

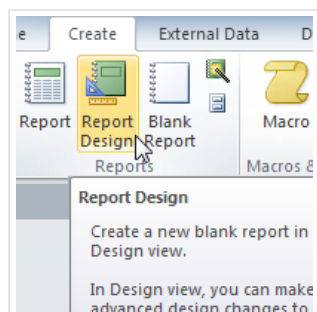
# Access 2010

## Creating Reports



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## Introduction



If you need to share information from your database with someone but don't want that person to actually work with your database, consider creating a **Report**. Reports allow you to organize and present your data in a reader-friendly, visually appealing format. Access 2010 makes it easy to create and customize a report using data from any query or table in your database.

In this lesson, you will learn how to **create**, **modify**, and **print** reports.

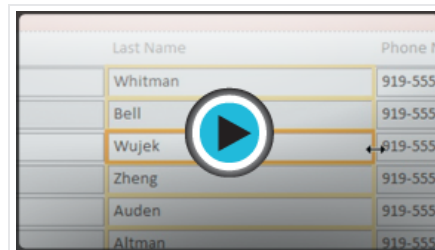
We will be showing you how to create reports from tables and queries in a sample bakery database. If you would like to follow along, [download our example](#) and use it to follow the procedures demonstrated in this lesson.

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## Creating reports

**Reports** give you the ability to present components of your database in an easy-to-read, printable format. Access 2010 lets you create reports from both **tables** and **queries**.

### Video: Creating Reports in Access 2010

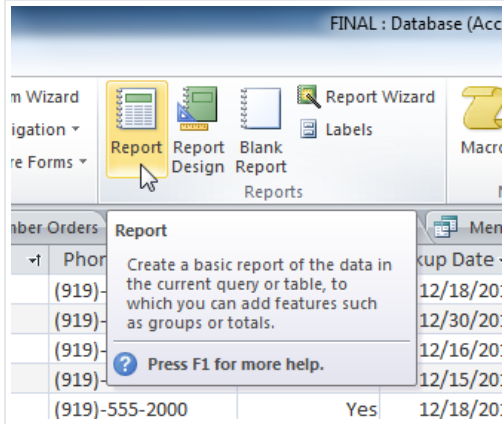


### To create a report:

1. Open the table or query you would like to use in your report. We want to print out a list of last month's orders, so we'll open up our **Orders Query**.

Orders Query						
First Name	Last Name	Phone Number	Paid	Pickup Date	Zip Code	
Xiaoxi	Zheng	(919)-555-2786	Yes	12/10/2010	27603	
Andrzej	Wujek	(919)-555-0450	Yes	12/4/2010	27606	
Carson	Woolf	(919)-555-0440	Yes	12/18/2010	27615	
Kiara	Williams	919-555-8975	Yes	12/23/2010	27714	
Janie	Widby	(919)-555-1025	Yes	12/23/2010	27615	
Dick	Whitman	(919)-555-5042	Yes	12/24/2010	27607	
Dick	Whitman	(919)-555-5042	Yes	12/4/2010	27607	
Lashaunda	White	(919)-555-7895	Yes	12/19/2010	27607	
George	Wein	(919)-555-3302	Yes	12/23/2010	27615	
Lebron	Wade	(919)-555-1520	Yes	12/23/2010	27605	

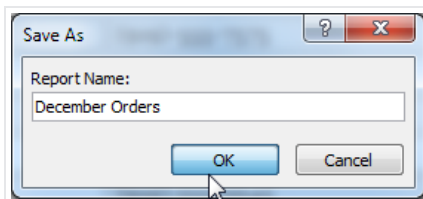
2. Select the **Create** tab on the Ribbon, and locate the **Reports** group. Click the **Report** command.



