

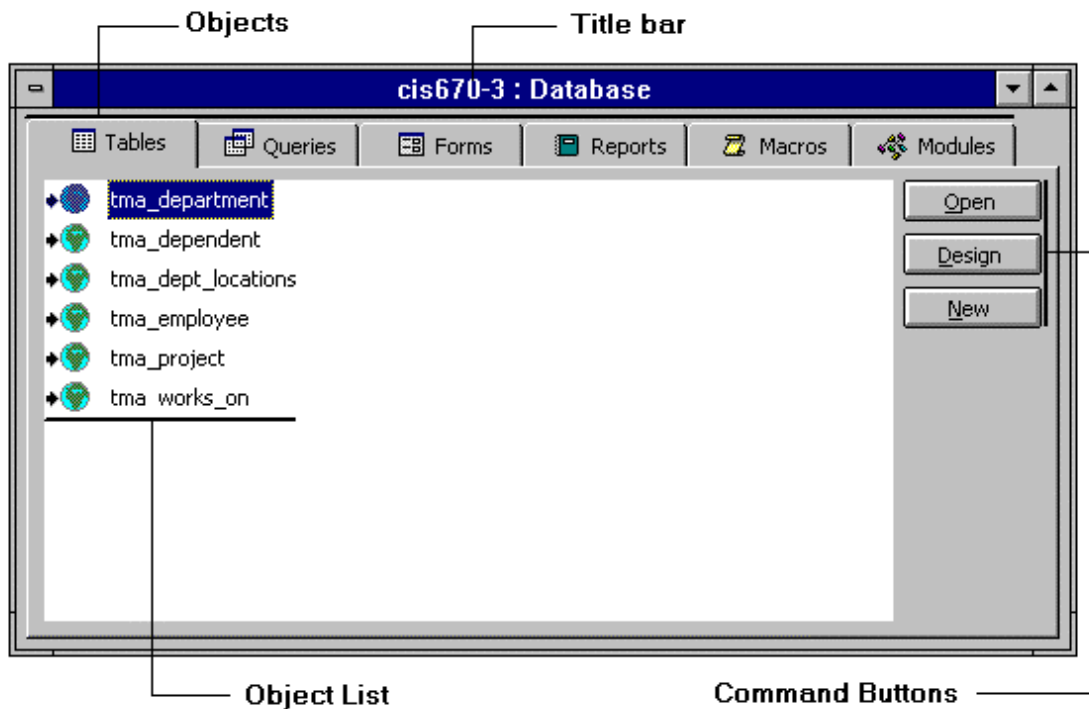
**The Microsoft Access Report Writer**  
**Tao Ma, Department of Computer and Information Science**  
**Version 1.0 Summer 1999**

**Create a report**

For detailed information refer to the *Microsoft Access 9x Online Help Document*.

**Database window**

The window that appears when you open a Microsoft Access database. It contains **Tables, Queries, Forms, Reports, Macros, and Modules** tabs that you can click to display a list of all objects of that type in the database. (See Figure 1.)



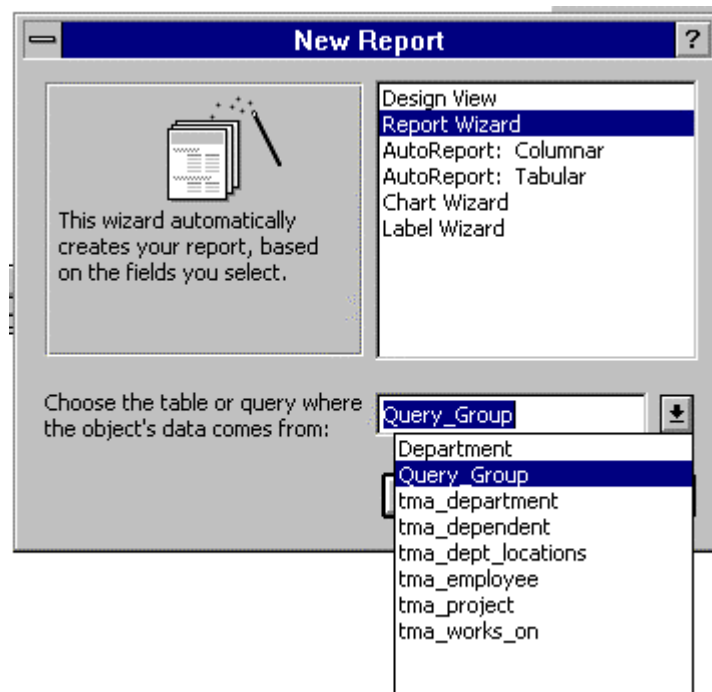
(Figure 1.)

**1. Create a report with Report Wizard**

You can create a report on your own or you can have Microsoft Access create a report for you using a **Report Wizard**. A Report Wizard speeds up the process of creating a report because it does all the basic work for you. When you use a Report Wizard, it prompts you for information and creates a report based on your answers. Even if you've created many reports, you may want to use a Report Wizard to quickly lay out your report. Then you can switch to **Design view** to customize it.

