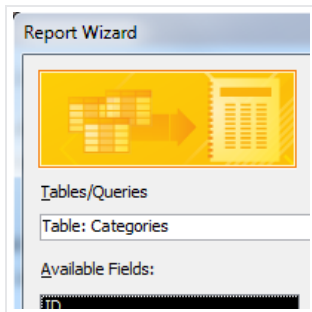


Introduction



Access 2010 offers several **advanced options** for creating and modifying reports. The **Report Wizard** is a tool that guides you through the process of creating complex reports. Once you've created a report, whether through the Report Wizard or the Report command, you can then **format** it to make it look exactly how you want.

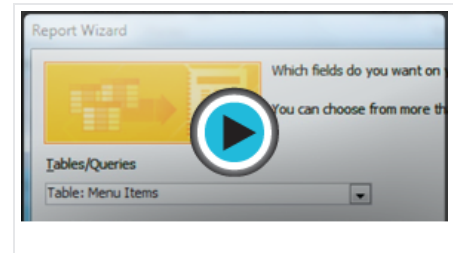
In this lesson, you'll learn how to use the **Report Wizard** to create complex reports. You'll also learn how to use Access's **formatting options** to **format text**, **change report colors and fonts**, and **add a logo**.

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

The Report Wizard

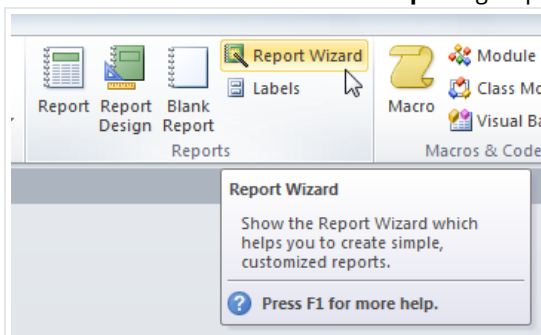
While using the **Report** command is a quick way to create reports from the current object, it's not as helpful if you want to create a report with data from multiple objects. The **Report Wizard** makes it easy to create reports using fields from multiple tables or queries. It even lets you choose how your data will be **organized**.

Video: Using the Report Wizard in Access 2010

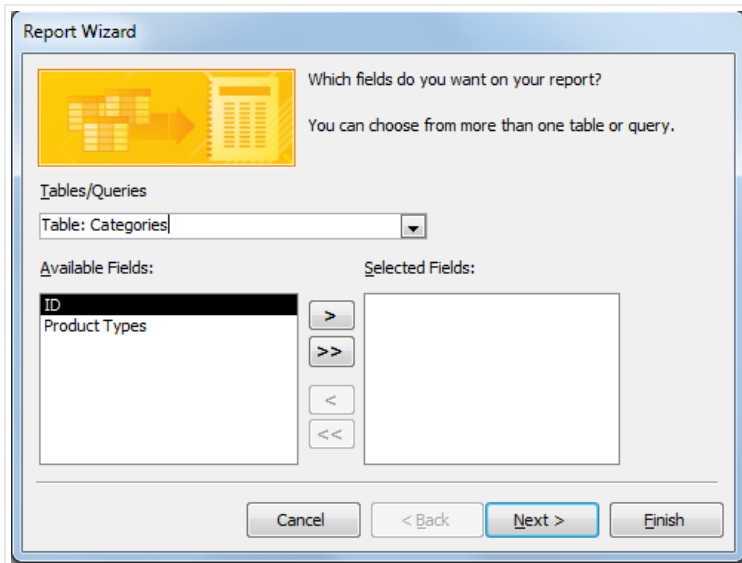


To Create a Report using the Report Wizard:

1. Select the **Create** tab and locate the **Reports** group. Click the **Report Wizard** command.

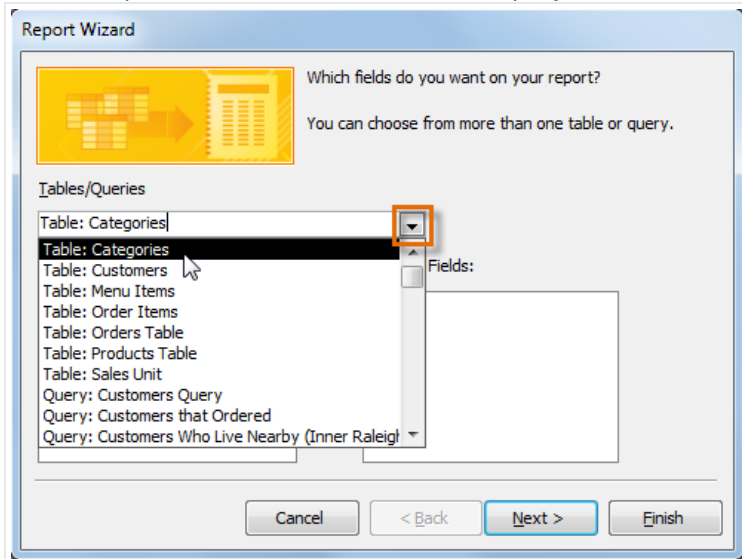


2. The **Report Wizard** dialog box will appear.

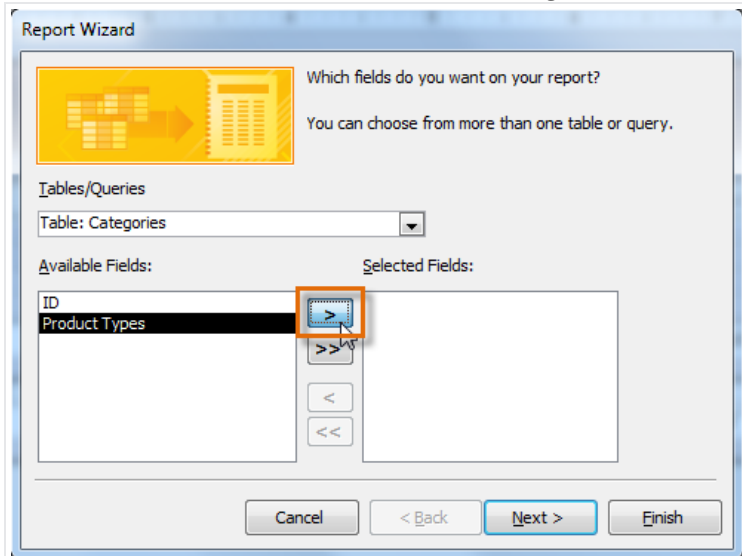


Step 1: Select the Fields to Include in your Report

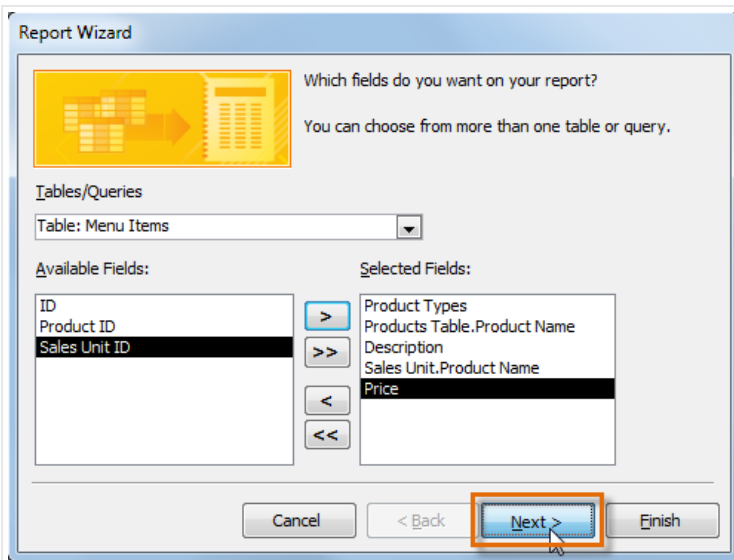
1. Click the drop-down arrow to select the table or query that contains the desired field or fields.



2. Select a field from the list on the left, and click the **right arrow** > to add it to the report.



3. You can add fields from more than one table or query by repeating the above steps. Once you've added the desired fields, click **Next**.

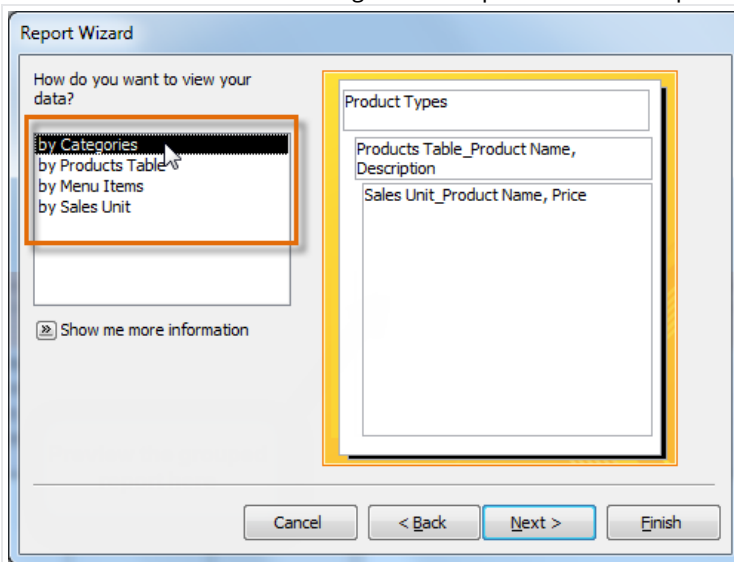



Step 2: Organize the Report

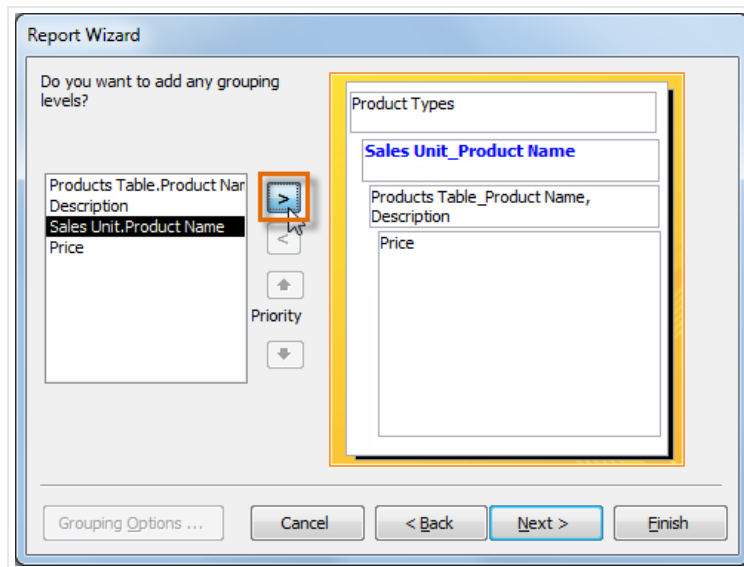
The Report Wizard will provide you with options that let you choose how to view and organize your data. These options **group** like data within your fields and **organize** those fields into multiple levels, like in an outline or bulleted list.

