

Tip Another option tells the wizard to adjust the width of the fields so that they all fit on the page. This might result in losing characters in the column headings or currency symbols in the field data, but you can adjust the column widths later in Design view.

- The next wizard dialog box offers 25 different styles from which to choose. The styles apply to the font size and style, the line spacing, and color—much like with the Form Wizard—but these are more suited to printed output. As you select each style, an example is displayed in the sample pane on the left. Select the desired style (the Civic style was chosen in this example) and click Next.
- The final dialog box is the same as that of the Form Wizard: You name the report and choose whether to view the report or go directly to Design view. Enter **Alpha Entry by Code Report** as the report name and click Finish.

Figure 13-5 shows a Print Preview of the Alpha Entry by Code Report generated by the Report Wizard. If you also want an interpretation of the code to appear with the code number in the group header, add the Description field from the Penal Codes table to the query.

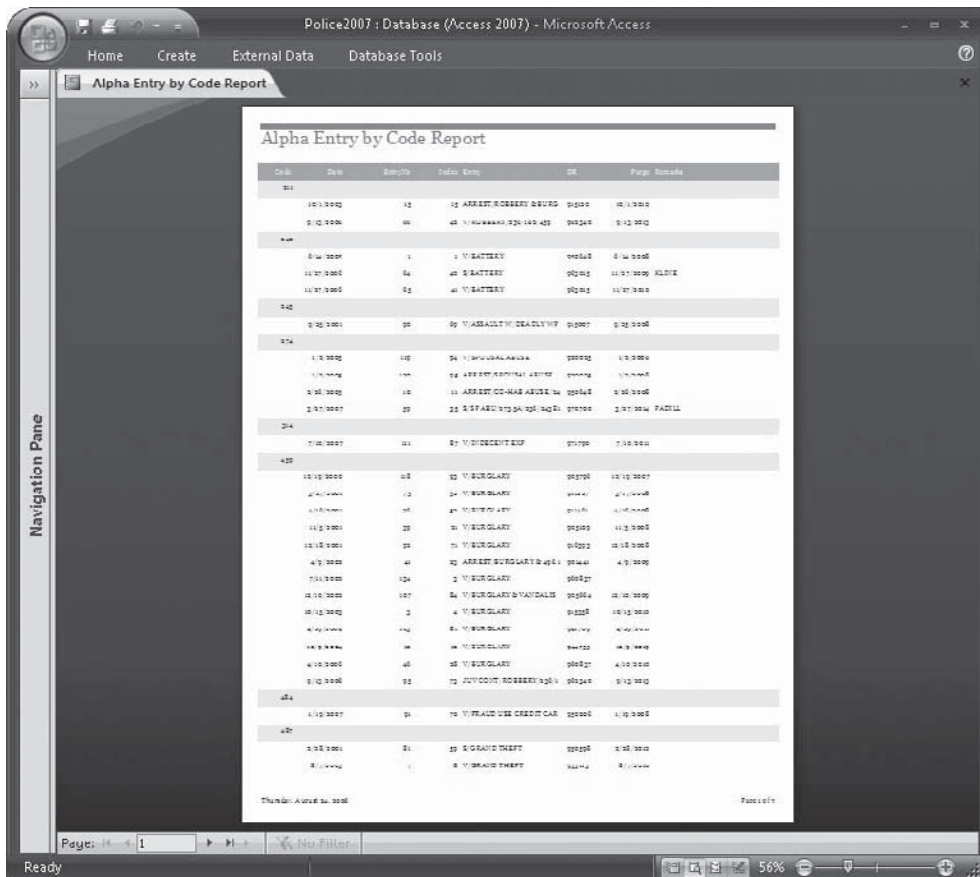


FIGURE 13-5 The Alpha Entry by Code Report in Print Preview

Creating a Three-Table Report with the Report Wizard

When you use the Report Wizard to create a report based on two or more tables or queries, you can specify which table contains the main data and which contains the subordinate data. In the example in this section, the Alpha Card table is specified as the parent table and the Alpha Entry table as the related child table. The Entry Explanation table, which is related one-to-one to the Alpha Entry table, is also included. The resulting report shows multiple Alpha Entry records for a single Alpha Card record.