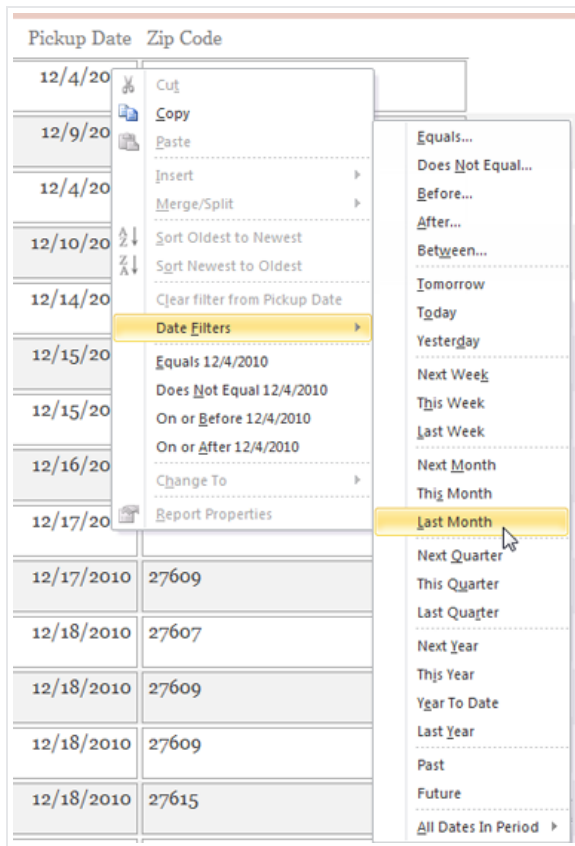
3. Access will create a new report based on your object.
4. It's likely that some of your data will be located on the other side of the **page break**. To fix this, **resize** your fields. Simply select a field, then **click** and **drag** its edge until the field is the desired size. **Repeat** with additional fields until all of your fields fit.

Last Name	First Name	Phone Number	Paid	Pickup Date	Zip Code
Whitman	Dick	(919)-555-5042	True	12/4/2010	27607
Bell	Xy'n ya	(919)-555-0758	True	12/9/2010	27615
Wujek	Andr zej	(919)-555-0450	True	12/4/2010	27606
Zheng	Xiao xi	(919)-555-2786	True	12/10/2010	27603
Auden	Haki	(919)-555-0045	True	12/14/2010	27609

5. To **save** your report, click the **Save** command on the **Quick Access Toolbar**. When prompted, type a **name** for your report, then click **OK**.



Just like tables and queries, reports can be **sorted** and **filtered**. Simply **right-click** the field you wish to sort or filter. Then select the desired sorting or filtering option.



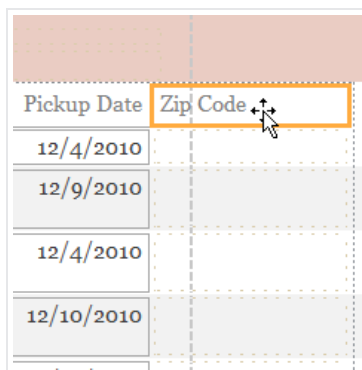
## Deleting fields

You might find that your report contains some fields you don't really need to view. For instance, our report contains the **Zip Code** field, which isn't really necessary in a list of orders. Fortunately, you can **delete** fields in reports without affecting the table or query where you pulled your data.

### To delete a field in a report:

1. Click any cell in the field you would like to delete.
2. Press the **Delete** key.

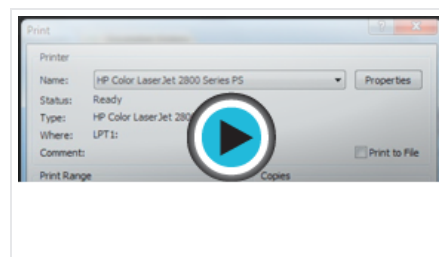
When you delete a field, be sure to delete its header as well. Simply select the header and press the **Delete** key.