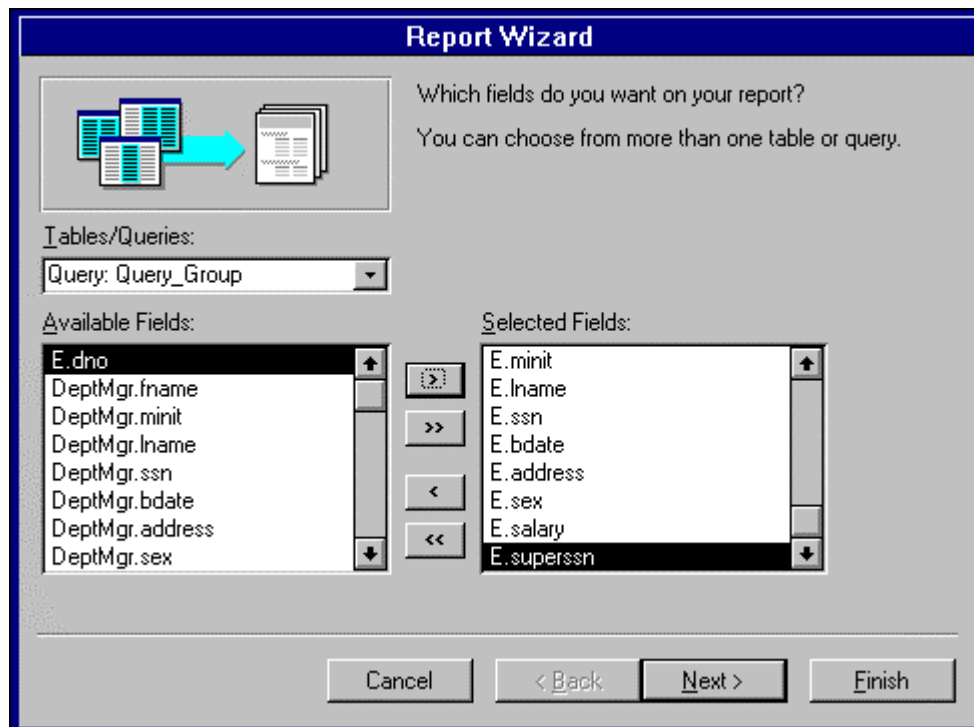
1. In the **Database window**, click the Reports tab.
2. Click **New**.
3. In the **New Report** dialog box, click the **Report Wizard**. A description of the wizard appears in the left side of the dialog box.

4. Click the table or query that contains the data you want to base your report on. (See Figure 2.)



(Figure 2.)

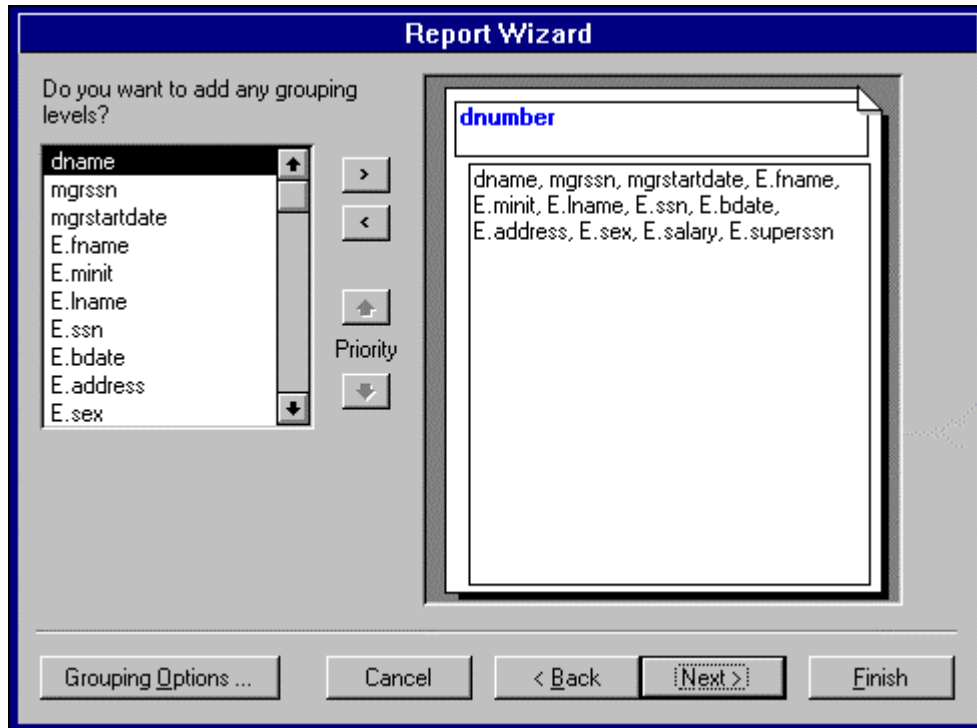
**Note:** Microsoft Access uses this table or query as the default record source for the report. However, you can change the record source in the wizard and select fields from other tables and queries.



