



Modify Reports in Layout View

Steps to Group and Sort Fields Using Report Wizard

1. Select a table or query that contains the records you want on your report. On the 'Create' tab, click 'Report'.
2. Go to the 'Design' tab and select Layout View. Later, go to the report and select a column.
3. Click a column. Let us say 'course id'. Go to the 'Design' tab.
4. Go to Report Wizard in the 'Create' tab.
5. When you click on Report Wizard, a new window box will be opened. The user will be asked to add fields.
6. The (>>) "double greater than" symbol allows the user to add all fields.
7. The "greater than" symbol allows the user to add a single row at a time. After selecting the desired fields, click Next.
8. A new wizard will ask if any grouping levels are to be included.
9. The 'Grouping Options' tab will open a sub-window where the user can select the grouping intervals in spaces.
10. Here the student address is added as another grouping level so that 'course id' is the main group, student address a sub-group. Click 'Next'.
11. A new options window will open asking the user to select a field to apply 'sorting'. The student marks field is selected here in the ascending order. And then click 'Next'.
12. A new wizard asks about the layout of the form.
13. Select the landscape option and stepped layout.
14. Save the report and click 'Finish'.
15. A report will be displayed in the print preview format.

Steps to Group And Sort Fields In Layout View

1. Select a table in the 'Navigation' pane and click 'Report' in the create tab.
2. Now the table is opened as a report in the layout view.

2. Go to the 'Design' tab. Click on the 'Views' option and select Design View.
 3. A blank report is opened.
 4. Click on the 'Tab' option in the 'Controls' ribbon. Click on the grid lines of the report to add the tab.
 5. A tab with two pages will be displayed.
 6. Change the name of Page 2 in the property sheet by double-clicking on it.
 7. A new name is added to the tab on Page 2.
 8. Similarly, change the name of page one tab.
 9. A new name is added.
 10. To add one more page on the tab, right-click on the tab and select the 'Insert Page' option.
 11. A new page is added to the tab. Repeating earlier steps, rename the page in the property sheet.
 12. A new name is added to Page 3 as marks.
 13. Go to the 'Design' tab. Select the 'Add Existing Fields' option.
 14. The 'Field List' pane is added on the right side of the report window.
 15. Select one table among the list. Drag a field from the field list area to the tab area.
 16. Maths marks were added in the marks tab.
 17. Add physics marks to the marks tab.
 18. Later, select the student details tab. Add 'student name' and 'course id' by the drag and drop method.
 19. Add student address in the student address tab.
 20. Save the report and open it in Report View.
 21. The output is displayed in rows. Use the scroll bar to view the whole form.
 22. To view all the records, go to the 'Print Preview' tab and select the 'More Pages' option. The output is displayed on multiple pages in a short manner.
-
-

Session 2: Format Reports

Steps to Create a Multiple-Column Report

1. Open the report in Design View.
2. Select the 'File' menu and select the 'Print' option. Later, select Print Review.
3. Go to the 'Page Setup' tab. The 'Page Setup' dialog box appears. Click on the 'Columns' tab.

4. Enter the appropriate settings. You will find a brief description of these settings. In the 'Down, Then Across' option, records are printed on each column and the columns run across the page. In the 'Across, Then Down' option, records are printed across each row and the rows run down the page.
5. Click 'OK' after selecting either.
6. A warning message will be displayed as shown. It is because the number of columns is changed from one to three. Click 'OK'.
7. Output is displayed in three columns.
8. For a clear view, select the 'One Page' option.
9. The "Across, Then Down" option will print the records across each row and then the remaining rows move down the page.
10. Go to the 'Print Preview' tab and select the 'PDF' format.
11. Click on 'Exporting to PDF', a warning message will be displayed.
12. 'Publish on PDF or XPS' window is opened. Print the copy or select the path to save the pdf.
13. A successful message appears. Then, click 'Close'.
14. If you access the path, you can see the newly created PDF file.
15. To avoid an unclear vision of the form, go to the 'Page Setup' option.

Steps to Change Report Orientation

1. Open the report in Design View.
2. Select the 'File' menu, then the 'Print' option. Later, select Print Preview.
3. Click the 'Page Setup' option. The 'Page Setup' dialog box appears.
4. Go to the 'Print Options' tab. Select top, bottom, left and right margins. Change the values and move to the 'Page' tab.
5. In the 'Page Setup' box, select the 'Page' tab. Click 'Portrait' or 'Landscape' to change the paper orientation. Also, change the paper size, if required.

