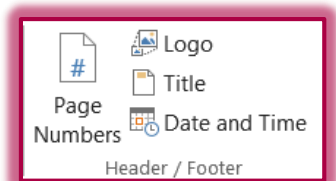
- ✚ The **Report** will appear in **Layout View** with the **Field List** on the right-side of the window (see illustration below).



- ✚ If a list of **Tables** does not show, click the **Show All Tables** link.
- ✚ A list of **Tables** in the **Database** will display.
- ✚ Click the plus (+) sign next to **Employees** in the **Field List**.
- ✚ Click and drag the **Last Name** field to the upper-left corner of the report.
- ✚ As fields are inserted into the **Blank Form**:
 - ★ The **Field Name** will appear at the top of the report.
 - ★ The data from the records in the table will appear under the Field Name.
- ✚ Click the **First Name** field name.
- ✚ Hold down the **Ctrl** key and select the fields as shown in the list below.
 - ★ Department
 - ★ DateHired
 - ★ Salary
- ✚ Click and drag the selected fields into the **Report**, placing them to the right of the **Last Name** field.
- ✚ Close the **Field List Task Pane**.

Format the Report

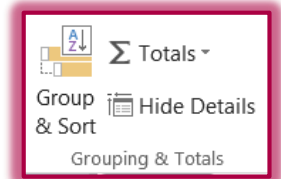
- ✚ Click the **Report Layout Tools Design Tab**.
- ✚ In the **Header/Footer Group**, click the **Title** button (see illustration at right).



- ✦ The **Title** will appear at the top of the **Report**.
- ✦ Input a **Title** for the **Report**, such as **Customers**.
- ✦ Click the **Logo** button in the **Header/Footer Group**.
- ✦ The **Insert Picture** window will display.
- ✦ **Browse** to the area where the **Logo** is stored; the folder where it was stored when the files were downloaded from the **Web**.

Group and Sort the Report

- ✦ Click the **Group and Sort** button in the **Grouping and Totals Group**.
- ✦ The **Group, Sort, and Total** window will display below the Report (see illustration below).



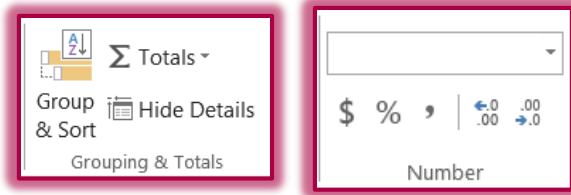
- ✦ Click the **Add a group** button.
- ✦ Select **Department** from the list of fields.
- ✦ Click the **Add a sort** button.
- ✦ Click **Department** in the list of fields.
- ✦ Click the **Add a sort** button again.
- ✦ Click **Last Name** in the list of fields.
- ✦ Click **Add a sort** one more time.
- ✦ Click **First Name** from the list of fields.



- ✦ Right-click the **Report1** tab.
- ✦ Click either **Print Preview** or **Report View**.
- ✦ Right-click the **Report Tab** again.
- ✦ Click **Save**.
- ✦ Give the **Report** a name and then click **Save**.

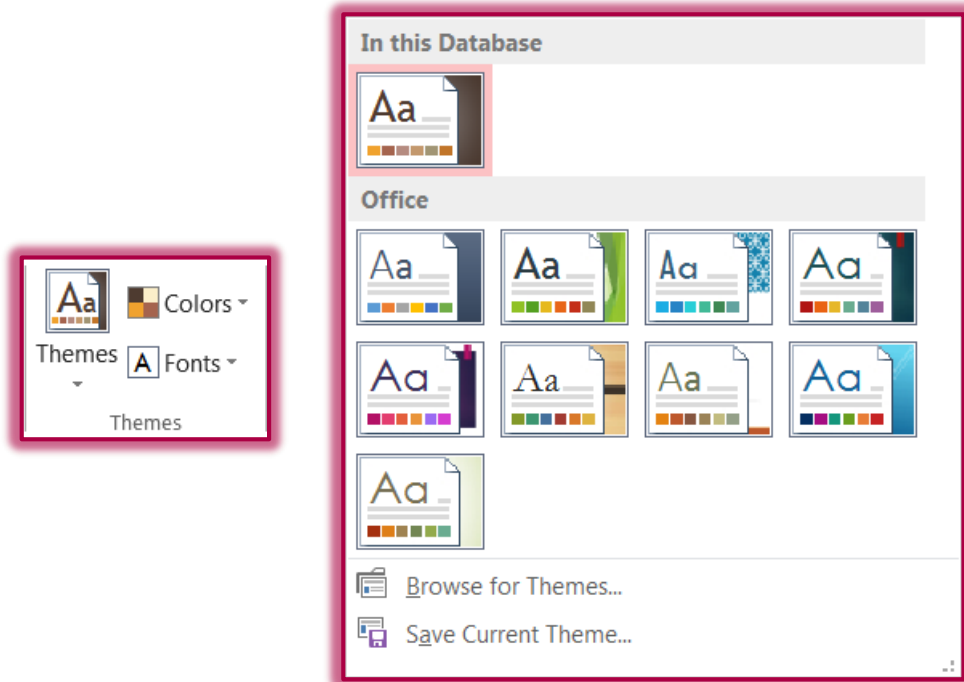
Insert Totals

- ✦ Click the **Group and Sort** button to close the **Group, Sort, and Total** window.
- ✦ Click one of the **Salary Amounts** for the **Salary** field
- ✦ In the **Grouping and Totals Group**, click the **Totals** button (see illustration on next page).
 - ★ This button is used to apply totals to each group in the report.
 - ★ After the totals have been inserted, click one of the **Totals** textboxes.
 - ★ Click the **Report Layout Tools: Format Tab**.
 - ★ Click the **Apply Currency Format** button in the **Numbers Group** (see illustration below).



Apply a Theme

- ✚ Click the **Report Layout Tools: Design Tab**.
- ✚ Click the **Themes** button in the **Themes Group** (see illustration below left).
- ✚ A gallery of different themes will display (see illustration below right).



- ✚ Move the mouse pointer over each **Theme** to see a **Live Preview** of the **Theme**.
- ✚ Select a **Theme** for the **Report**.
- ✚ To change the **Theme Color Scheme**, click the **Colors** button.
- ✚ To change the **Theme Font Scheme**, click the **Fonts** button.
- ✚ Right-click the **Report Tab**.
- ✚ Click either **Print Preview** or **Report View**.
- ✚ Click the **Save** button on the **Quick Access Toolbar**.
- ✚ Give the **Report** a name and then click **Save**.
- ✚ Close the **Report**.