If you are building a report from only one table or query, you can skip to No. 3 in this section.

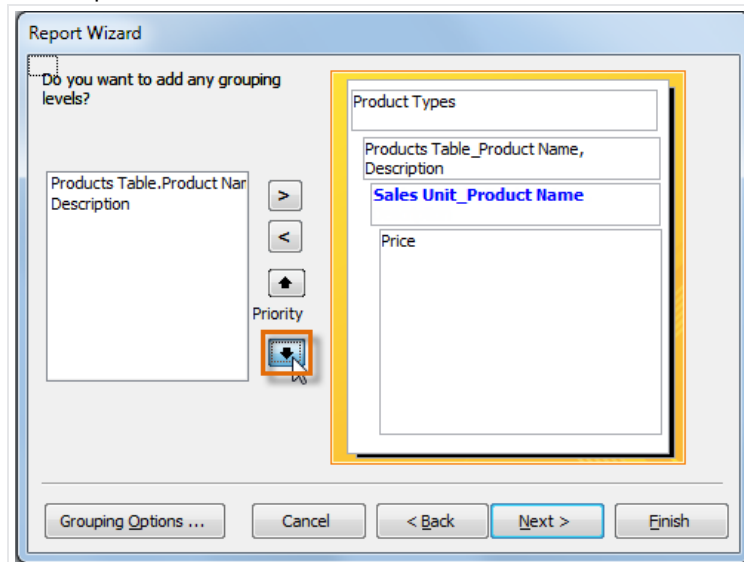
1. Access will offer a list of several organization options. Select an option from the list to preview it.



2. Click **Next** when you are satisfied with the basic organization of your data.
3. If you're not satisfied with the way your data is organized, you can now modify the grouping levels.
 - Select a field from the list, and click the **right arrow**  to add it as a new level.



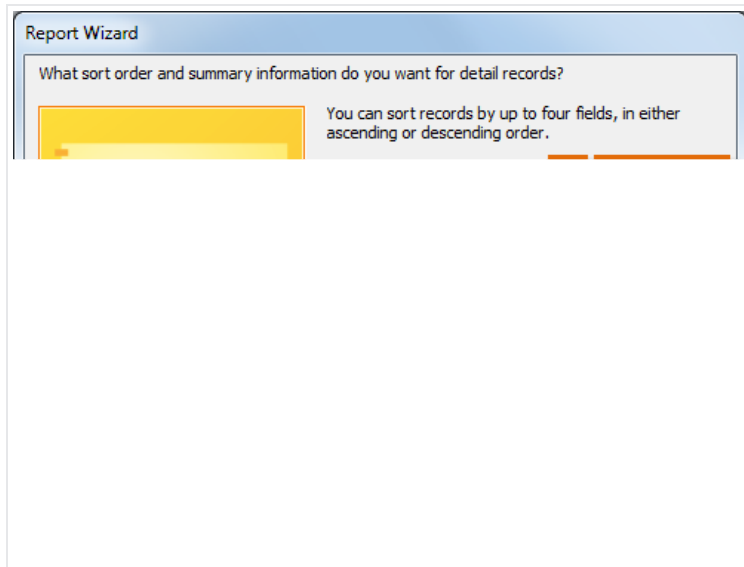
- If necessary, modify the order of your grouped fields by selecting a field and clicking the **up** or **down Priority** arrow to move it up or down a level.



4. Once you are satisfied with the organization of your report, click **Next**.

Step 3: Sort Your Report Data

1. Click the top drop-down arrow, and select the name of the first field you wish to sort.
2. Click the button on the right to change the sort to **ascending** or **descending**.

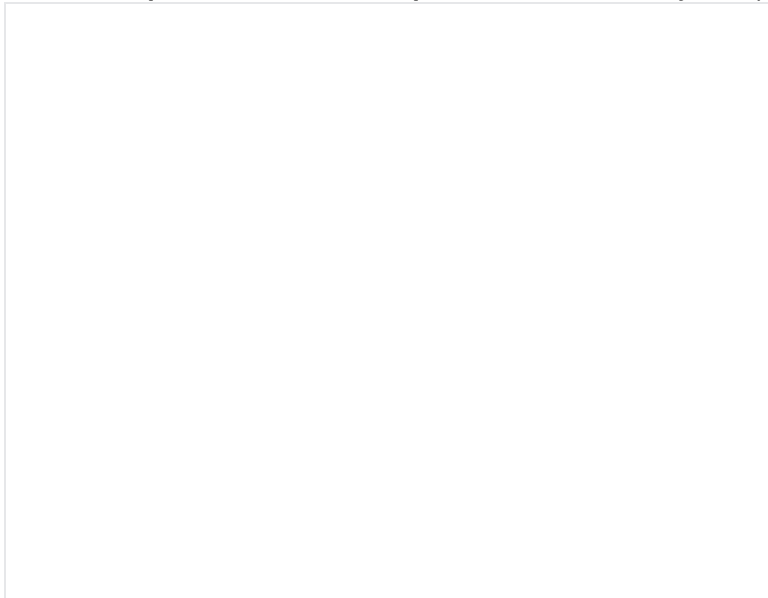


3. Add any additional sorts. You may sort up to **four fields**. The sort will be applied from top to bottom, meaning that the sort at the top of the list will be the main sort.
4. When you are satisfied with the way your data is sorted, click **Next**.

