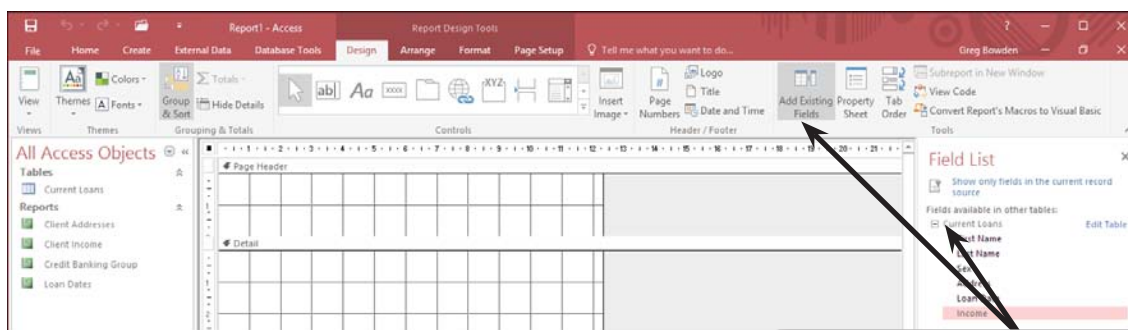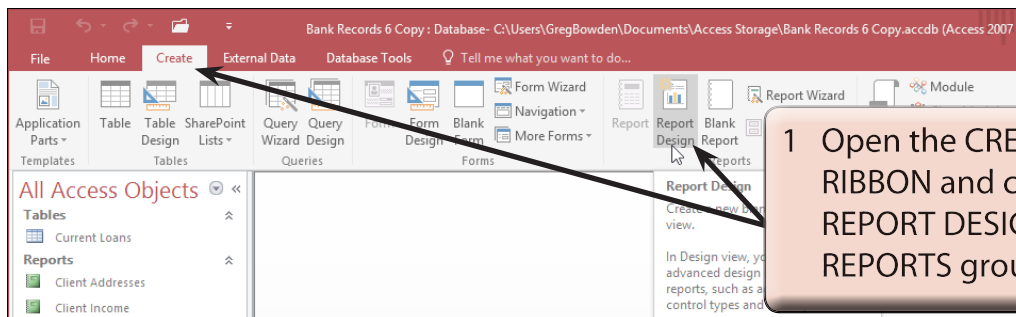# Creating More Detailed Reports

When more detailed reports are required, DESIGN VIEW can be used to build a report from scratch. This allows you to customise reports to suit your requirements
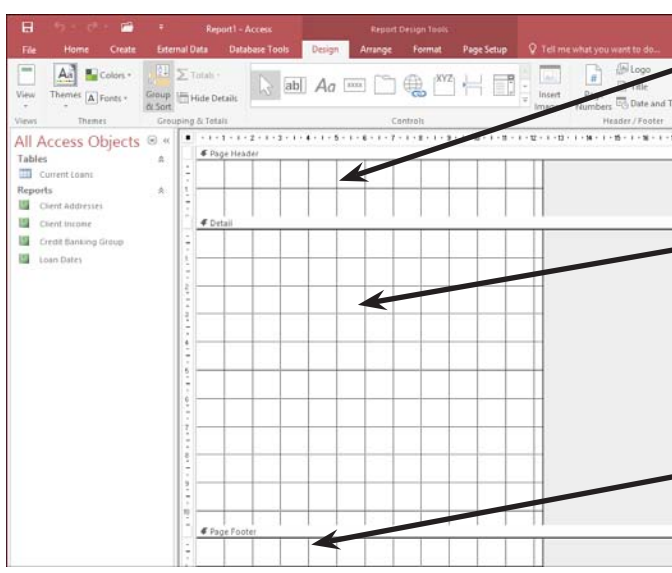
Loading the Database

1   Load Microsoft Access and open the BANK RECORDS 6 COPY database from your STORAGE folder.

2   Another report will be added to the database.

Starting a New Report

We will create another TABULAR REPORT to show the client loan details for the bank.