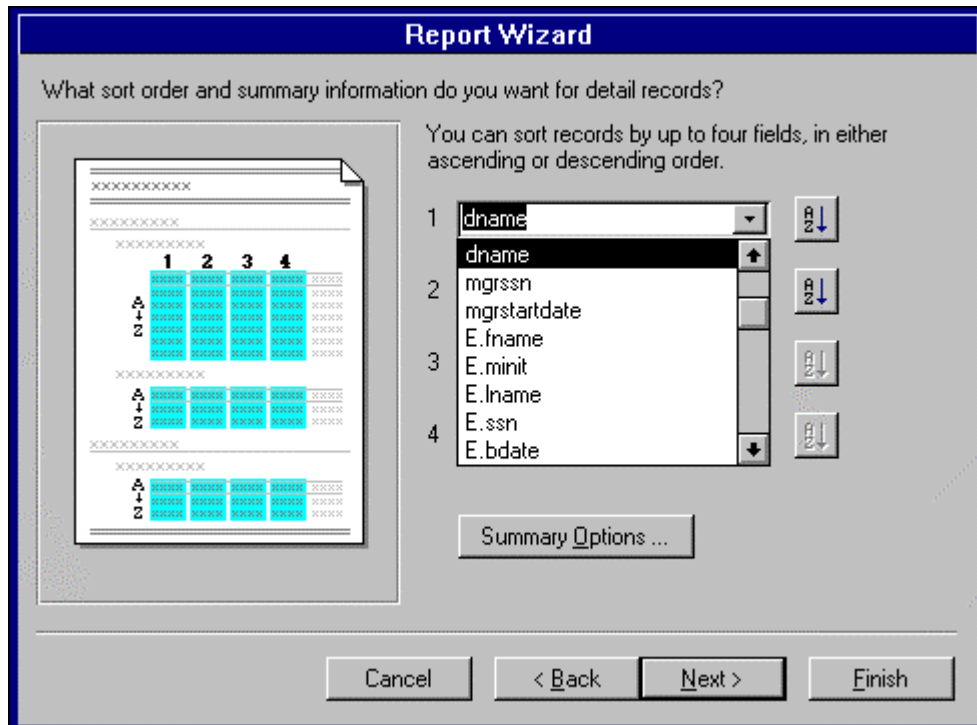
(Figure 3.)

5. Click **OK**. A dialog box will be shown up for you to choose the fields which you want on your report. (See Figure 3.)

6. Click **Next**. You can add some group levels for your report. (See Figure 4.)



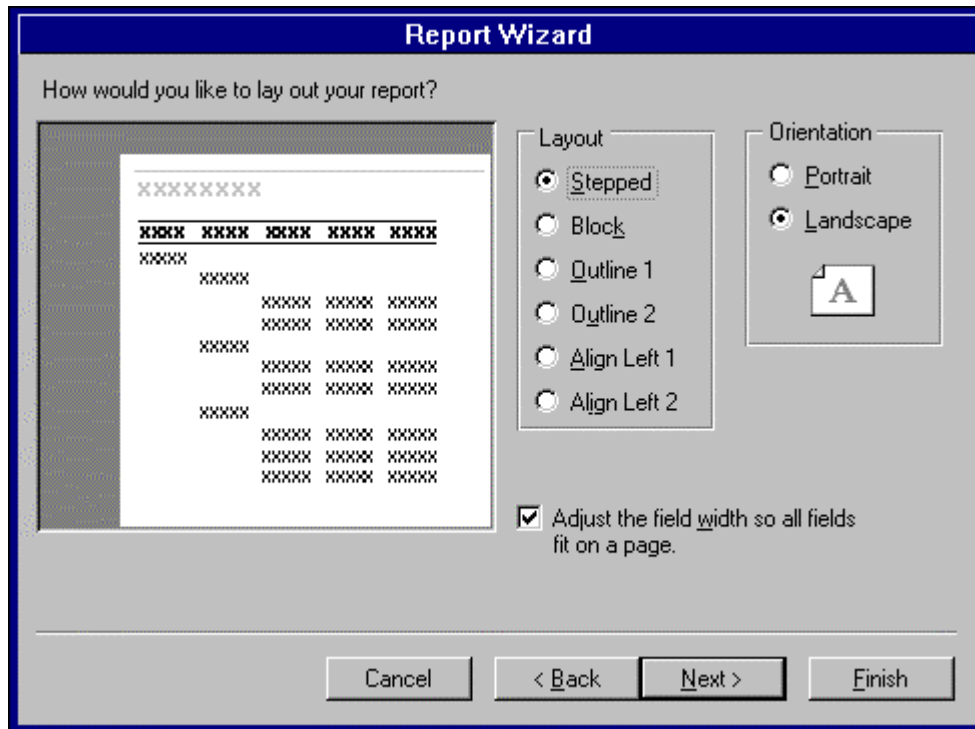
(Figure 4.)



(Figure 5.)

7. Click **Next**. You can provide sort order and, additionally, summary information for your detail records. (See Figure 5.)

8. Click **Next**. It's the place to make the layout of the report fit your taste. (See Figure 6.) In order to continue our introduction procedures, we check **Layout: Stepped** and **Orientation: Landscape**. We will discuss later this step and make a detailed comparison on the different layouts.



(Figure 6.)