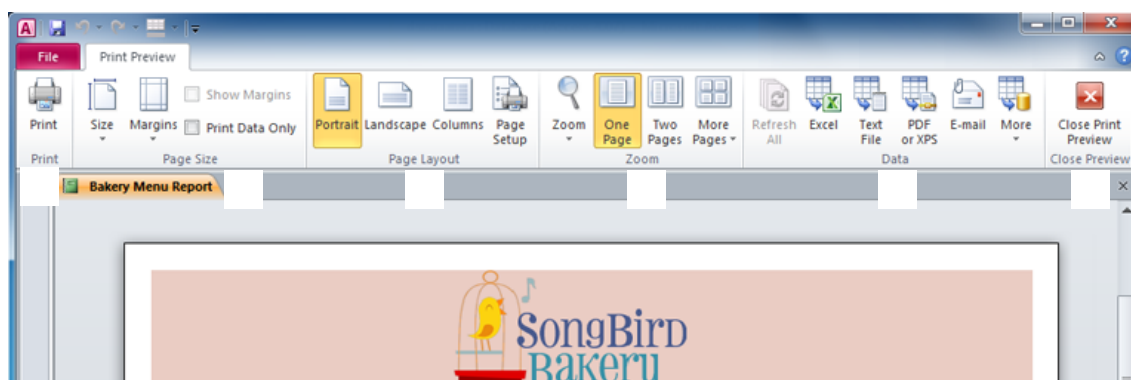
## Printing and saving reports in Print Preview

While you can print reports using commands in the **Backstage** view, you can also use **Print Preview**. Print Preview shows you how your report will appear on the printed page. It also allows you to **modify** the way your report is displayed, **print** it, and even **save** it as a different file type.

### Video: Printing Reports in Access 2010

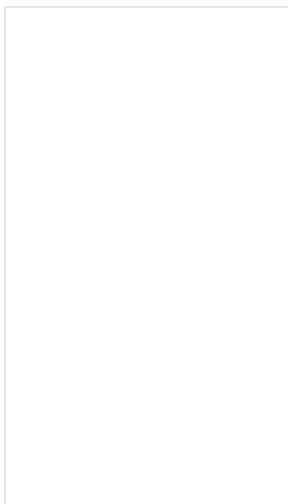


Click the buttons in the interactive below to learn about **Print Preview**.

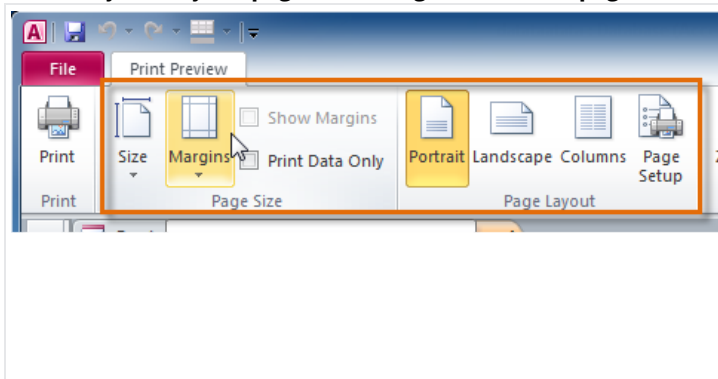


### To print a report:

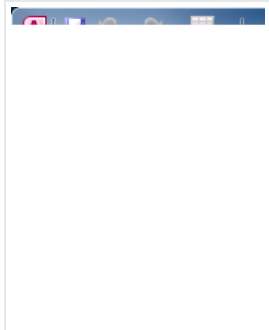
1. On the **Home** tab of the **Ribbon**, click the **View** command, and select **Print Preview** from the drop-down list. Your report will be shown as it will appear on the printed page.



2. If necessary, modify the **page size**, **margin width**, and **page orientation** using the related commands on the Ribbon.



3. Click the **Print** command.



4. The **Print** dialog box will appear. Set any desired print options, then click **OK**.

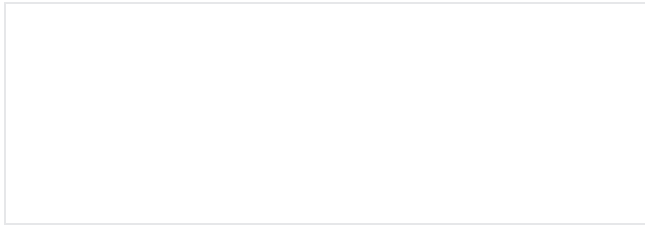
## Saving reports

You can save reports in other formats so they will be viewable outside of Access. This is called **exporting** a file, and it allows you to view and even modify reports in other formats and programs.