1   Open the CREATE tab of the RIBBON and click on the REPORT DESIGN icon in the REPORTS group.

2   Maximise the report and, if the CURRENT LOANS table is not displayed, click on the ADD EXISTING FIELDS icon the RIBBON.

3   The REPORT screen is made up of three main sections:

A The PAGE HEADER section. Anything placed in this section is printed at the top of each page.
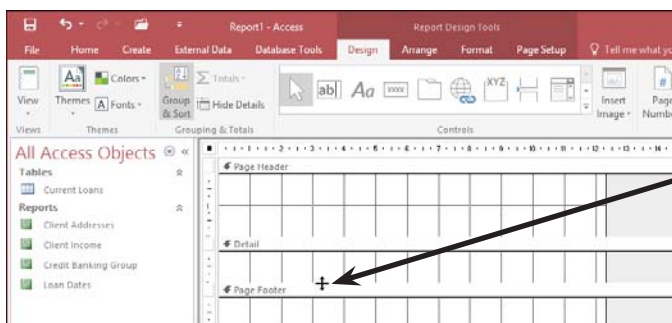
B The DETAIL section. Anything placed in this section fills the body of the page.

C The PAGE FOOTER section. Anything placed in this section prints at the bottom of each page, for example, page numbers are often placed in the PAGE FOOTER.

NOTE: You can add other sections to the report. For example, a REPORT HEADER which prints its contents once at the beginning of a report. You can set a cover page in this section. You can also set a REPORT FOOTER which prints once at the end of a report. A reply slip could be printed in this section. You can RIGHT+CLICK on the report and select these options from the SHORTCUTS menu to turn them on.

A   Reducing the Height of the Detail Section

We want this report to display the records in rows under one another. Therefore, we will not want a large amount of space for the DETAIL section. This would be the space between each record in the printout.


Move the pointer over the top edge of the PAGE FOOTER bar until it changes to a cross-hair with vertical arrows and drag the PAGE FOOTER up so that the DETAIL section is about 1 cm high.

B   Displaying the Grid Increments

As with FORMS, a more suitable grid can be displayed to assist with the accurate placement of objects in the report.

1   Click on the PROPERTY SHEET icon in the DESIGN tab to display the PROPERTY SHEET pane.
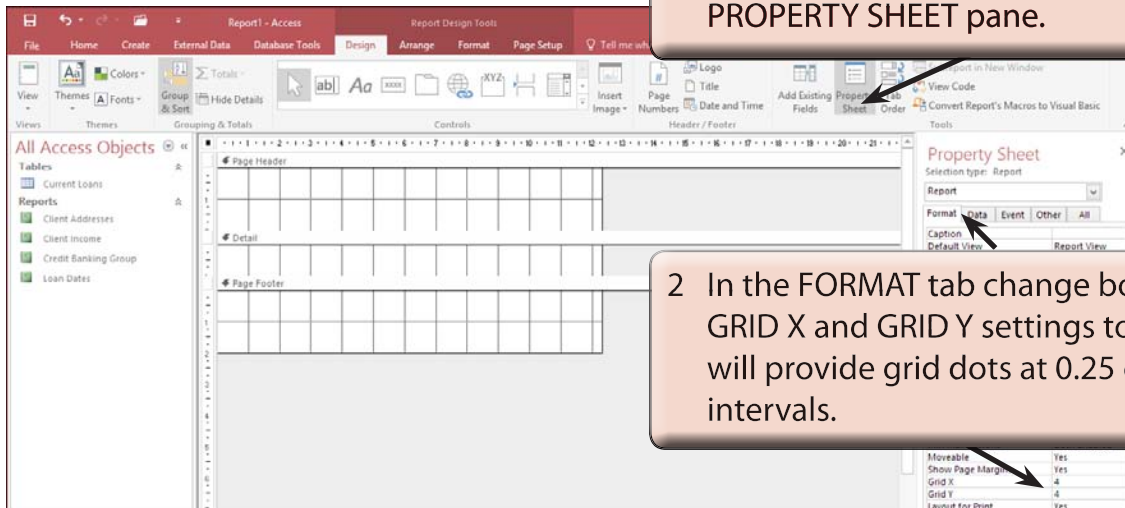
2   In the FORMAT tab change both the GRID X and GRID Y settings to 4. This will provide grid dots at 0.25 cm intervals.

