

Microsoft Access – The Report in Design View

The report in Design View

Once a report has been set up you might need to make some adjustments to the report – to do this you need to be in design view. This can be done by using the View button on the home ribbon once the report is open.

The different parts of the report are:

1. The detail – this is shown once for each record in the dynaset.
2. The page header and footer – it will appear at the top and bottom of each page.
3. The report Header and Footer – will appear once at the top and bottom of the report.

The screenshot shows a report in Design View with the following sections and controls:

- Report Header:** Contains a text box with the text "Product List".
- Page Header:** Contains text boxes for "Product ID", "Category", and "English Name".
- Detail:** Contains a table with columns for "Product ID", "Category ID", "English Name", and "Unit Price".
- Page Footer:** Contains a text box with the expression "=Now()".
- Report Footer:** A solid blue shaded area at the bottom of the report.

Numbered callouts (1, 2, 3) are placed to the left of the Detail, Page Header, and Report Header sections respectively.

The appearance of the controls can be changed in the same way as they are on the form design.

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Charis Alexandra Training Ltd

Report Sort Order

On the Design Ribbon Click on the Group and Sort Button in the Grouping and Total section . This displays the bar at the bottom where you can set the grouping and sorting settings by clicking on the dropdown arrows and then selecting the options required.