9. Click **Next**. Select the style, Bold in our introduction, of the title of your report.

10. Click **Next**. Give a title to your report. And if you want to preview the auto-generated report immediately, check the radio box indicate your intention. Or check the other one if you want to modify the report's design. (Figure 7).

11. Click **Finish**. Thus finish the procedure of create a report using Report Wizard. For the result report, see Figure 8. In the figure, we emphasize the fields that we feel not very good.

If the resulting report doesn't look the way you want, you can change it in **Design view**. See Figure 9 for modified report.

### **Design view --- reports**

The window in which you design reports and customize your report. To open a report in Design view, go to the Database window, click the Reports tab, click the report you want to open, and then click Design. (See Figure 16.)



(Figure 7.)

## Faculty Information

Department Number	Department Name	Manager SSN	First Name	M.I.	Last Name	SSN	Birthdate	Sex	Salary	Supper SSN
4	Administration	9876543	Ahmad	V	Jabbar	9879879	29-MAR-59	M	21000	987654
		9876543	Jennifer	S	Wallace	9876543	20-JUN-31	F	43000	888665
		9876543	Alicia	J	Zeleya	9998877	19-JUL-58	F	25000	987654
5	Research	3334455	John	B	Smith	1234567	09-Jan-55	M	30000	333445
		3334455	Joyce	A	English	4534534	31-JUL-62	F	25000	333445
		3334455	Ramesh	K	Narayan	6668844	15-SEP-52	M	38000	333445
		3334455	Franklin	T	Wong	3334455	08-DEC-45	M	40000	888665

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(Figure 8.)

## Faculty Information

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Department Number	Department Name	Manager SSN	First Name	M.I.	Last Name	SSN	Birthdate	Sex	Salary	Supper SSN
4	Administration	987-65-4321	Ahmad	V	Jabbar	987-98-7987	29-MAR-59	M	\$25,000.00	987-65-4321
			980 Dallas, Houston, TX							
		987-65-4321	Jennifer	S	Wallace	987-65-4321	20-JUN-31	F	\$43,000.00	888-66-5555
			291 Berry, Bellair, TX							
		987-65-4321	Alicia	J	Zeleya	999-88-7777	19-JUL-58	F	\$25,000.00	987-65-4321
			3321 Castle, Spring, TX							
5	Research	333-44-5555	John	B	Smith	123-45-6789	09-Jan-55	M	\$30,000.00	333-44-5555
			731 Fondren, Houston, TX							
		333-44-5555	Joyce	A	English	453-45-3453	31-JUL-62	F	\$25,000.00	333-44-5555
			5361 Rice, Houston, TX							
		333-44-5555	Ramesh	K	Narayan	666-88-4444	15-SEP-52	M	\$38,000.00	333-44-5555
			975 Fire Oak, Humble, TX							
		333-44-5555	Franklin	T	Wong	333-44-5555	08-DEC-45	M	\$40,000.00	888-66-5555
			638 Voss, Houston, TX							

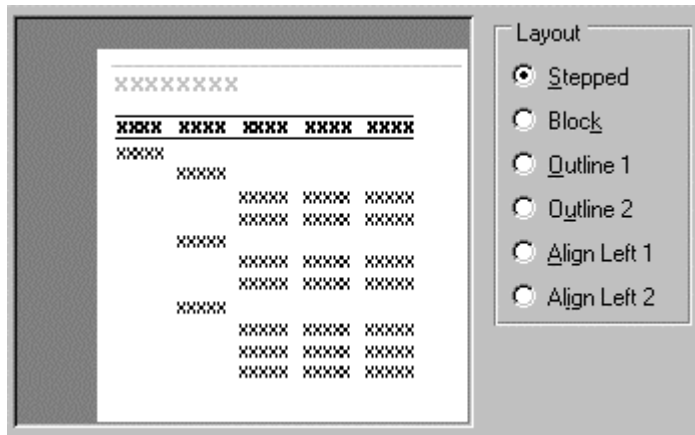
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(Figure 9.)

## Layouts

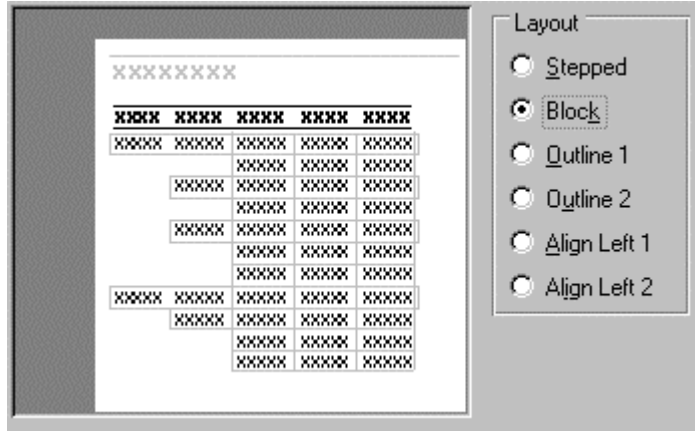
In the step 8 of last section, we briefly introduce one of the six possible layouts that can be generated by the Report Wizard. In this section, let's discuss in detail what they look like and what their differences are.