Access offers options to save your report as an **Excel file**, a **Text** file, a **PDF**, an **XPS** file, an **email attachment**, a **Rich Text** file, or an **HTML document**. Experiment with the different export options to find the one that best suits your needs.

## To export a report:

1. On the **Home** tab of the **Ribbon**, click the **View** command, and select **Print Preview** from the drop-down list.
2. Locate the **Data** group on the Ribbon.
3. Select one of the file type options on the Ribbon, or click **More** to see options to save your report as a **Word** or **HTML** file.

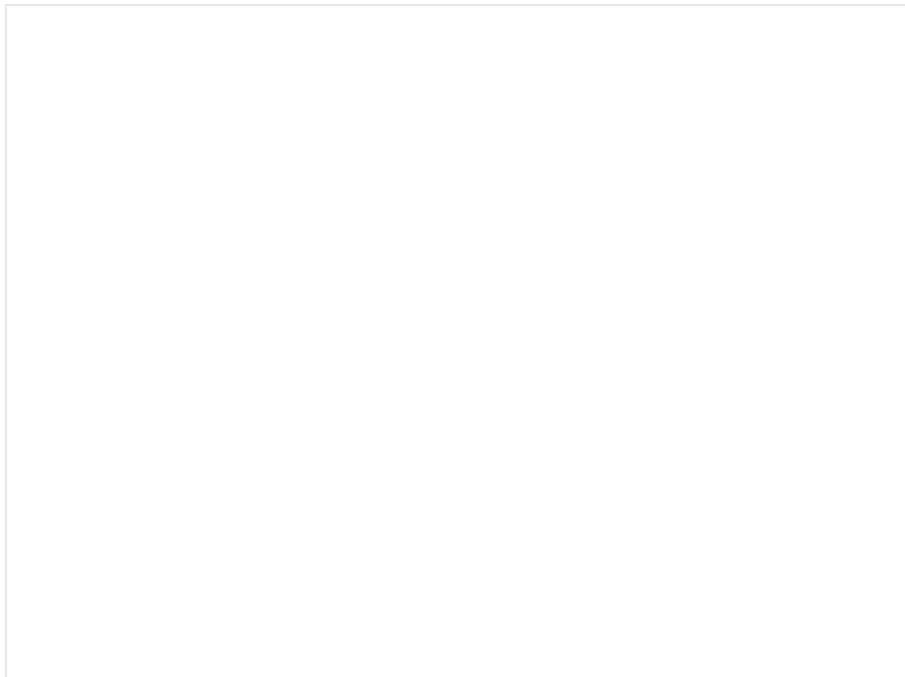


4. Save your file.

- If you're saving the report as a **PDF or XPS** file:
  1. Select the location where you wish to save the report.
  2. Place your cursor in the **file name** text box, and type a name for your report if you wish to name it something other than the report title.
  3. In the **Save as Type** drop-down menu, select either **PDF** or **XPS**.
  4. Select the file **quality** by clicking either **Standard** for reports you plan on printing or **Optimized** for reports you plan to share primarily online.
  5. Once you are satisfied with your settings, click **Publish** to save your report.



- If you're saving the report as any other type of file:
  1. Click **Browse** to specify your file location and name, then click **Save**.
  2. In the **Export** dialog box, click the check boxes to select desired saving options where applicable.
  3. Click **OK** to export your report.



5. A dialog box will appear to notify you that your file has been successfully saved. Click **Close** to return to your report.

## Challenge!

1. If you haven't already, download our [sample database](#) and **open** it.
2. Open the **Customers Who Live Nearby** query, and use it to **create** a report.
3. **Resize** the fields and rows so that all information is visible.
4. **Move** any fields located on the right side of a **page break** onto the same page as the other fields.
5. **Export** the report as a **PDF** file.