TIP When you choose fields from one or more tables, the Report Wizard automatically creates a query that is run every time to open the report. The query is a SELECT statement that appears as the report Control Source property. If the query is complex, you can save processing time by creating the query yourself and using it as the basis for the report.

To create the three-table report, do the following:

1. Select the Alpha Card table in the Navigation Pane, and then on the Create tab's Reports group, click the Report Wizard command.
2. In the first dialog box, choose the Index and Name fields from the Alpha Card table. Then select the Alpha Entry table in the Tables/Queries box and choose the EntryNo, Entry, Code, and Date fields. Finally, select the Entry Explanation table and choose the Explanation field. Then click Next.

NOTE If you select fields from two or more tables that are not related, Access displays a message box asking if you want to quit the Report Wizard and edit the relationships. Click OK to open the Relationships window and the Show Table dialog box. After relating the tables, you must restart the Report Wizard. If you don't want to relate the tables, click Cancel and you will return to the first wizard dialog box, where you can remove the unrelated fields.

3. In the second dialog box (see Figure 13-6), the wizard asks how you want to view the data. This dialog box appears only if you chose fields from more than one table or query. Access assumes that the parent table of the relationship is to appear as the main data—in this case, the Alpha Card table. Accept the wizard's choice and click Next.

TIP The Show Me More Information button opens the Report Wizard Tips window where you can ask to see several examples of how the wizard can group your data in the report. If you open this window, you can click Close to return to the Report Wizard.

4. The next dialog box, similar to the one shown in Figure 13-2, shows the Alpha Card fields in the upper box and the Alpha Entry and Entry Explanation fields in a list below. Select any grouping levels you want in this dialog box. Click Next twice to skip this and the Sort Options dialog box to reach the Layout dialog box, in which you select a layout.
5. Choose Outline, keep the Portrait orientation, and click Next twice.
6. In the last dialog box, name the report **Alpha Card with Entries** and click Finish.

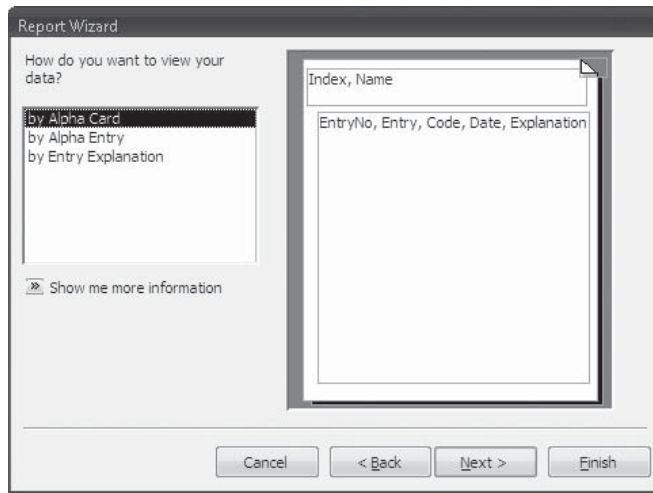


FIGURE 13-6 Choosing the table containing the main data

TIP Don't use any special characters, such as an ampersand (&), in the report title. Although the filename may include the character, when the title appears on the first page of the report, the character is converted to an underscore (_).

Figure 13-7 shows the printed first page of the new Alpha Card with Entries report. As you navigate through the pages, you will see that several improvements could be made. For example, the column headers might appear on one page and the corresponding Alpha Entry data is carried over to the next. To correct this, you can group on the Index field and specify that the group not be broken between pages. In addition, the Entry field needs to be widened to reveal the full values. The next chapter discusses these and other modifications that you can make to improve the report design. You might also like to see a group divider appear between the index lists in addition to the alternate background color feature.

Troubleshooting the Report

If the relationships among the three tables used in this report are not set properly, the report might not contain complete information. For example, the default relationship uses an inner join. An *inner join* includes only records for which both parent and child have the same value in the linking field. So, if an Alpha Entry record is related to the Entry Explanation table with an inner join, you won't see any Alpha Entry records that have no corresponding Entry Explanation record.

To solve this problem, edit the relationship and change it to the second option in the Edit Relationship dialog box, a left outer join. This will include all the records from the Alpha Entry table and only those from the Entry Explanation table that match.

Another useful feature of this relationship is the ability to enforce referential integrity and choose Cascade Delete. This automatically cleans up the database by deleting the explanation records when the entry record itself is deleted.