- **Layout: Stepped**



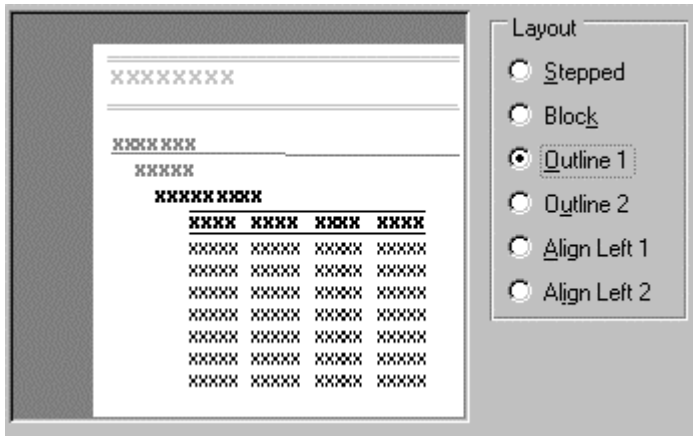
(Figure 10.)

- **Layout: Block**



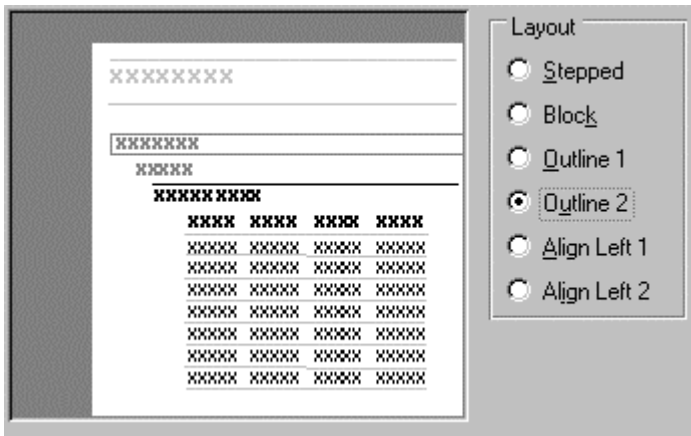
(Figure 11.)

- **Layout: Outline 1**

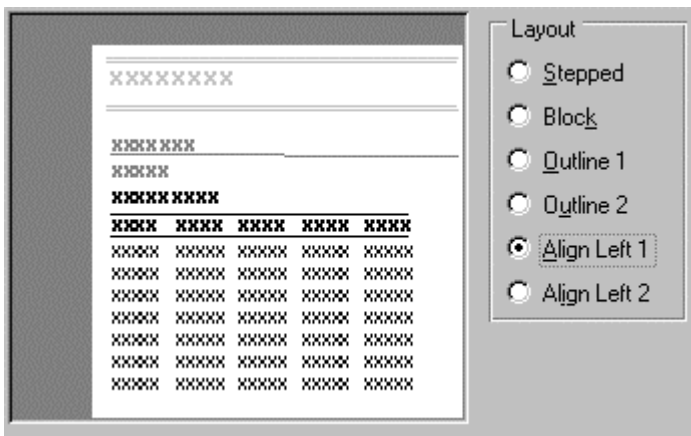


(Figure 12.)

- **Layout Outline2**



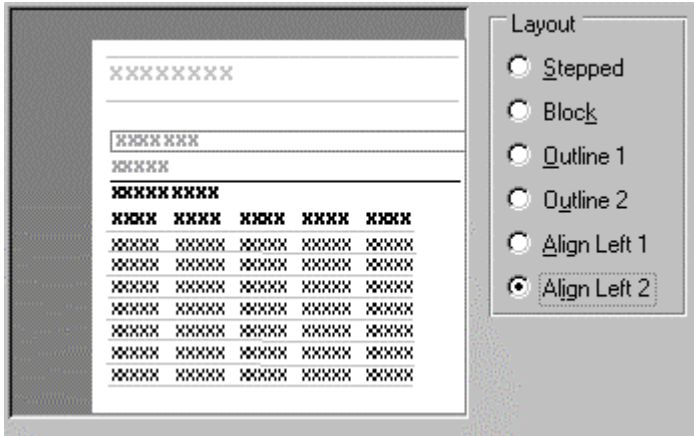
(Figure 13.)



