Quick Reports

One of the main functions of a database is to be able to display its data as clearly as possible so that it can be communicated and understood. In this way data is processed into information. Microsoft Access offers a variety of different reports that can be used to achieve this. The most common report is called a TABULAR REPORT, however, you can also create COLUMNAR REPORTS, CHARTS or MAILING LABELS. The one database can have several different reports to suit different requirements.

There are also a number of different ways to create these reports. In this chapter you will use the REPORT WIZARD and the REPORT tool to create simple reports in a few mouse clicks. In the next chapter you will use REPORT DESIGN to create more detailed reports.

Loading the Sample File

A database has been prepared for you and it will need to be opened from the ACCESS 2016 SUPPORT FILES

1 Load Microsoft Access and click on the OPEN OTHER FILES icon in the START window, or close the current file, click on the FILE tab and select the OPEN icon.

2 Access the CHAPTER 6 folder of the ACCESS 2016 SUPPORT FILES and open the BANK RECORDS 6 file as an OPEN READ-ONLY file.

3 Click on the SAVE AS button in the warning bar below the RIBBON.

4 Access your ACCESS STORAGE folder, save the file as:

<p style="text-align:center">Bank Records 6 Copy</p>

and click on the ENABLE CONTENT button.

5 Open the CURRENT LOANS table to re-familiarise yourself with it. The table stores the personal details for the clients of a bank.

Using the Report Wizard

A   Tabular Reports

We will create a TABULAR REPORT where field names appear at the top of columns and the records are listed in rows under those headings using the REPORT WIZARD. It is similar to displaying data from a spreadsheet and it is the most efficient way to print large numbers of records.
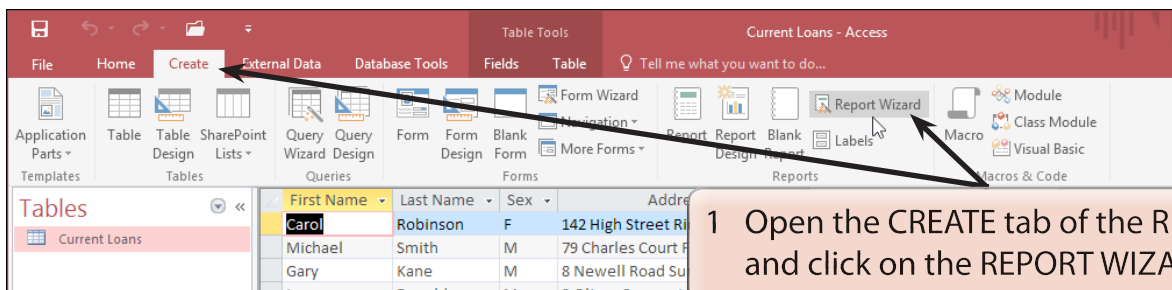
1   Open the CREATE tab of the RIBBON and click on the REPORT WIZARD icon to start the report.
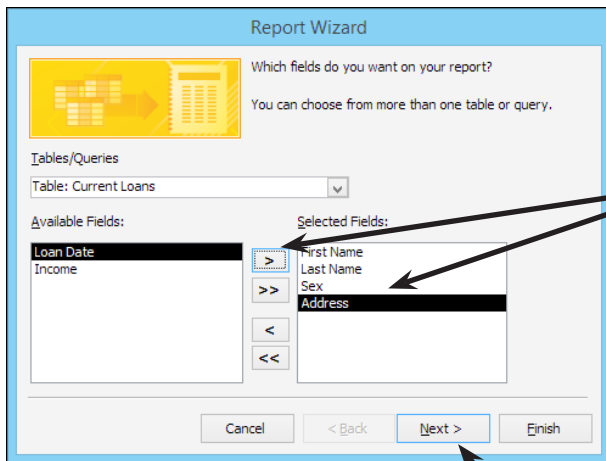
2   The first dialogue box asks for the fields that are required in the report. Let's create a report that shows the client's FIRST NAME, LAST NAME, SEX and ADDRESS. Move those fields into the SELECTED FIELDS frame.
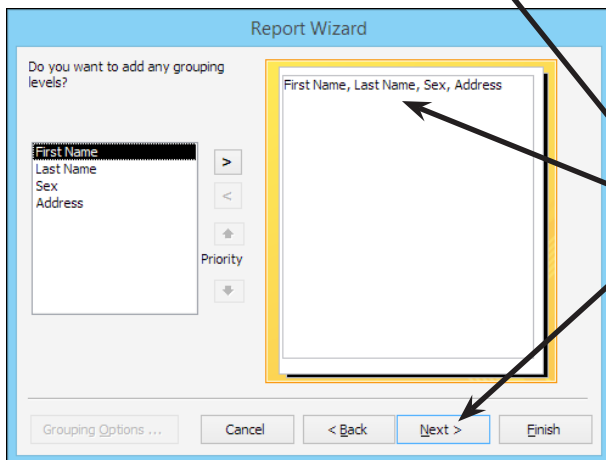
3   Click on the NEXT button and you will be asked about GROUPING LEVELS. This is important when doing totals in a report which we will cover in a later chapter. In this case just click on the NEXT button.