Alpha Card with Entries

Index	1				
Name	ALLEN, FRANK ROGER				
EntryNo	Entry	Code	Date	Explanation	
	1 V/BATTERY	242	6/14/2005	Victim of battery	
Index	3				
Name	AIYER, ROBERT L				
EntryNo	Entry	Code	Date	Explanation	
	134 V/BURGLARY	459	7/11/2002	Victim of house burglary	
	133 DRIVER #1/NONINJ T		1/8/2002	Driver #1 in a non-injury traffic collision.	
	132 TURNED IN FOUND P	123456	10/21/2002	Turned in jewelry found in store parking lot.	
	2 V/GRAND THEFT BIKE	487	4/25/2004	Victim of grand theft. Bicycle was stolen.	
Index	4				
Name	AILLEM, PAUL CALVIN				
EntryNo	Entry	Code	Date	Explanation	
	3 V/BURGLARY	459	10/15/2003	Victim of burglary	
	135 R/O STOL/RCVD	10851	12/3/2002	Registered owner of recovered stolen vehicle.	
Index	5				
Name	AIZENBAUM, ESTELA				
EntryNo	Entry	Code	Date	Explanation	
	4 V/ATTEMPT AUTO TH	10852	8/6/2004	Victim of an attempted auto theft.	
Index	6				
Name	AKEN, HAILESILASSIE B				
EntryNo	Entry	Code	Date	Explanation	
	5 DRIVER #1/NONINJ T		3/31/2004	Driver #1 in non-injury traffic collision	

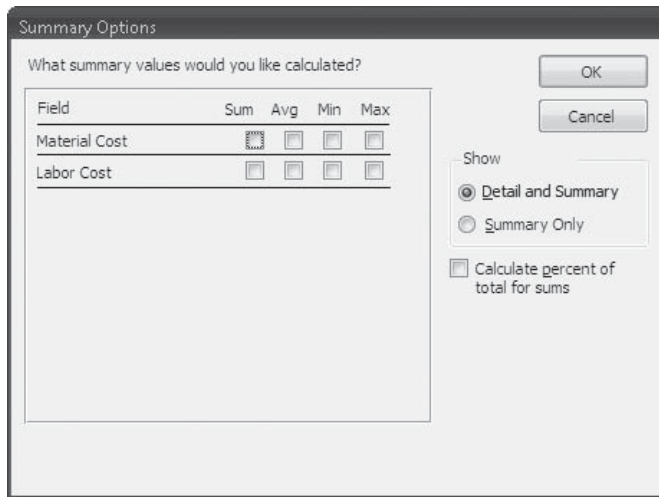
FIGURE 13-7 Printed Alpha Card with Entries report

Creating a Summary Report with the Report Wizard

The Report Wizard's summarizing abilities are useful when you create reports involving numeric or monetary information. When you choose to group records, the wizard makes summarizing options available with which you can compute the total value; determine the average, minimum, and maximum of the group of values; compute a grand total; and

calculate the percent of the grand total represented by each of the groups. The wizard might not create the report exactly as you want to see it, but it can save you a lot of time with the arithmetic. You can always modify the report appearance later.

For this example, turn back to the Home Tech Repair database. This database has some currency fields that can demonstrate the summary options by creating a report that summarizes the work orders grouped by supervisor. When you choose to group the Workorders records by Supervisor, the next dialog box in which you set the sort order now has the Summary Options button available. Clicking this button opens the Summary Options dialog box, which shows the names of all the fields in the report that contain number or currency data. Both the Material Cost and Labor Cost fields are from the Workorders table.



Click the check boxes for all the summary values that you want the wizard to calculate for you. In the Show option group, you can choose to include the detail records with the summaries or show only the summary values. The other option, Calculate Percent of Total for Sums, includes the relative size of each group sum compared to the Grand Total, which is calculated and printed at the end of the report.

The wizard finishes the report in Print Preview. Right-click the document tab and look at the report in Report view (see Figure 13-8). The report groups the Home Tech Repair work orders by supervisor and computes the sum, average, minimum, and maximum of the Material Costs and Labor Costs for each group of work orders. The Report Wizard also automatically counts the number of detail records in each group and displays it at the top of the summary section. Another background color has been added to the group header to separate one supervisor's work orders from the next.