NOTE: If the GRID options are not visible, check that the SELECTION TYPE box at the top of the PROPERTIES SHEET pane is set to REPORT.

C   Inserting Fields into the Detail Section

You are able to select the fields that you want in the report from the FIELD LIST pane just as you did in the FORMS section. All the fields can be included or just a selection. Fields can also be added at a later date.
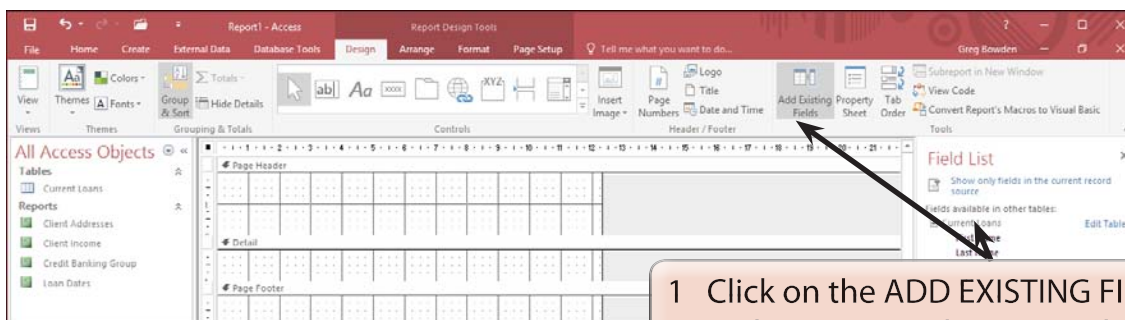
1   Click on the ADD EXISTING FIELDS icon in the DESIGN tab to open the FIELD LIST pane and check that the CURRENT LOANS table is expanded.
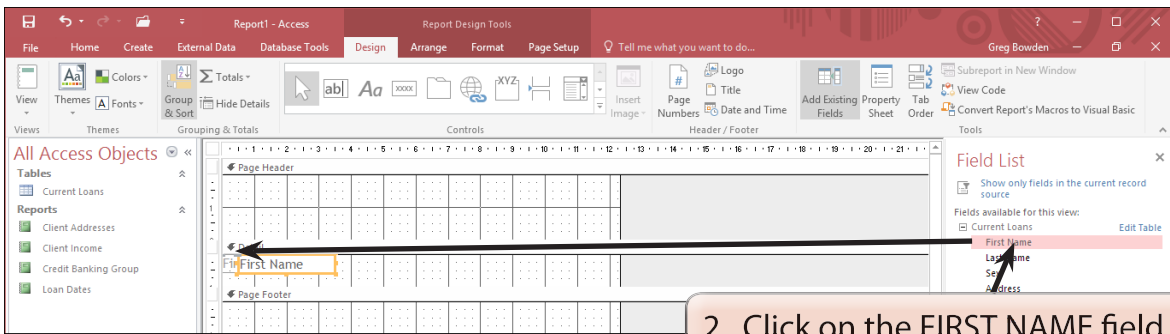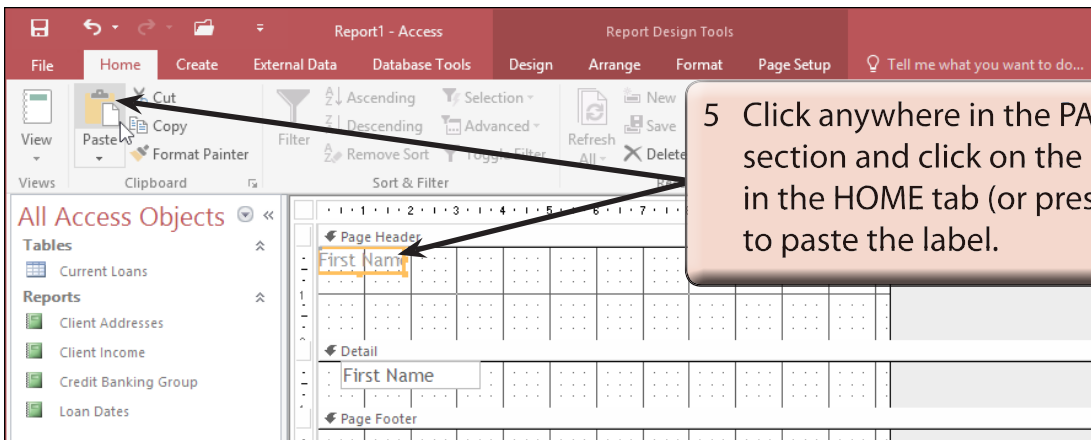
2 Click on the FIRST NAME field in the FIELD LIST pane then drag it to the top left of the DETAIL section in line with 0.5 cm in the top ruler.