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4 The next window asks about the SORT ORDER. Use the down arrows to set the first sort box to LAST NAME and the second sort box to FIRST NAME.

5 In both cases leave the boxes next to the fields as ASCENDING (A to Z) and click on the NEXT button.

NOTE: **This will sort the report into LAST NAME order first. If any of the clients have the same LAST NAME those clients will be sorted into FIRST NAME order.**

6 The next window asks about the layout of the report. Leave TABULAR selected in the LAYOUT frame and PORTRAIT (or normal) selected in the ORIENTATION frame, then click on the NEXT button.
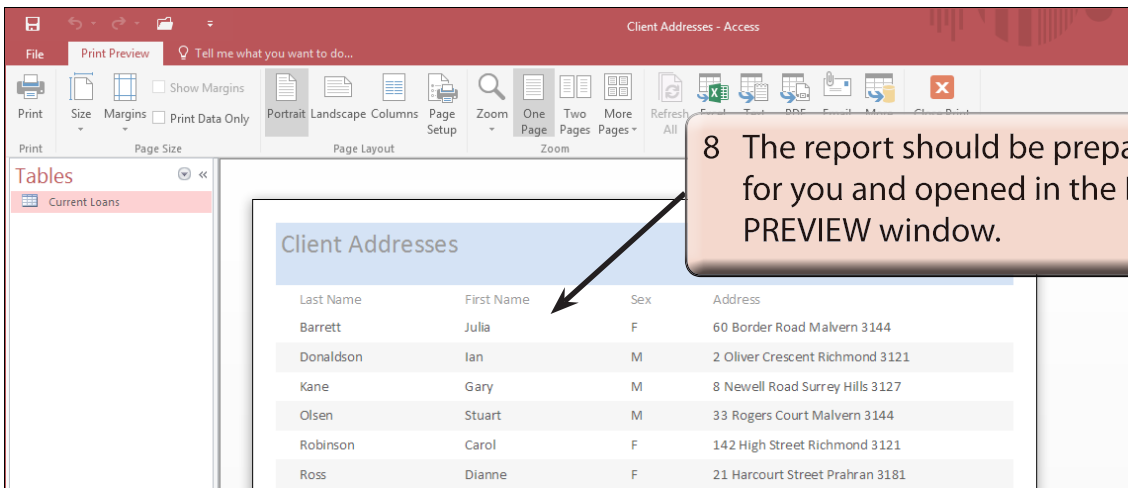

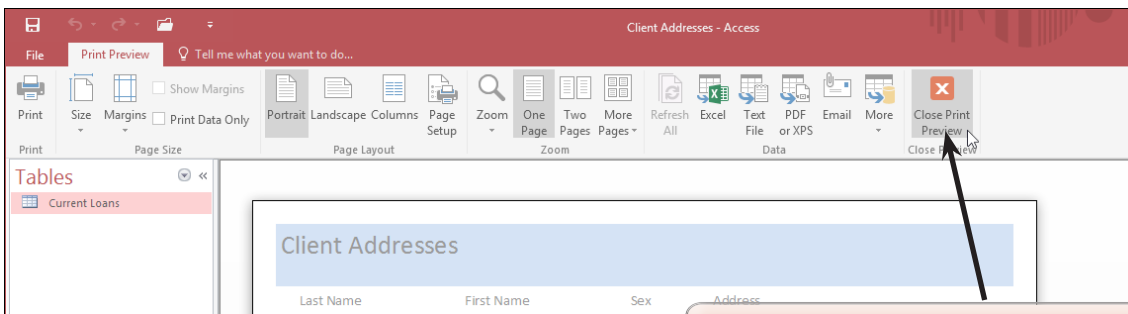7 Finally, you will be asked to enter a title for the report. Enter:

Client Addresses
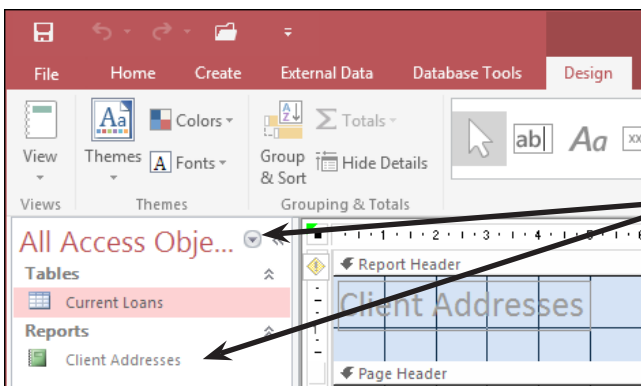
and click on the FINISH button.

8 The report should be prepared for you and opened in the PRINT PREVIEW window.
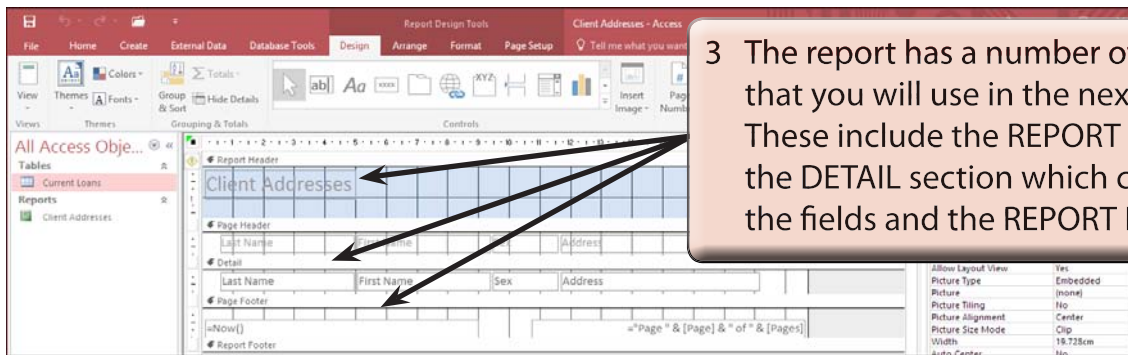
B   Looking at the Report

1 Click on the CLOSE PRINT PREVIEW icon in the RIBBON to close the PRINT PREVIEW screen the report's DESIGN VIEW screen will be opened.


2 Use the down arrow at the top of the NAVIGATION pane to set the pane to ALL ACCESS OBJECTS so that you can see the report.

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3 The report has a number of sections that you will use in the next chapter. These include the REPORT HEADER, the DETAIL section which contains the fields and the REPORT FOOTER.

NOTE: The =NOW() control in the PAGE FOOTER section is another way of inserting the current date into a report.

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4   Print a copy of the report if you wish to.
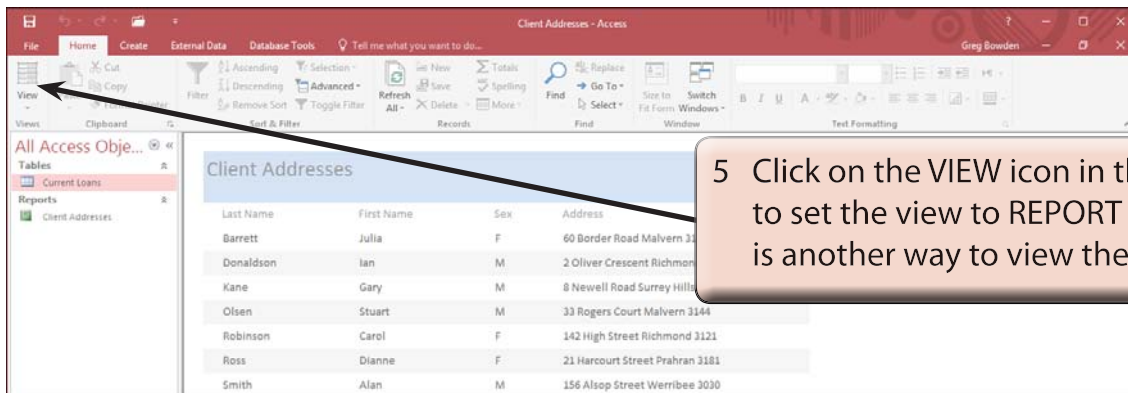
5 Click on the VIEW icon in the RIBBON to set the view to REPORT VIEW. This is another way to view the report.

NOTE: The Report Wizard provides one heading. Usually a report should have a main heading (for example, a company name) and a sub-heading indicating what the report is about. We will insert these in the next chapter.