Simple Instant Reports

Access Training-Database1 will be used for this lesson.

The quickest way to create a new report is by using the Basic Report. This type of report includes all the fields in the selected table. Once the report is created, groups and totals may be added to the report. The report will appear in tabular format.

Create the Report

✦ Click the Customers table. DO NOT open the table, click the Table only once.
✦ Click the Create Tab.
✦ In the Reports Group, click the Report button (see illustration below).
✦ The report will appear in the Access window in Layout View (see illustration below).

Remove Columns

✦ Click one of the records in the Customer Number field.
✦ Click the Report Layout Tools: Arrange Tab.
✦ In the Rows and Columns Group, click the Select Column button (see illustration below).
✦ Press the Delete key on the keyboard.
✦ The column should be removed from the Report.
✦ All the rest of the columns should move to the left.

Resize Columns

✦ Click one of the records in a field.
✦ An orange box will appear around each record in the field.
✦ Move the mouse pointer to the right side of the field with the darkest orange box until the mouse pointer turns to a double-headed arrow (see illustration at right).
✦ Click and drag the mouse to resize the field.
Add Grouping
 vulnerability
 Click the Report Layout Tools: Design Tab.
 vulnerability
 In the Grouping and Totals Group, click the Group and Sort button (see illustration at right).
 vulnerability
 The Group, Sort, and Total pane will appear at the bottom of the window (see illustration below).

Click the Add a Group box.
 vulnerability
 A list of fields will appear.
 vulnerability
 Click the field by which to group the report. For this lesson, choose State.
 vulnerability
 Click the Add a Sort box and specify the State field to sort by.
 vulnerability
 The window will look like the illustration below.

Continue this process to add additional groups.
 vulnerability
 Click the Group and Sort button again to close the Group, Sort, and Total pane.
 vulnerability
 Click the Report Layout Tools Arrange Tab to change the report format.

Change Page Layout
 vulnerability
 Click the Report Layout Tools: Page Setup Tab.
 vulnerability
 In the Page Layout Group, click either Portrait or Landscape (see illustration below).

In this same group, click any of the other options to make changes to the report.

View Different Pages
 vulnerability
 Click the Home Tab.
 vulnerability
 Do one of the following:
 vulnerability
 In the Views Group, click the View button arrow.
 vulnerability
 Right-click the Report Tab.
 vulnerability
 Click Print Preview from the list.
 vulnerability
 Click one of the Navigation Buttons at the bottom of the window (see illustration).
These buttons are left to right:
- **First Page** – This button is used to move to the first page in the report.
- **Previous Page** – Use this button to move to a previous page in the report.
- **Current Page** – To select a page in the report to move to, input a number into the Current Page box and then press Enter.
- **Next Page** – Click this button to move to the next page in the report.
- **Last Page** – This button is used to move to the last page in the report.