3   We need the FIRST NAME label to be placed in the PAGE HEADER section. Unfortunately, Microsoft Access does not allow you to drag just the label into other sections, so we will need to cut and paste it.
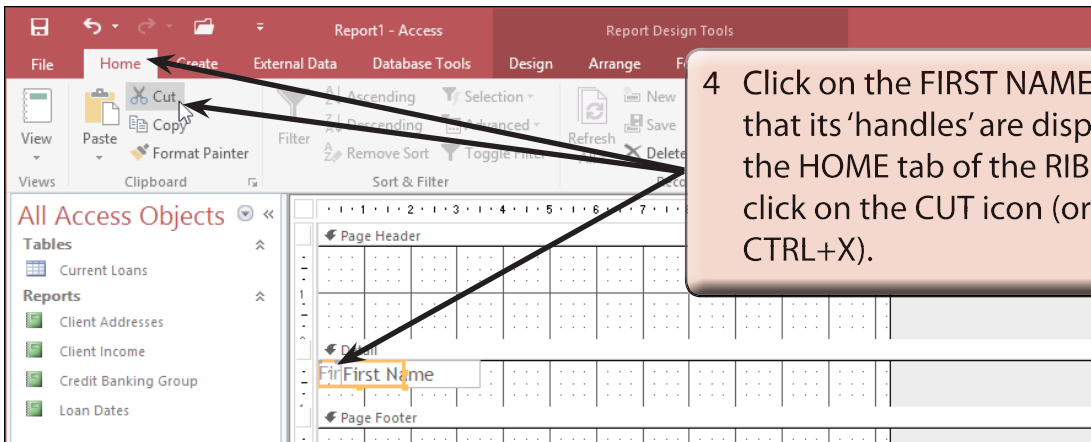

4 Click on the FIRST NAME label so that its 'handles' are displayed, open the HOME tab of the RIBBON and click on the CUT icon (or PRESS CTRL+X).
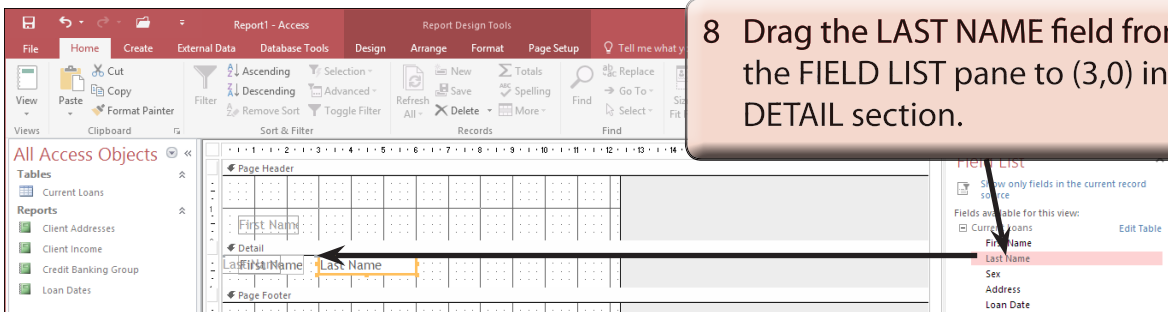

