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Access 2013/2016 pt 3
(Query, Forms, Reports)

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11 of 12 - Customer Reports
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Dynamically Opening A Report

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Tutorial: Creating an Access
Report From Scratch | K
Alliance24. (Advanced

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Using the Report Wizard

Access 2013 Forms vs Reports

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*Access Reports 2016 – How to
make and manage reports in
Microsoft Access 2010, 2013,
2016 Tutorials Designing
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Step 1: Choose a record

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If the data is from an existing table or query, select the table or query in the Navigation Pane, and then continue to... If the record source does not yet exist, do one of the following: Continue to Step

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2 and use the Blank
Report... Continue to Step 2
and use the ...

Introduction to reports in Access - Access

This step is not required –
you might find that the

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Access Report Wizard or the Report tool (both of which are available on the Create tab, in the Reports group) provide a sufficient starting design for your report. However, if you decide to design your report

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without using these tools, you might find it helpful to make a rough sketch of your report on a piece of paper by drawing a box where each field goes and writing the field name in each box.

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**Guide to designing reports -
Access -
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Access offers several advanced options for creating and modifying reports. The Report Wizard is a tool that guides you

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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.

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Access 2013: Advanced Report Options

Reports offer a way to view, format, and summarize the information in your Microsoft Access database. For example, you can create

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A simple report of phone numbers for all your contacts. A report consists of information that is pulled from tables or queries, as well as information that is stored with the report design, such

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as labels, headings, and
graphics.

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If you're using Access 2013
or higher, click File > Save
As > Save Object As. If

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you're using Access 2010, click File > Save Object As. In the Save As dialog box, type a name in the Save Report to box for the new report and then click OK. Top of Page. View, print, or send your report as an e-

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**Create a simple report -
Access -**

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Start the Report Wizard On
the Create tab, in the
Reports group, click Report

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Access starts the Report Wizard. Click the Tables/Queries drop-down list and choose the table or query that contains the fields you want on your report.

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Create a grouped or summary report – Access

To create, select Create > Form Design or Report Design. To open, right click the form or report name in the navigation bar, and then select Form Design or Report

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Design. Select Design >
Insert Chart, select a
chart type, and then drop it
on the form or report.

Create a chart on a form or report - Access

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Runtime enables you to distribute Access 2013 applications to users who do not have the full version of Access 2013 installed on their computers.

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By default, Access 2013 applies a one-quarter inch margin (6.35mm as shown above) on all four sides, but you can use any margin that appeals to you. To do

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so, just click into a field and enter a new number. As you do so, the sample box on the right gives you a rough idea of what to expect.

How to Perform Advanced Formatting for Reports in

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If you want, you can use our Access 2013 sample database. Open the Customers Who Live Nearby query, and use it to create a report. Resize the fields and rows so all information is visible. Move

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possibilities to create
powerful, comprehensive
databases are endless. And,
the end goal of any Access
database is reporting---
once your data exists in an

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Access database, you will need to report on that data in a myriad of ways.

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available as a one-time
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2007, and Access 2003.

Database Software and

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Access 2007 More... Less

Open Database Connectivity
(ODBC) is a protocol that

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you can use to connect a Microsoft Access database to an external data source such as Microsoft SQL Server.

Administer ODBC data sources
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Microsoft's focus for users is improved access to your Access database - whether or not you have it installed on your computer or device - achieved by using Microsoft 365. 2013 opens up more opportunities for secure

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collaborative working –
bringing business benefits
of sharing data, secure back
up, and the easier analysis
of data (and without the
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