To create this report, you will be using the Jobs database that is available by clicking on the link in the explanation section of the Access 2013 Training Web Page.

When a report is created in Design view, three sections of the report appear-Page Header, Detail, and Page Footer. Once the report is created, it needs to have controls added to display the data from the table or query on which it is based. Bound controls may be added from the field list or other types of controls may be added from the Toolbox.

Review and Create Queries for a Custom Report

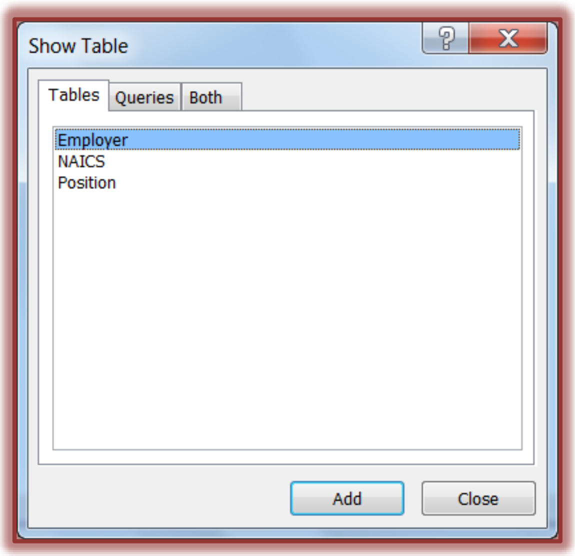
Before we create the reports, we need to look at the queries the report is going to be based on. Also, we need to create a new query that will be used to create this report.

Review the Queries

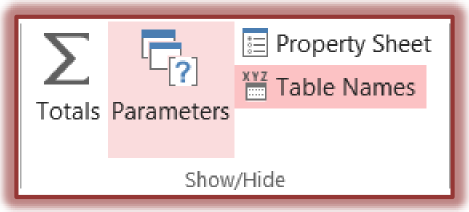
- Open the database **Jobs** from the folder where it was stored when it was downloaded from the **Access 2013 Web Page**.
- Open the **NAICS and Employers** query.
- Scroll right to view the fields in the query and then switch to **Design View**.
- The tables for this query are the **NAICS** and **Employer** tables.
- Close this query.
- Open the **Potential Placement Fees** query in **Design View** by clicking the **View** button.
- Right-click the **PlacementFee** field text box.
- Click **Zoom** on the **Shortcut Menu**.
- Place the insertion point at the end of the text in this box.
- This field determines an employer's placement fee for a position by multiplying the weekly wages by two, and then multiplying by the number of openings for the position.
- Click the **OK** button and then run the query.
- Close the query. Click **No** if you are asked to save design changes to the query.

Create the Potential Income by Employer Query

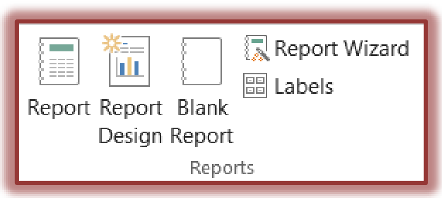
- Click the **Create Tab**.
- In the **Queries Group**, click the **Query Design** button (see illustration at right).
- The **Show Table** dialog box will display (see illustration below).



- Double-click the **Position** table in the **Show Table** dialog box.
- Click the **Close** button.
- Add the **EmployerID** and **Openings** fields to the **Design** grid.
- Click the **Totals** button in the **Show/Hide Group** (see illustration below).