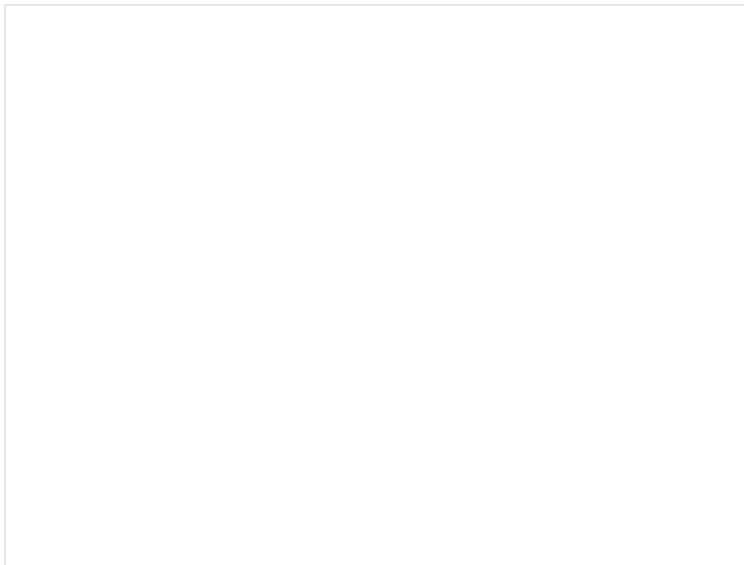
Depending on the grouping you have chosen for your data, your sorting options may be limited.

Step 4: Select a Layout and Title

1. Click the various layout options to see how they look, then **select** one to use in your report.
2. Select either a **portrait** (tall) or **landscape** (wide) orientation for your report.



3. Once you are satisfied with your report layout, click **Next**.
4. Place your cursor in the text box and type the **title** you would like for your report.
5. Select whether you want to **preview** the report or **modify** its design, then click **Finish**.



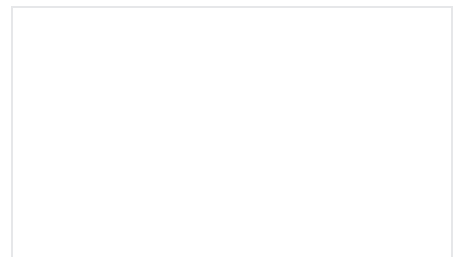
6. Your report will be created and saved.

Just as with other reports, you may have to adjust your field and row **size** and **location** to make sure that all your data fits the way you want it to.

Formatting Reports

One of the strengths of reports is that you can modify their appearance to make them look how you want. You can add **headers** and **footers** to your report, apply new **colors** to the layout, and even add a **logo**. All of these things can help you create visually appealing reports.

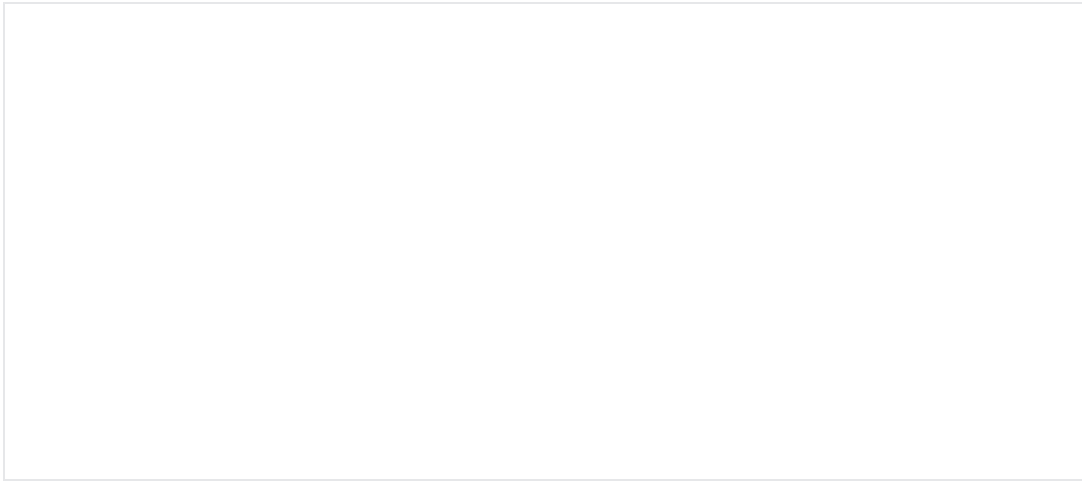
Video: Formatting Reports in Access 2010



