

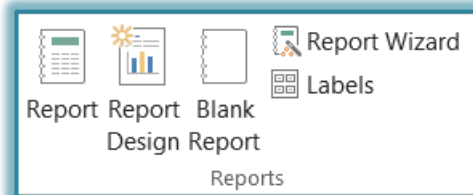
## SIMPLE (INSTANT) REPORTS

Access **Training-Database1** will be used for this lesson.

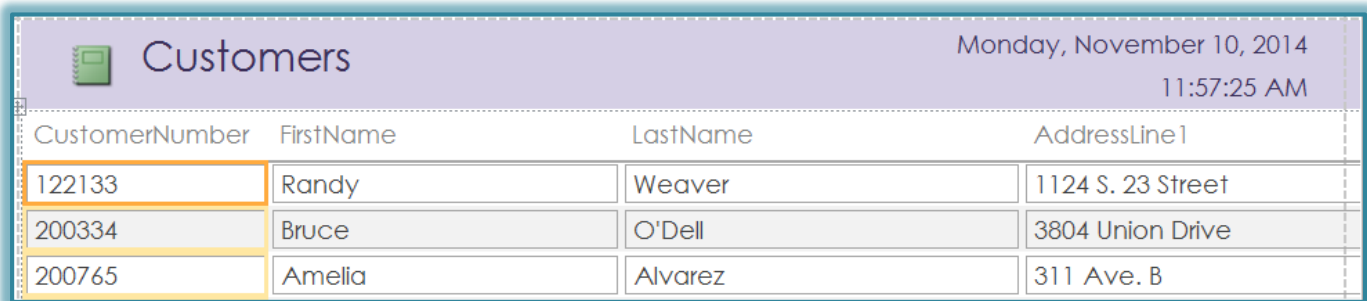
The quickest way to create a new report is by using the Basic Report. This type of report includes all the fields in the selected table. Once the report is created, groups and totals may be added to the report. The report will appear in tabular format.

### 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).



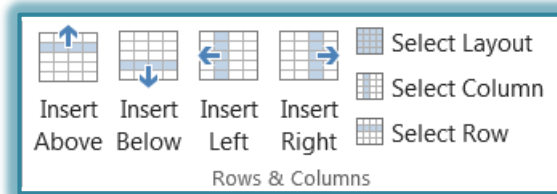
- ✦ The report will appear in the Access window in **Layout View** (see illustration below).



CustomerNumber	FirstName	LastName	AddressLine1
122133	Randy	Weaver	1124 S. 23 Street
200334	Bruce	O'Dell	3804 Union Drive
200765	Amelia	Alvarez	311 Ave. B

### 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.

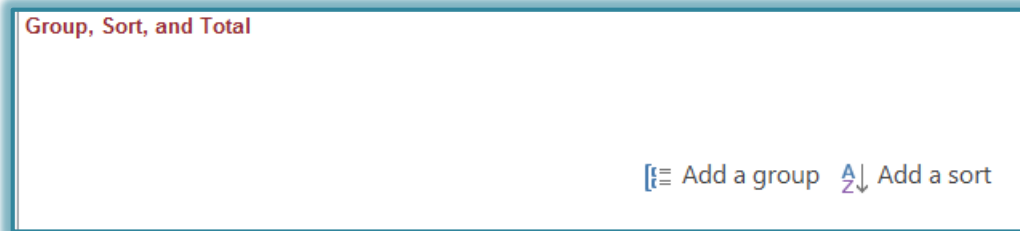
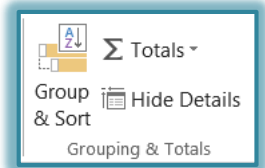
### Resize Columns

- ✦ 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.

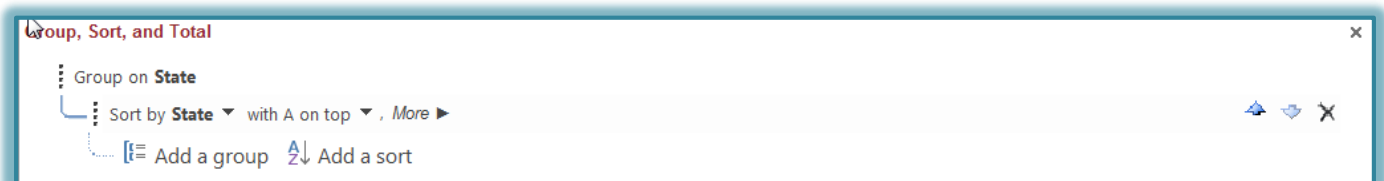


## Add Grouping

- ✦ Click the **Report Layout Tools: Design Tab**.
- ✦ In the **Grouping and Totals Group**, click the **Group and Sort** button (see illustration at right).
- ✦ The **Group, Sort, and Total** pane will appear at the bottom of the window (see illustration below).



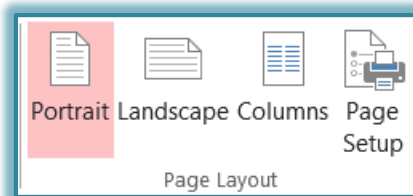
- ✦ Click the **Add a Group** box.
- ✦ A list of fields will appear.
- ✦ Click the field by which to group the report. For this lesson, choose **State**.
- ✦ Click the **Add a Sort** box and specify the **State** field to sort by.
- ✦ The window will look like the illustration below.



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

## Change Page Layout

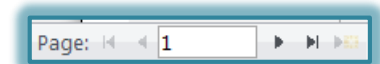
- ✦ Click the **Report Layout Tools: Page Setup Tab**.
- ✦ In the **Page Layout Group**, click either **Portrait** or **Landscape** (see illustration below).



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

## View Different Pages

- ✦ Click the **Home Tab**.
- ✦ Do one of the following:
  - ✦ In the **Views Group**, click the **View** button arrow.
  - ✦ Right-click the **Report Tab**.
- ✦ Click **Print Preview** from the list.
- ✦ 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.