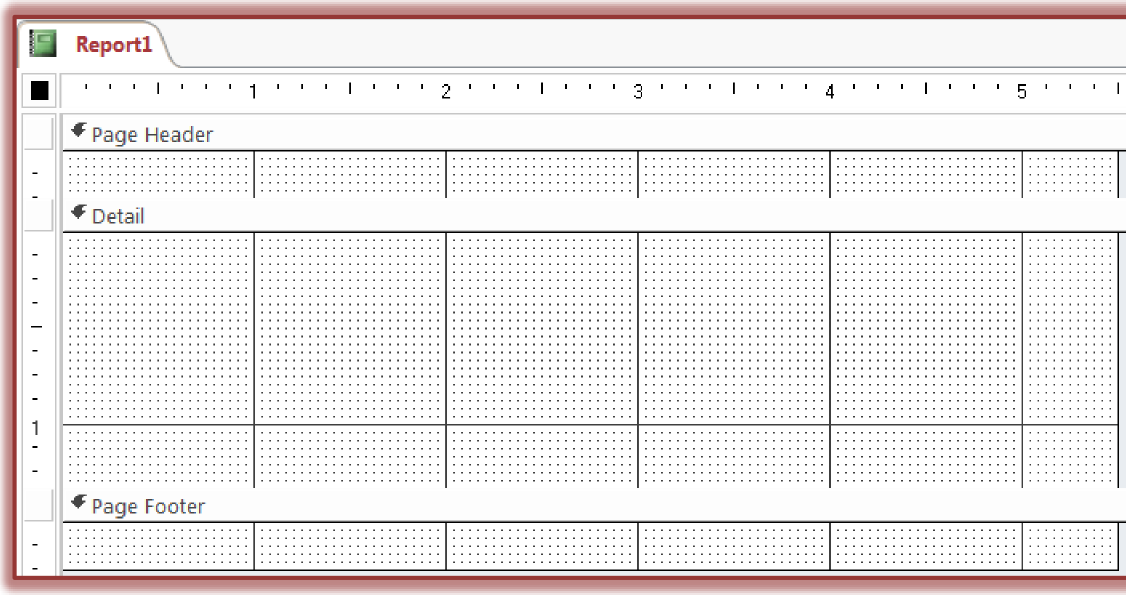
- Change the **Group by** in the **Totals** row for **Openings** to **Sum**.
- Click to the **left** of the word **Openings** in the **Field Text Box**.
- Input **TotalOpenings:** before the word **Openings**.
  - **DO NOT** put a space between Total and Openings.
  - Make sure the colon (:) appears after the first Openings word.
  - When the query is run, **TotalOpenings** will appear at the top of the column instead of **Openings**.
  - This will become the Field Name for this query.
- Right-click the **Field** text box in the **third** column.
- Click the **Zoom** option on the shortcut menu.
- To create the **Calculated Field**, input **PlacementFee:2*Openings*[Hours/Week]*Wage**.
  - **PlacementFee** becomes the name of the field for the query.
  - The Hours/Week field was enclosed in brackets because field names containing spaces or special characters must be enclosed in brackets.
  - If brackets are omitted from other field names, Access adds them automatically when the Zoom dialog box is closed.
- Click the **OK** button to exit the **Zoom** dialog box.
- In the **Total** row for the **Placement Fee** column, leave the default of **Group by**.
- Make sure the **Show** check box is selected.
- Right-click the **Field** text box in the **fourth** column and then click **Zoom**.
- To create the **Calculated Field**, input **PotentialIncome: IIf([TotalOpenings]>=3,[PlacementFee]+200,[PlacementFee]+500)**.
  - **Potential Income** becomes the name of the field for this query.
  - This formula will check to see if the **Total Openings** is **Greater Than** or **Equal** to **3**.
  - If the **Total Openings** meets the specification, then **200** will be added to the **Placement Fee**.
  - If the **Total Openings** doesn't meet that specification, then **500** will be added to the **Placement Fee**.
- Click **OK** to exit the **Zoom** dialog box.
- In the **Total** box for this field, choose **Expression**.
- Save the query as **Potential Income by Employer**.
- Run the query to see if it works properly.



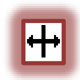
Create a Report

- In the Database window, click the **Create Tab**.
- In the **Reports Group**, click **Report Design**.

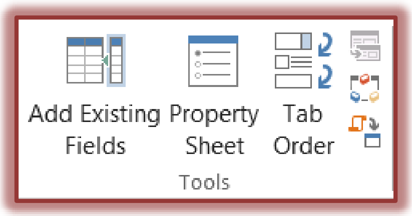
- The **Design View** window will display (see illustration below).

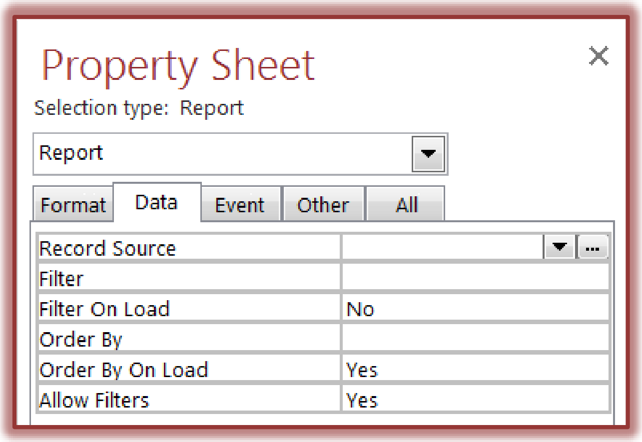


- The report will appear with the **Page Header**, **Page Footer**, and **Detail** section displayed.
- Click the **Maximize** button on the **Report** window, if necessary.
- Change the width of the report to **5.5-inches,** if necessary.
- To change the width of the report:
  - Move the mouse pointer to the edge of the gray area in the **Design** window.
  - The mouse pointer will change to the shape illustrated at the right.
  - Click and drag the mouse pointer until the gray area reaches the 5.5-inch mark on the horizontal ruler.