Modifying Report Text

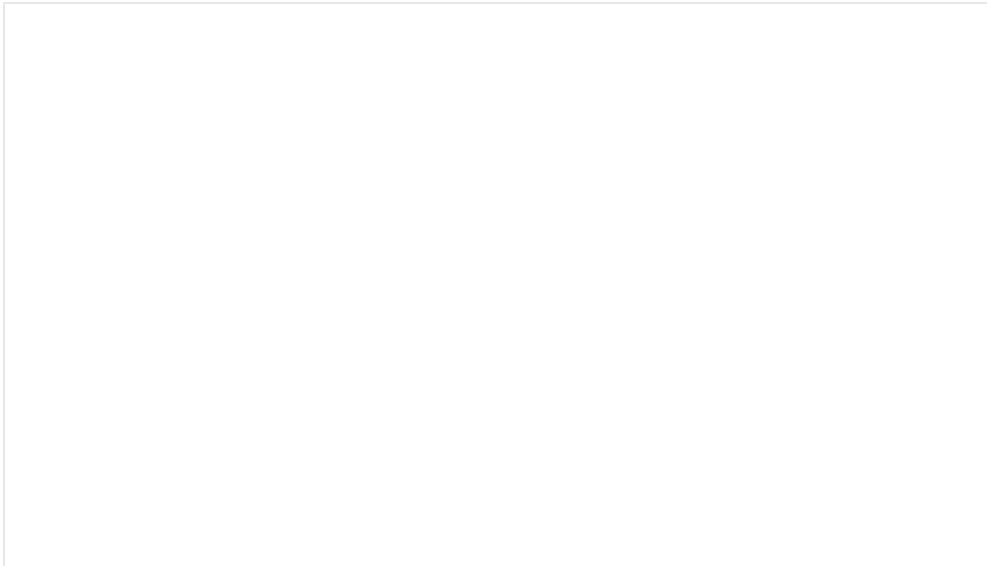
The bulk of the information in your report comes straight from the query or table you built it from, which means you can't edit it within the report. However, you can change, add, or delete label text, headers, and footers to make your report clearer and easier to read. For example, in our report, we decided that we didn't need the field headings to understand our data, so we simply **deleted** them.

When working with text and text boxes in reports, you can use many of the text and shape formatting tools you use in other Office programs to modify color, font, and more. If you're not sure how to perform basic text and shape formatting, please visit the [Formatting Text](#) and [Working With Shapes](#) lessons in our Word 2010 course.

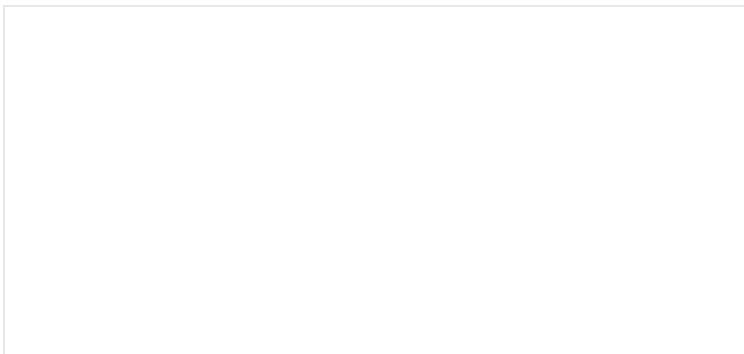


Modifying the Page Header and Footer

To view and modify the **header** and **footer** that appear on every page of your report, select the **View** command on the Ribbon and switch to **Design View**. The header and footer are located in the white space beneath the **Page Header** and **Page Footer** bars.

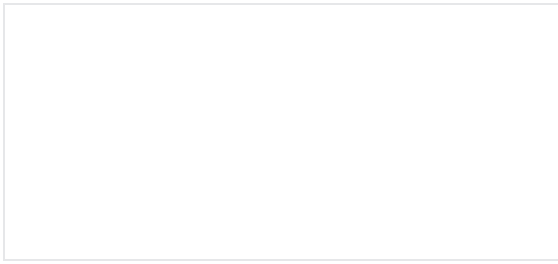


Depending on your report's design, sometimes you may find that there is no white space in the page header and footer, as in the image above. If this is the case, you must **resize** the header and footer before you can add anything to them. Simply **click** and **drag** the bottom border of the header or footer to make it larger.

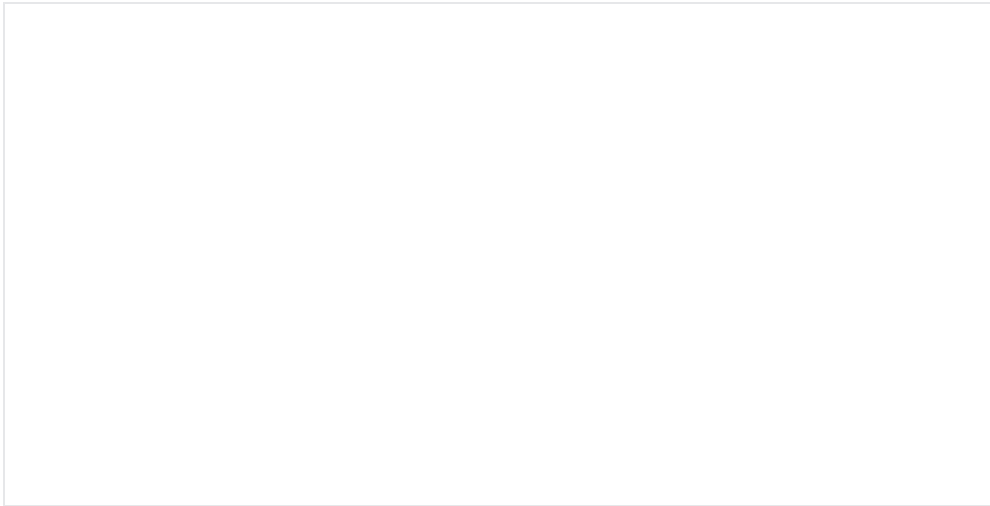


To Add Text to a Header or Footer:

1. On the Ribbon, select the **Design** tab in the **Report Design Tools** group and locate the **Controls** group.
2. Select the **Label** command.