You can see that some small changes need to be made in the report. For example, you could format the summary values to show currency symbols and widen some of the controls to show the entire name or value.

Modifying the Wizard's Design

All the small changes to the report the wizard constructed can be made in Layout view. There is no need to switch to the report Design view.

1. Click in the Material Cost column header and drag the left border to widen the column enough to see all the values.
2. Click in the Labor Cost column header and drag the right border to widen the column.
3. Individually, click the Sum, Avg, and Standard labels in the summary section and widen each one to see the full text.

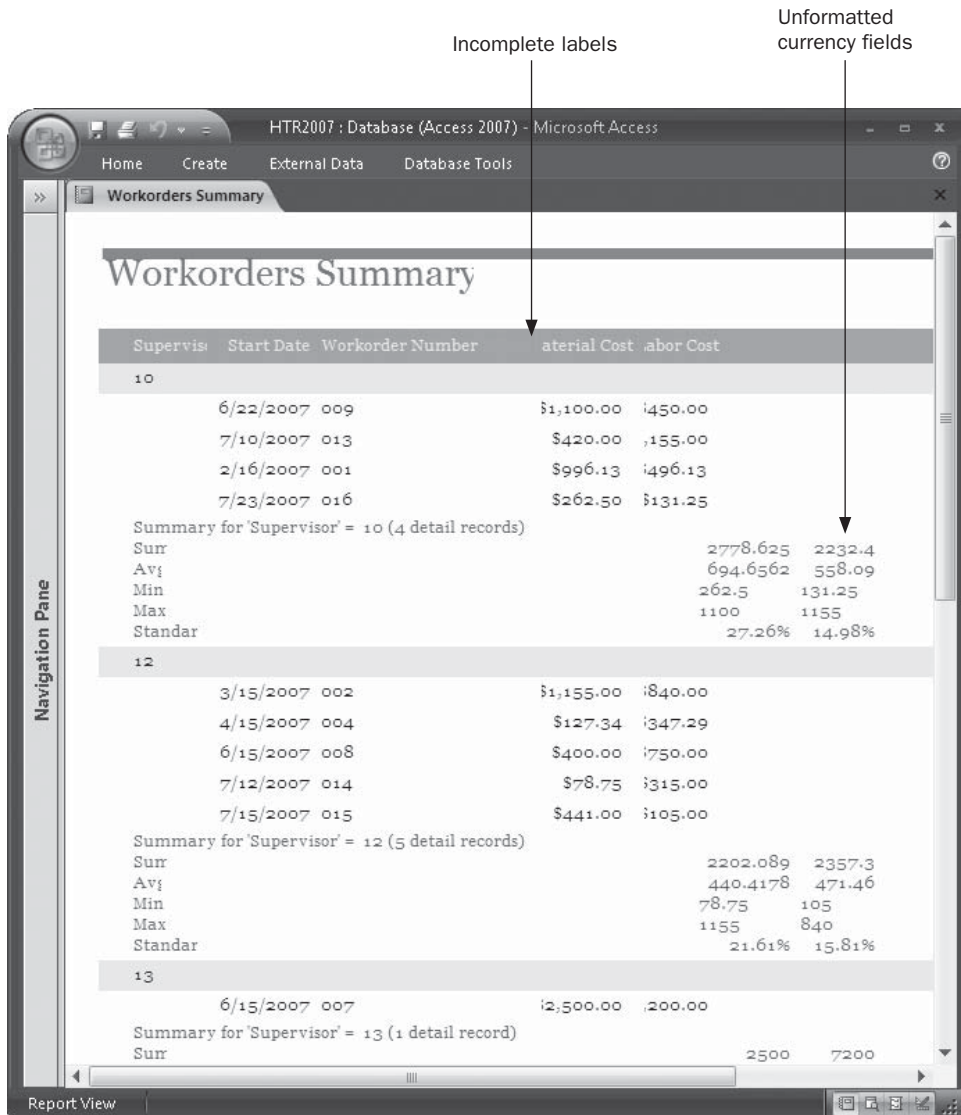


FIGURE 13-8 Summarizing work order costs by supervisor

4. Hold down SHIFT while you select all eight of the summary values in one group section.
5. Right-click in the group and choose Properties from the shortcut menu.
6. On the Format tab of the Property Sheet, click the Format property and choose Currency from the drop-down list. Then set the Decimal Places property to 2.
7. Widen each of the summary columns to show the currency symbols, as necessary.