- Click the **Report Design Tools: Design Tab**, if necessary.
- In the **Tools Group**, click the **Property Sheet** button (see illustration below left).
- In the **Selection Type** box, make sure **Report** is selected.
- Click the **Data Tab** (see illustration below right).





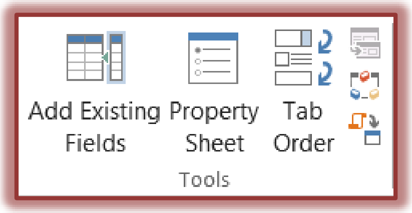
- Click the **Record Source** arrow.
- Choose the query **NAICS and Employers** from the list.

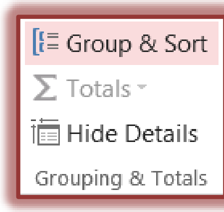
Sort and Group Data in a Report

Access allows you to organize records in a report by sorting them using one or more sort keys. Each sort key can also be a grouping field. If you specify a sort key as a grouping field, a Group

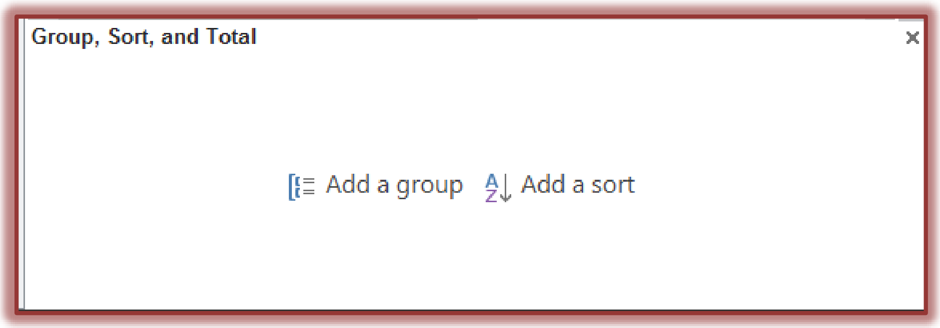
Header section and a Group Footer section will be added to the report. A report can have up to 10 sort fields and any of its sort fields can be a grouping field.

- Click the **Design Tab**, if necessary.
- In the **Tools Group**, click the **Add Existing Fields** button (see illustration below left).
- Click the **Show all tables** link at the top of the **Field List Task Pane**, if necessary.
- In the **Grouping and Totals Group**, click the **Group and Sort** button (see illustration below right).





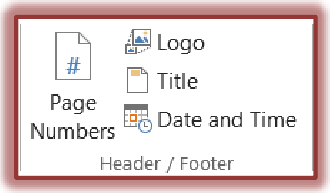
- The **Sort, Group, and Total** area will appear at the bottom of the window (see illustration below).

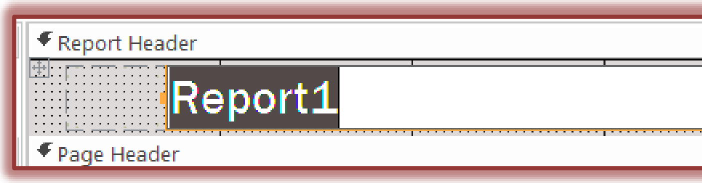


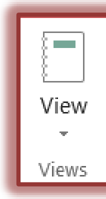
- Click **Add a Group**.
- A new group will appear with a list of the fields in the current record source.
- Click **NAICSDesc**.
- Click the **Add a sort** button.
- Select **NAICSDesc** from the list.
- To specify the secondary sort key, click the **Add a sort** button again.
- Click **EmployerName** from the list of field names.
- Close the **Group, Sort and Total** area by clicking the **Group and Sort** button again.
- Move the mouse pointer over the line between the **NAICSDesc Group Header** and the **Detail** header.
- Click and drag down about **0.5-inches** on the vertical ruler.
- In the **Fields List** click the **NAICSDesc** field and drag it to the **one-inch (1)** position on the **horizontal** grid in the **NAICSDesc** group area.
- Drag the following fields to the **Detail Section** of the Report.
  - Employer Name
  - Address
  - City
  - State/Province
  - Postal Code
  - Position
  - Phone
- Place the fields at the **one-inch (1)** position on the **horizontal** grid.
- Close the **Field List**.
- Move the **Postal Code**, **Position**, and **Phone** fields so that they appear to the right of the other fields.