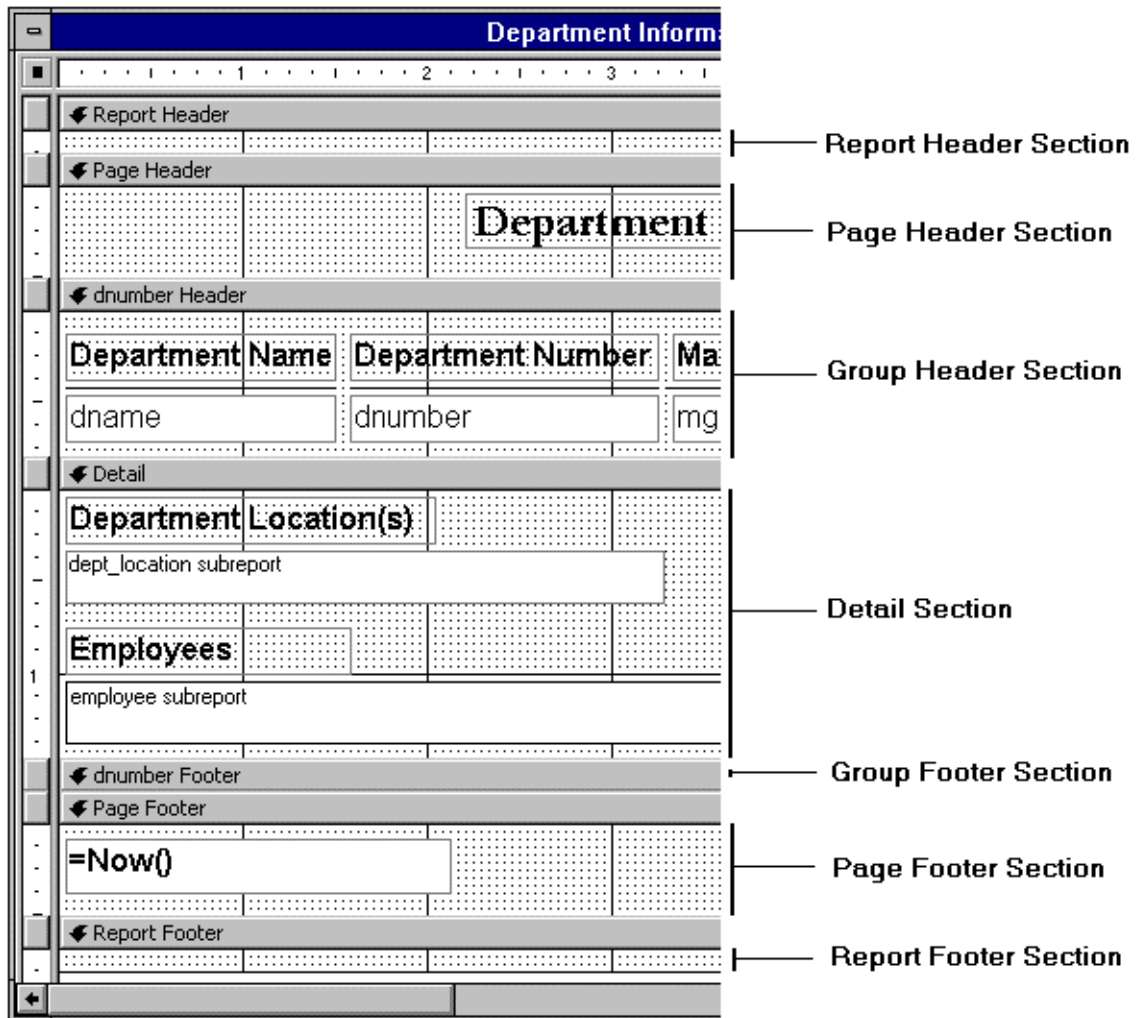
- **Layout: Align Left1**

(Figure 14.)

- **Layout: Align Left2**

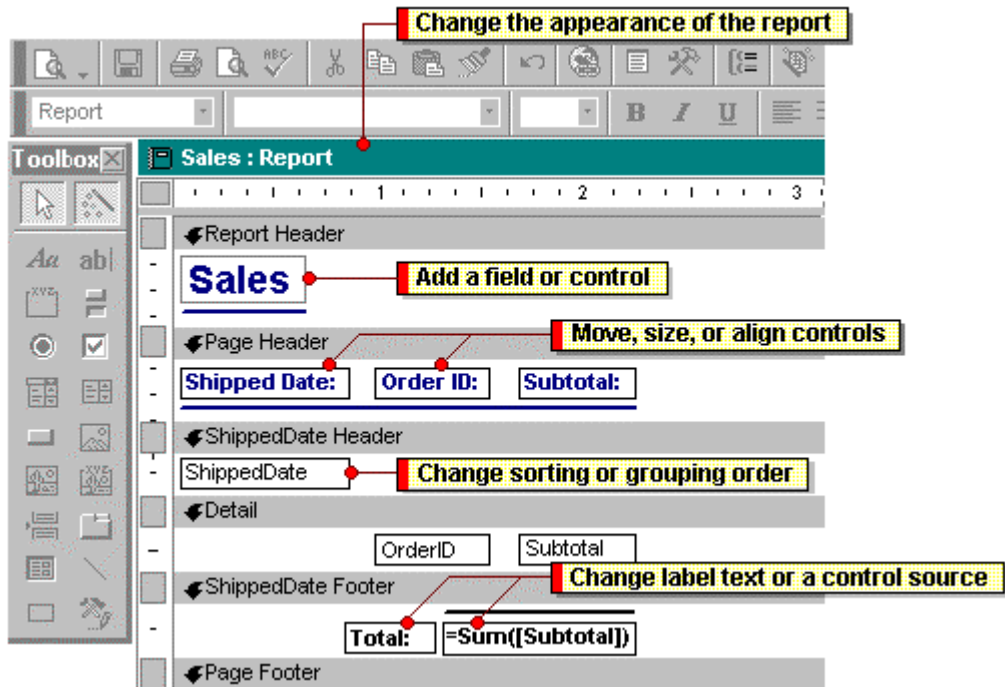


(Figure 15.)