Figure 13-9 shows the finished Workorders Summary report in Report view.

The screenshot shows a Microsoft Access window titled 'HTR2007 : Database (Access 2007) - Microsoft Access'. The report 'Workorders Summary' is displayed in Report View. The report has a title bar and a navigation pane on the left. The data is presented in a table format with the following columns: Supervisor, Start Date, Workorder Number, Material Cost, and Labor Cost. The data is grouped by Supervisor (10, 12, 13). Summary statistics are provided for each group, including Sum, Avg, Min, Max, and Standard deviation. The currency symbols (\$) are applied to the cost columns.

Supervisor	Start Date	Workorder Number	Material Cost	Labor Cost
10				
	6/22/2007	009	\$1,100.00	\$450.00
	7/10/2007	013	\$420.00	\$1,155.00
	2/16/2007	001	\$996.13	\$496.13
	7/23/2007	016	\$262.50	\$131.25
Summary for 'Supervisor' = 10 (4 detail records)				
Sum			\$2,778.63	\$2,232.38
Avg			\$694.66	\$558.09
Min			\$262.50	\$131.25
Max			\$1,100.00	\$1,155.00
Standard			27.26%	14.98%
12				
	3/15/2007	002	\$1,155.00	\$840.00
	4/15/2007	004	\$127.34	\$347.29
	6/15/2007	008	\$400.00	\$750.00
	7/12/2007	014	\$78.75	\$315.00
	7/15/2007	015	\$441.00	\$105.00
Summary for 'Supervisor' = 12 (5 detail records)				
Sum			\$2,202.09	\$2,357.29
Avg			\$440.42	\$471.46
Min			\$78.75	\$105.00
Max			\$1,155.00	\$840.00
Standard			21.61%	15.81%
13				
	6/15/2007	007	\$2,500.00	\$7,200.00
Summary for 'Supervisor' = 13 (1 detail record)				
Sum			\$2,500.00	\$7,200.00
Avg			\$2,500.00	\$7,200.00
Min			\$2,500.00	\$7,200.00
Max			\$2,500.00	\$7,200.00
Standard			24.53%	48.30%

FIGURE 13-9 The finished Workorders Summary report

Tip If you look at the report in Print Preview, you will see that the group containing work orders headed by Supervisor 17 is split between pages 1 and 2 in the report. One of the properties of a group section is *Keep Together*, which can be set to Yes or No. Set this property to Yes if you want to keep the group header, the detail section, and the group footer together on the same page. Chapter 14 contains more information on grouping records in a custom report and setting group properties.

Previewing the Report

When the Report Wizard finishes creating the report design, you have a choice of going directly to the report Design view or previewing the report as it will be printed. If you haven't used the Report Wizard or you want to preview an existing report, right-click the report name in the Reports group in the Navigation Pane and choose Print Preview from the shortcut menu.

If the report is already open, right-click the document tab and choose Print Preview from the shortcut menu.

Working in the Print Preview Window

The Access Print Preview window offers you many ways to view the report, including moving around a single page and among pages, looking at several pages at once, and changing the magnification so that you can see the details more clearly. Returning to the Police database, Figure 13-10 shows the first page of the Alpha Card with Entries report in Print Preview.

To close the Print Preview window, do one of the following:

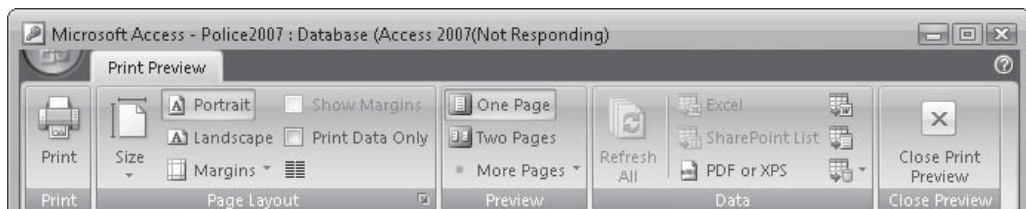
- Click the Close button in the report header.
- On the Print Preview tab's Close Preview group, click Close Print Preview.
- Right-click the document tab and choose Close from the shortcut menu.