- To select all the fields and the labels, hold down the **Shift** key, and select the rest of the fields and labels.
- Move the **Position** field below the **Phone** field.
- Move the **Position** field and **Phone** field up below the **Postal Code** field.
- Scroll to the bottom of the report.
- Move the mouse pointer between the **Page Footer** area and the **Detail** area until the mouse pointer changes to the image illustrated at the right.

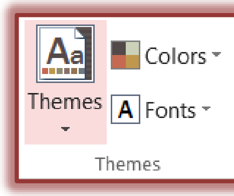
- Drag up until the **Page Footer** displays directly below the fields in the **Detail** area.
- Click the **Title** button in the **Header/Footer Group** to add a title for the report.
  - **Report1** will appear in the **Report Header** section.
  - Input a **Title** for the report.
  - Press **Enter** once the new **Title** has been inserted.



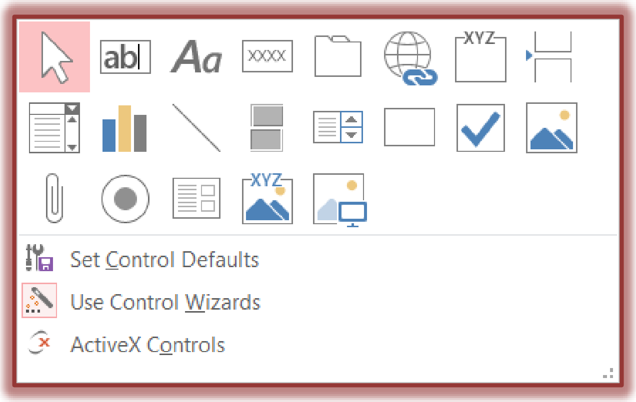


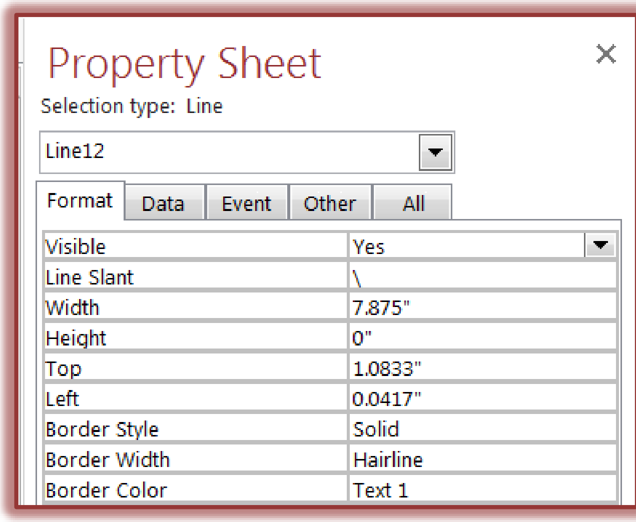


- Click the **View Button** arrow.
- Click **Layout View**.
- Click the **Report Layout Tools: Design Tab**, if necessary.
- Click the **Themes** button in the **Themes Group** (see illustration at right).
- Move the mouse pointer over each of the **Themes** to see a **Live Preview** of the **Theme**.



- Select a **Theme** for the **Report**.
- To change the **Colors** for the **Theme**, click the **Colors** button.
- To change the **Fonts** scheme for the **Theme**, click the **Fonts** button.
- Select the fields in the second column of the report.
- Move them to the right about two-inches.
- Select the **Field Controls** in the left column; the ones that contain the data from the table.
- **DO NOT** select the **Label** controls; the ones with the Field Names.
- Move the mouse pointer over to the right edge of one of the controls.
- Resize the **Controls** so that all the data appears in each of the records.
- You will have to scroll down to make sure all the data displays.
- Switch back to **Design View**.
- Click the **Report Design Tools: Design** tab.
- Click the **Line** button in the **Controls Group** (see illustration on next page).
- Draw a line at the bottom of the **Detail** section of the report.
- Holding down the **Shift** key while drawing can be used to draw a straight line.
- Double click the **Line** to open the **Property Sheet**.
- Click the **Format** tab (see illustration on next page).
- Use the **Border** options to make formatting changes to the line.
- Draw and format a line at the bottom of the **Group (Category)** section.
- Make any other necessary adjustments to the design of the report, such as changing widths of the controls, that will make the report look better.
- After all the changes have been made, click the **Close** button.





- When the prompt appears to name the report, insert **Potential Income**, and then click **Yes**.
- Click the **OK** button to save the report.
- The name of the report will appear in the database under **Reports.**