3. Place your cursor in the white space in your header or footer, and click and drag to create your label. **Release** the mouse when it is the desired size.

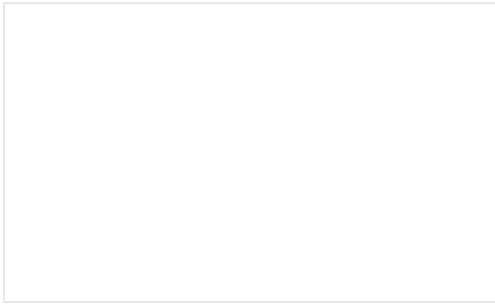


4. Place your cursor in the text box, click once, and **type** the desired text.

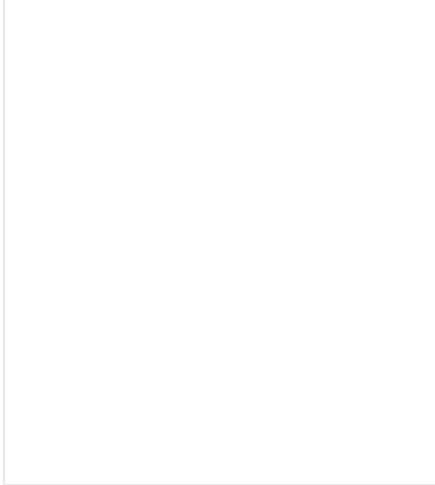


To Add the Date and Time to a Header or Footer:

1. On the Ribbon, select the **Design** tab in the **Report Design Tools** group and locate the **Header/Footer** group.
2. Select the **Date and Time** command.



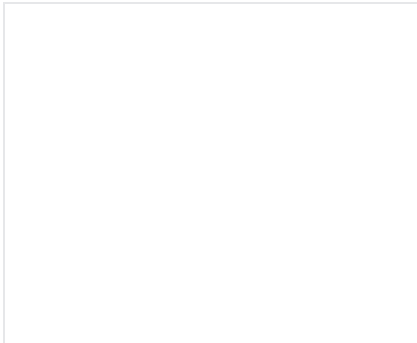
3. The **Date and Time** dialog box will appear. Select the desired formatting options. A preview of the text that will be included in your report will appear. When you are satisfied with the appearance of the date and time, click **OK**.



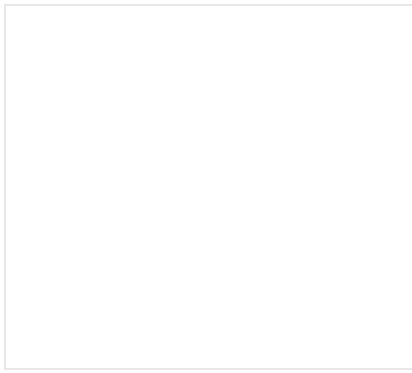
By default, the date and time appear in the **header**. If you would like to move them to the **footer** instead, simply **click** the date and time boxes and **drag** them to the desired location.

To Add Page Numbers to a Header or Footer:

1. On the Ribbon, select the **Design** tab in the **Report Design Tools** group and locate the **Header/Footer** group.
2. Select the **Page Numbers** command.



3. The **Page Numbers** dialog box will appear. Select the **format** of the page numbers.
 - Select **Page N** to display the number of only the current page.
 - Select **Page N of M** to display the number of the current page and the number of total pages.
4. Select whether to put your page numbers in the header or footer.
5. Click the drop-down arrow to select the **alignment** of the page numbers.

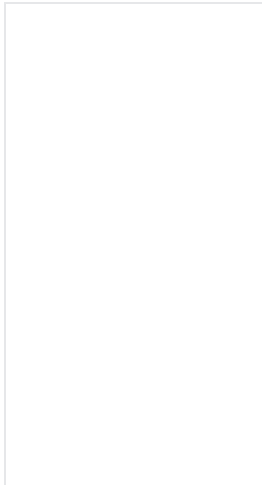


6. When you are satisfied with the settings, click **OK**.

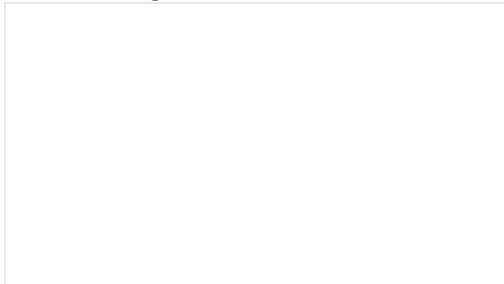
Enhancing Report Appearance

To Add a Logo:

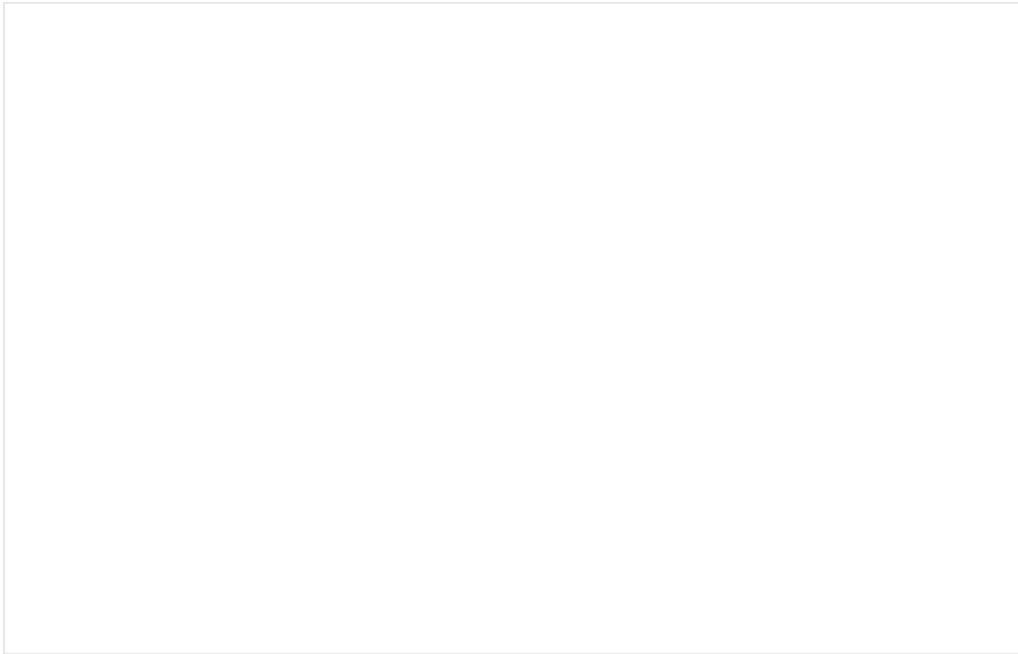
1. On the **Home** tab of the **Ribbon**, click the **View** command and select **Layout View** from the drop-down list.



2. Select the **Design** tab and locate the **Header/Footer** group, then select the **Logo** command.



3. The **Insert Picture** dialog box will appear. Locate and select the desired image file and click **OK** to add it to your report.



4. A shrunken version of your image will appear in the header. Click and drag the image border to resize it.



5. If necessary, move your logo to the desired location by **clicking** and **dragging** it.



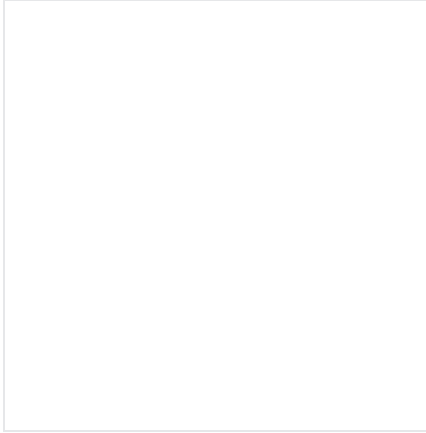
Themes and Fonts

A **theme** is a set of **colors** and **fonts** that applies to the **entire database** to give it a consistent, professional look. By default,

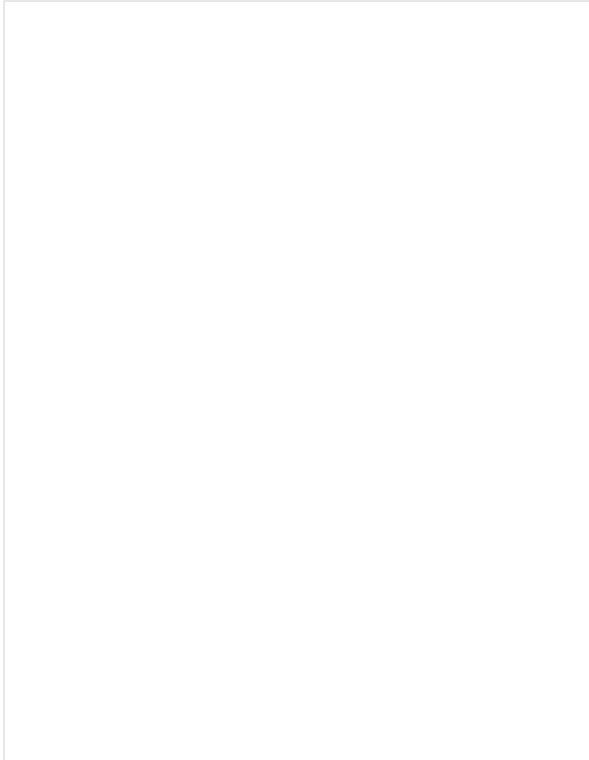
databases use the Office theme. When you change the theme, all of the theme fonts and colors in your database change to match the new theme. Designing and modifying reports using theme elements can help you keep the appearance of your reports consistent.