(Figure 16.)

Ways to customize a report (Figure 3.)



(Figure 17.)

## **Create a Subreport**

How you create a subreport depends on whether you want to create a subreport in an existing report or add an existing report to another existing report to create a report and subreport.

Subreports: What they are and how they work

A subreport is a report that's inserted in another report. When you combine reports, one of them must serve as the main report. A main report is either bound or unbound; that is, it is or isn't based on a table, query, or SQL statement.

An unbound main report can serve as a container for unrelated subreports that you want to combine.

You bind the main report to an underlying table, query, or SQL statement when you want to insert subreports that contain information that's related to the data in the main report. For example, you can use the main report to show detail records, such as every sale in a year, and then use a subreport to show summary information, such as the total sales for each quarter.

A main report can also contain data common to two or more parallel subreports. In this case, the subreports contain the detail records related to the common data.

A main report can include subforms as well as subreports, and it can include as many subforms and subreports as you want. Additionally, a main report can contain up to two levels of subforms and subreports. For example, a report can contain a subreport, and that subreport can contain a subform or a subreport. The following table shows the possible combinations of subforms and subreports in a main report.

Level 1	Level 2
Subreport 1	Subreport 2
Subreport 1	Subform 1
Subform 1	Subform 2

## **Create a subreport in an existing report**

If the subreport will be linked to the main report, make sure you've set up the table relationships correctly before using this procedure.

How a main report and subreport are linked

When you insert a subreport that contains information related to data in the main report, the subreport control must be linked to the main report. The link ensures that the records printed in the subreport correspond correctly to the records printed in the main report.

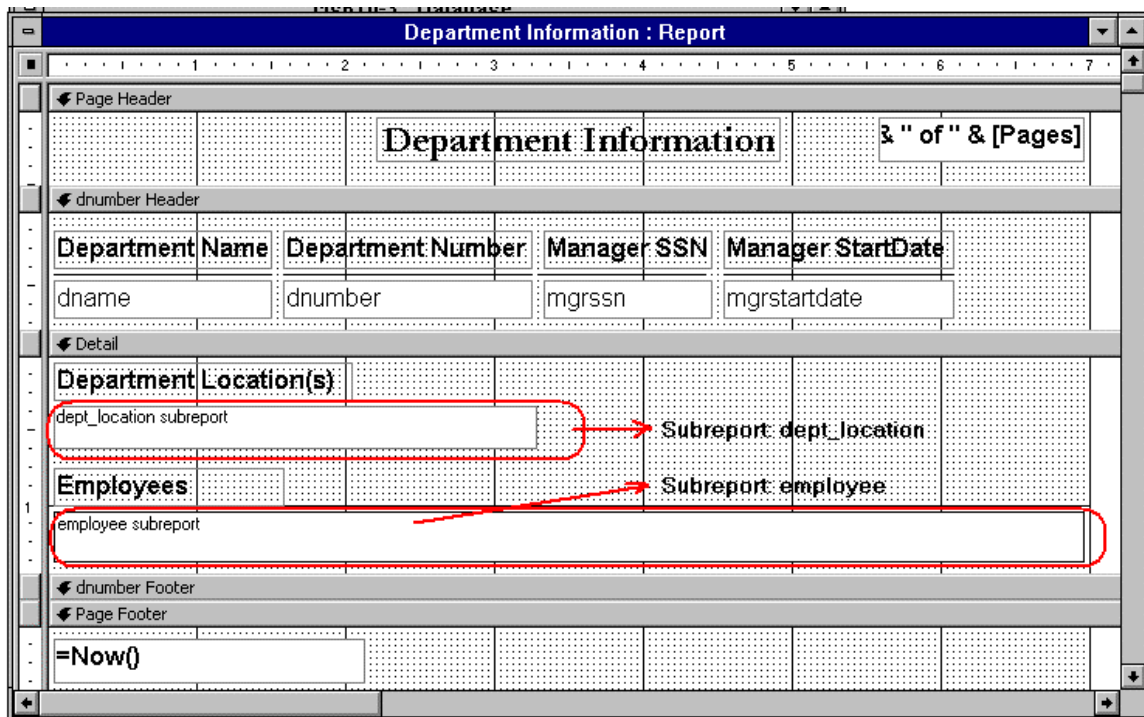
When you create a subreport by using a wizard or by dragging a report or datasheet from the Database window to another report, Microsoft Access automatically synchronizes the main report and subreport if:

- The reports are based on tables that have relationships that you've set in the Relationships window. If the reports are based on a query or queries, Microsoft Access automatically synchronizes the report and subreport if the underlying tables for the query or queries meet the same condition. As long as the query's underlying table is correctly related to the other underlying table or query, Microsoft Access automatically synchronizes the report and subreport.
- The main report is based on a table with a primary key and the subreport is based on a table that contains a field with the same name as that primary key and with the same or a compatible data type. If you select a query or queries, the underlying tables in the query or queries must meet the same conditions.