To change to a different view, you can use the task bar buttons to change to Report view, Layout view, or Design view.

Tip When you close the Navigation Pane, the ribbon reverts to the Home tab. So if you don't see the Print Preview tab, right-click the report document tab and select Print Preview from the shortcut menu.

Navigating in the Preview

The navigation buttons at the bottom of the Print Preview window let you move among pages in the report. Click one of the buttons to move to the first, previous, next, or last page of the report. You can also enter the page number in the page number box and press ENTER to move to a specific page.



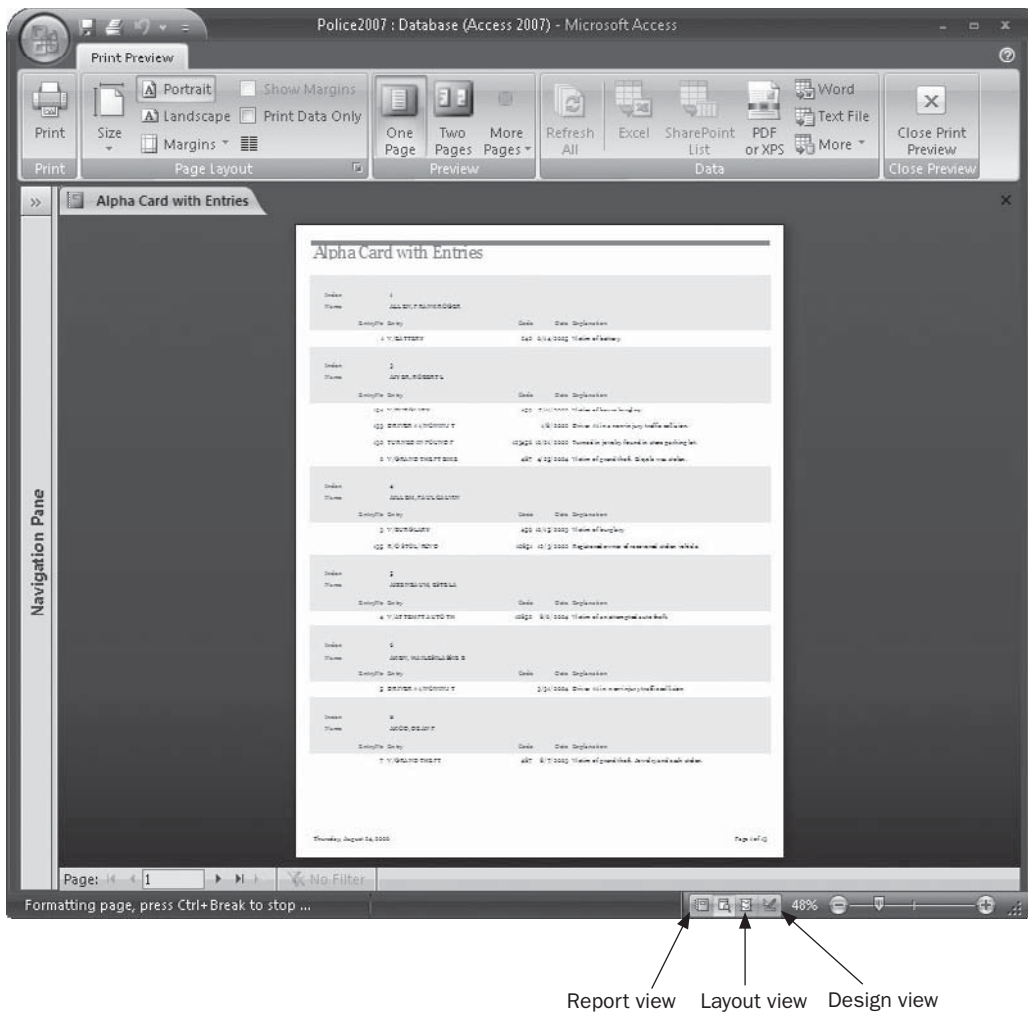


FIGURE 13-10 Viewing the new report in Print Preview

You can use many shortcut keys to navigate in a report preview. See the Access Help topic “Keyboard Shortcuts for Access” for a list of all of the combinations that you can use in Print Preview.