To Change the Theme:

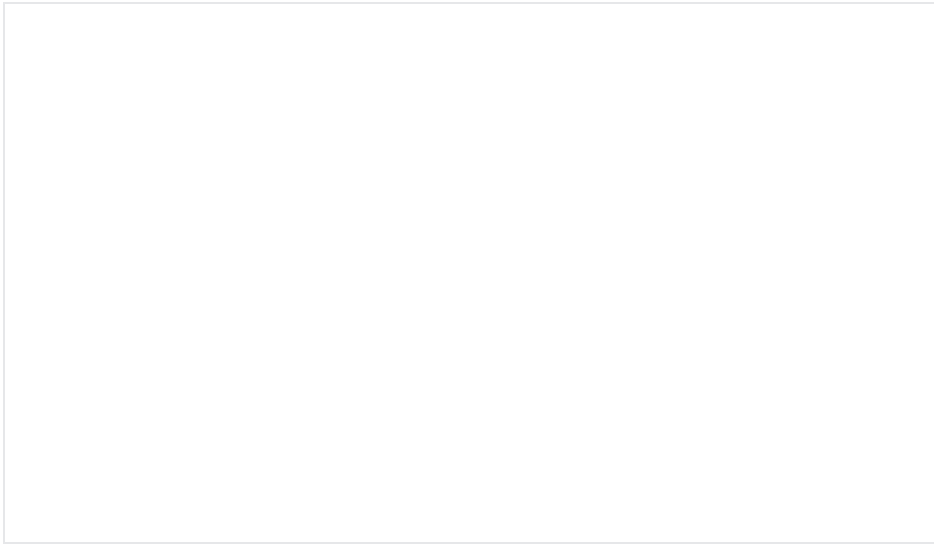
1. Select the **Design** tab and locate the **Themes** group.
2. Click the **Themes** command.



3. A drop-down menu will appear. Hover the mouse over a theme to see a **live preview** of it.



4. Select the desired theme. The theme will be applied to your entire database.

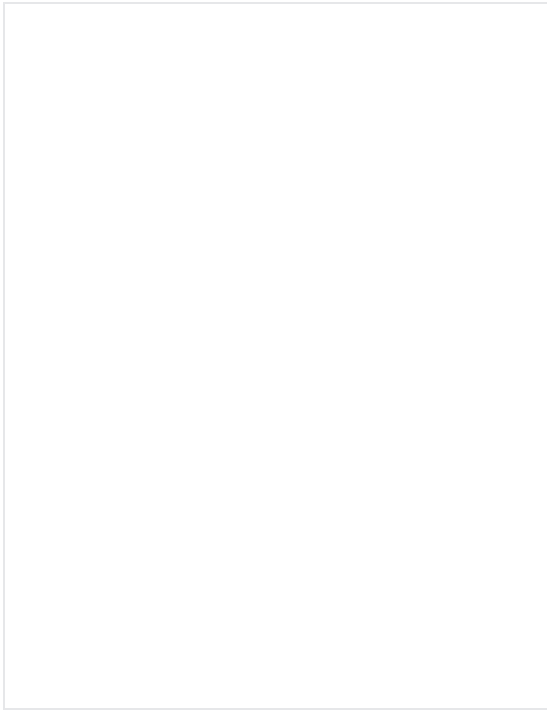


To Change the Theme Fonts:

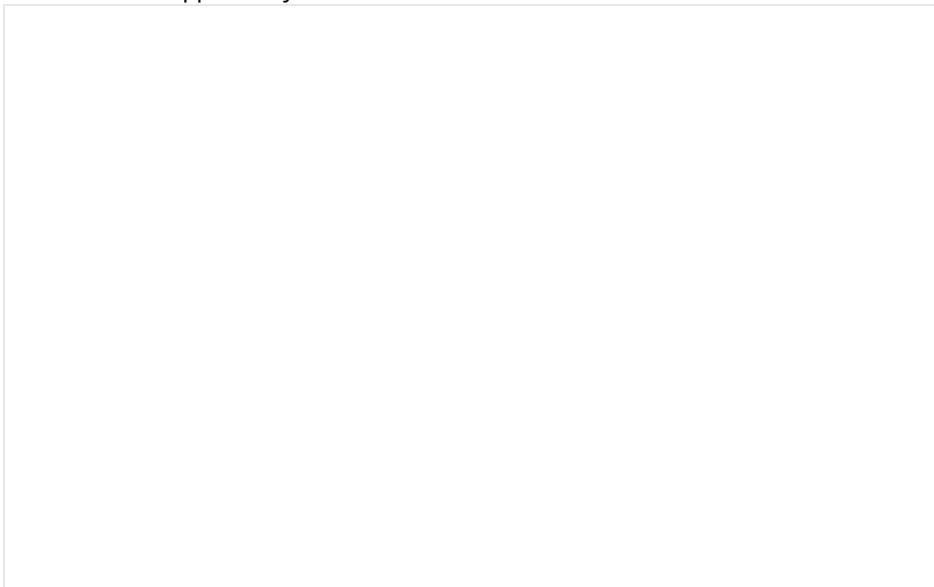
1. Select the **Design** tab and locate the **Themes** group.
2. Click the **Fonts** command.



3. A drop-down menu will appear. Select a set of **Theme Fonts**.



4. The fonts will be applied to your entire database.



Challenge!

1. If you haven't already, download our [sample database](#) and **open** it.
2. Open the **December Orders** report.
3. Add the **Date** and **Time** to the **Header**.
4. Add **Page Numbers** to the **Footer**.
5. Select the report title and **edit** it to say **December Orders**.
6. Choose a new **theme** and new **theme fonts**.
7. Add a **logo**. You can use an image from your computer or [download our logo](#).