**Notes:**

- Microsoft Access uses the LinkMasterFields and LinkChildFields properties of the subreport control to link the main report and the subreport. If, for some reason, Microsoft Access doesn't link the report and subreport, you can set these properties directly.

1. Open the report you want to use as the main report in Design view.
2. Make sure the **Control Wizards** tool in the toolbox is pressed in.
3. Click the **Subform/Subreport** tool in the toolbox.
4. On the report, click where you want to place the subreport.
5. Follow the directions in the wizard dialog boxes.

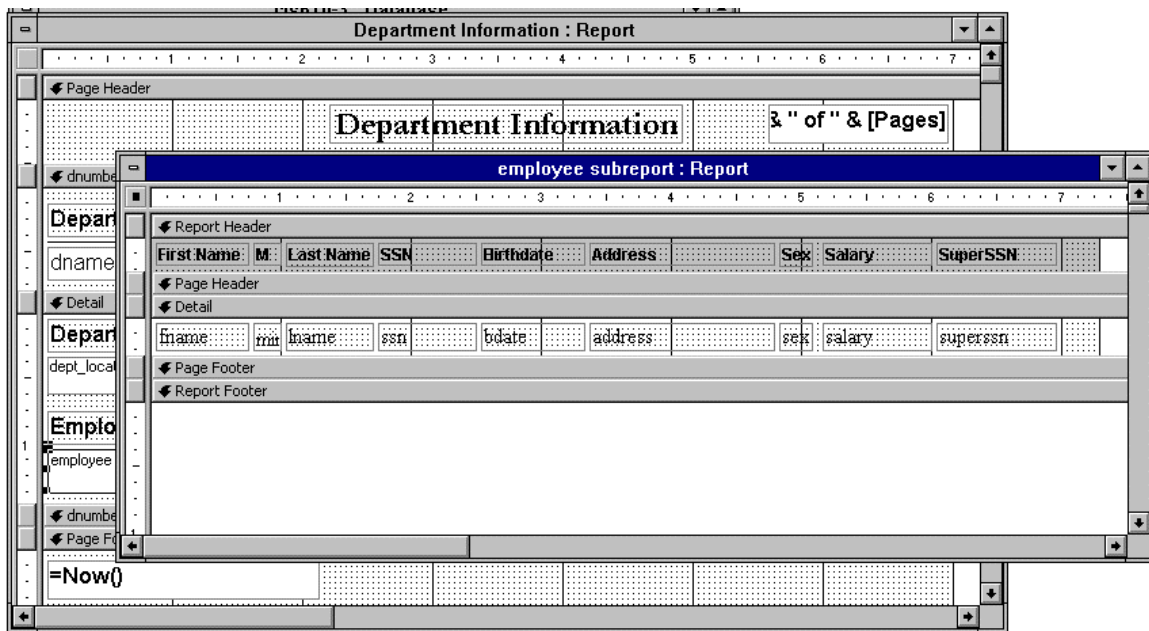


(Figure 18.)

When you click the **Finish** button, Microsoft Access adds a subreport control to your report. It also creates a separate report that is displayed as the subreport. (See Figure 18.)

### Change the layout of a subreport (See Figure 19.)

1. Open the main report in Design view.
2. Click anywhere outside the subreport control to make sure it isn't selected.
3. Double-click inside the subreport control.  
Microsoft Access opens the subreport in Design view.
4. Change the design of the subreport.
5. Save and close the subreport.



(Figure 19.)

### Notes:

- If you change the width of a subreport, you might also need to adjust the width of the subreport control in the main report.
- You can also change the layout of the subreport by opening the subreport directly from the Database window.

### How a main report and subreport are linked

When you insert a subreport that contains information related to data in the main report, the subreport control must be linked to the main report. The link ensures that the records printed in the subreport correspond correctly to the records printed in the main report.

When you create a subreport by using a wizard or by dragging a report or datasheet from the Database window to another report, Microsoft Access automatically synchronizes the main report and subreport if:

- The reports are based on tables that have relationships that you've set in the Relationships window. If the reports are based on a query or queries, Microsoft Access automatically synchronizes the report and subreport if the underlying tables for the query or queries meet the same condition. As long as the query's underlying table is correctly related to the other underlying table or query, Microsoft Access automatically synchronizes the report and subreport.

- The main report is based on a table with a primary key and the subreport is based on a table that contains a field with the same name as that primary key and with the same or a compatible data type. If you select a query or queries, the underlying tables in the query or queries must meet the same conditions.

**Notes:**

- Microsoft Access uses the LinkMasterFields and LinkChildFields properties of the subreport control to link the main report and the subreport. If, for some reason, Microsoft Access doesn't link the report and subreport, you can set these properties directly.

**Create a report on your own**

1. In the Database window, click the **Reports** tab.
2. Click **New**.
3. In the **New Report** dialog box, click **Design View**.
4. Click the name of the table or query that contains the data you want to base your report on.

**Tip:** If you want to create a report that uses data from more than one table, base your report on a query.

5. Click **OK**.

If the resulting report doesn't look the way you want, you can change it in **Design view**.