Viewing Multiple Pages

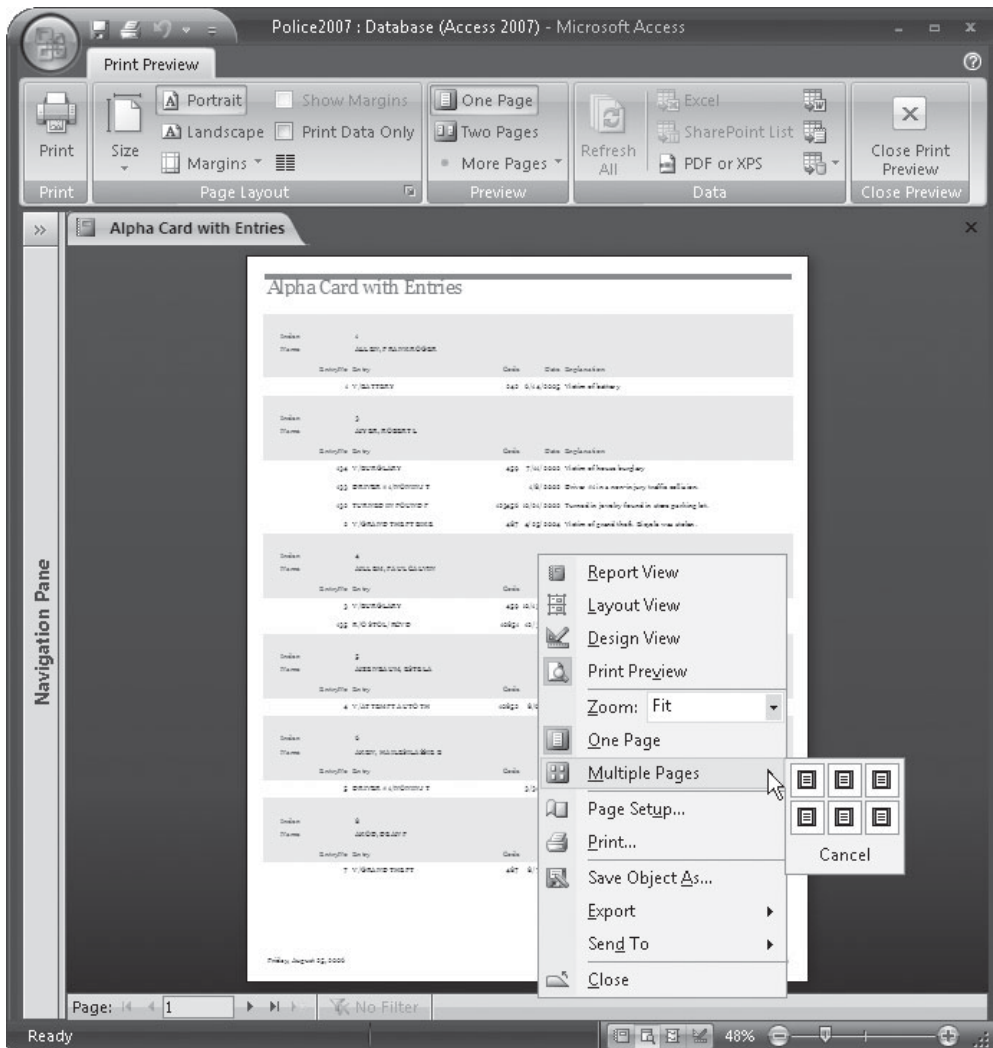
Using the Print Preview commands, you can view two pages adjusted to fit the screen or up to twelve pages arranged in three rows of four pages each.

To view one complete page at a time, do one of the following:

- On the Print Preview tab in the Preview group, click the One Page command.
- Right-click and choose One Page from the shortcut menu.

To view two or more complete pages adjusted to fit the screen, right-click, click Zoom, and choose Fit from the drop-down list; then use one of the following methods:

- On the Print Preview tab in the Preview group, click the Two Pages command. Right-click and click Multiple Pages and drag the mouse pointer over the grid to select the number of pages and the arrangement that you want. You can choose up to six pages with this method.



- On the Print Preview tab in the Preview group, click the More Pages command and choose the number of pages from the list: four, eight, or twelve pages.

To return to previewing a single page, click the One Page command in the Preview group.