5 Click anywhere in the PAGE HEADER section and click on the PASTE icon in the HOME tab (or press CTRL+V) to paste the label.
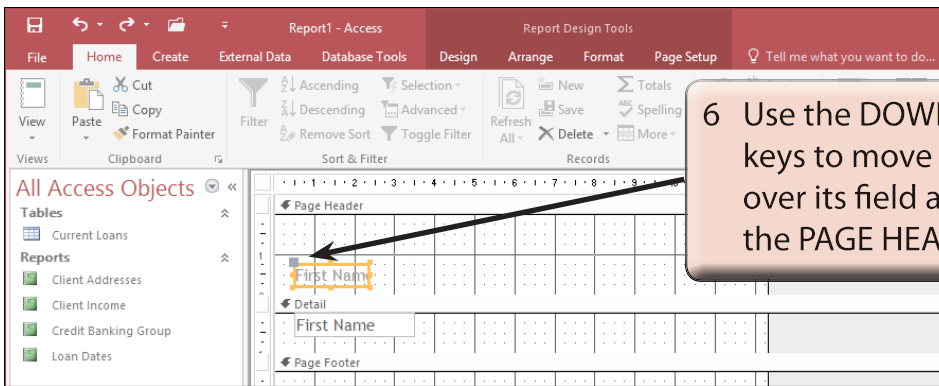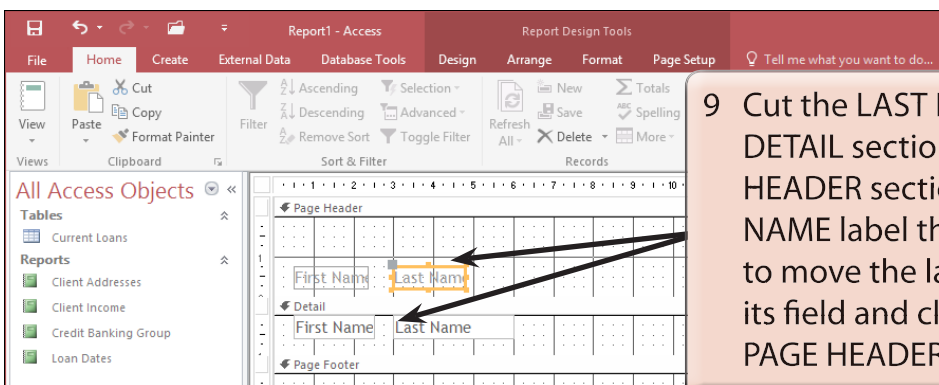
6 Use the DOWN and RIGHT arrow keys to move the FIRST NAME label over its field and close to the base of the PAGE HEADER.
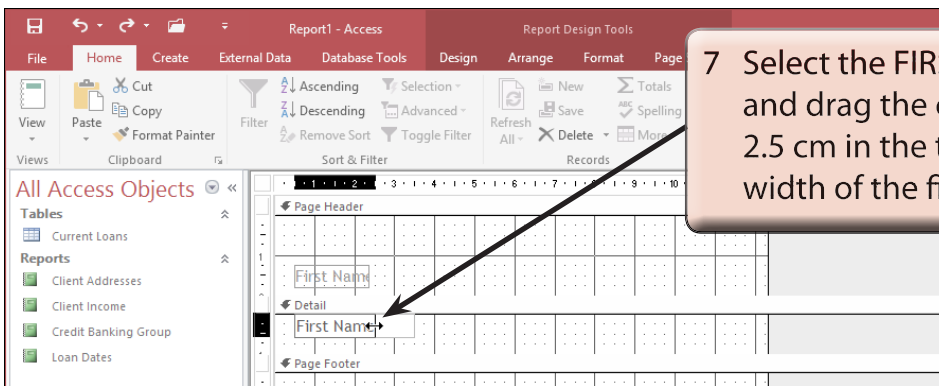
7 Select the FIRST NAME field control and drag the centre right 'handle' to 2.5 cm in the top ruler to reduce the width of the field.

8 Drag the LAST NAME field from the FIELD LIST pane to (3,0) in the DETAIL section.

9 Cut the LAST NAME label from the DETAIL section. Click in the PAGE HEADER section, paste the LAST NAME label then use the arrow keys to move the label so that it is above its field and close to the base of the PAGE HEADER.