

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.





- A The PAGE HEADER section. Anything 日ち・さ・: FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRAINGE FORMAT PAGE SETUP View Themes Alexand placed in this section is printed at 📐 🔤 🗛 📟 🗋 🌐 📉 🕂 hemes A Fonts - Group in Hide Details the top of each page. ∉ Page Current Loans B The DETAIL section. Anything placed Billings Bank Cient Income € De in this section fills the body of the Client Addresses Loan Dates 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.
- 3 The REPORT screen is made up of three main sections:

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.

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Loan Dates			

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.



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.



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			100 100 100		2	Click on FIELD LI top left with 0.5	the FIRST NAM ST pane then d of the DETAIL s cm in the top	1E field in the lrag it to the ection in line 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.

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