

Access Reports 1: Building a Report



Access Reports 1: Building a Report

1.0 hour

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Patient Reports

Instant Report

There is only one Instant Report, we'll have to use the wizard to see more Report types.



1. Select Patients table
2. From the **Create** Tab, in the **Reports** group, click the **Report** button.
 - Adjust widths so the fields fit within the margin guides. If anything goes awry, Undo.
3. Save as **Patients**

Patients						
Monday, May 29, 2017 9:09:04 PM						
Pt Med Rec	Last Name	First Name	Address	City	ST	
015-695	Jacobsen	Jeffery	1398 NE 8th Ave, #1245	Gainesville	FL	
068-821	Perez	Penelope	2034 Banana Drive	Gainesville	FL	
073-809	Glass	Gloria	2343 Kale Lane	Gainesville	FL	
082-340	Knight	Katrina	9204 Avocado Ave	Gainesville	FL	
082-366	Smith	Sarah	456 East Main Street	Gainesville	FL	
105-469	Kent	Kevin	2903 New Potato Drive	Gainesville	FL	
107-284	Xue	Xena	2890 Poseidon Place	Gainesville	FL	
117-723	Toole	Todd	9240 Carrot Way	Gainesville	FL	
124-988	Clark	Carl	9213 Kiwi Road	Gainesville	FL	
127-496	King	Kala	RR 2 box 323	Waldo	FL	
137-997	Rogers	Robert	534 Lovers Lane	Gainesville	FL	
146-935	Jones	Jill	209 Cantaloupe Way	Gainesville	FL	
154-788	Owns	Orville	723 SW 35th Blvd	Gainesville	FL	
155-130	Finch	Frank	409 SW 92nd Avenue	Micanopy	FL	
155-612	Mack	Mervin	2934 Turnip Place	Gainesville	FL	
159-884	Ellis	Emily	PO Box 5544	Gainesville	FL	
165-936	Gentle	Gary	9420 Horseradish Ave	Gainesville	FL	
174-457	Jimenez	Jose	12 South Boxer Ave	Gainesville	FL	
186-280	Zinn	Zelda	745 Nectarine Ave	Gainesville	FL	
207-451	Fuller	Francis	123 South Main Street	Gainesville	FL	

Report Wizard



1. Select Patients table
2. From the **Create** tab choose Report Wizard.
 - Choose all the fields (next)
 - No Grouping (next)
 - No Sorting (next)
 - Layout: **Columnar**, Portrait, Adjusting field widths
 - Title: *Patients Columnar*
3. Repeat steps 1 and 2 for Layout: **Tabular**
4. Repeat steps 1 and 2 for Layout: **Justified**.
 - Justified looks bad because of the field sizes.

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.

Tables/Queries
Table: Patients

Available Fields:

Selected Fields:
Pt Med Rec
Pt Last Name
Pt First Name
Pt Address
Pt City
Pt State
Pt Zip

Report Wizard

How would you like to lay out your report?

Layout
☒ Columnar
☐ Tabular
☐ Justified

Orientation
☒ Portrait
☐ Landscape

☒ Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

Report Layout Columnar

Patients Columnar	
Pt Med Rec	015-695
Last Name	Jacobsen
First Name	Jeffery
Address	1398 NE 8th Ave, #1245
City	Gainesville
ST	FL
Zip	32567
Pt Med Rec	068-821
Last Name	Perez
First Name	Penelope
Address	2034 Banana Drive
City	Gainesville
ST	FL
Zip	32567

Report Layout Tabular

Patients Tabular						
Pt Med Rec	Last Name	First Name	Address	City	ST	Zip
015-695	Jacobsen	Jeffery	1398 NE 8th Ave,	Gainesville	FL	32567
068-821	Perez	Penelope	2034 Banana Dri	Gainesville	FL	32567
073-809	Glass	Gloria	2343 Kale Lane	Gainesville	FL	32597
082-340	Knight	Katrina	9204 Avocado Av	Gainesville	FL	32667
082-366	Smith	Sarah	456 East Main Str	Gainesville	fl	32608
105-469	Kent	Kevin	2903 New Potato	Gainesville	FL	32608
107-284	Xue	Xena	2890 Poseidon Pl	Gainesville	FL	32597
117-723	Toole	Todd	9240 Carrot Way	Gainesville	FL	32667
124-988	Clark	Carl	9213 Kiwi Road	Gainesville	fl	32667
127-496	King	Kala	RR 2 box 323	Waldo	FL	34567
137-997	Rogers	Robert	534 Lovers Lane	Gainesville	Fl	32653
146-935	Jones	Jill	209 Cantaloupe	Gainesville	FL	32597
154-788	Owns	Orville	723 SW 35th Blv	Gainesville	FL	32655
155-130	Finch	Frank	409 SW 92nd Av	Micanopy	FL	32608

Report Layout Justified

Patients Justified	
Pt Med Rec	015-695
Last Name	Jacobsen
First Name	Jeffery
Address	1398 NE 8th Ave, #1245
City	Gainesville
ST	FL

Field Sizes Matter

Remember when you go through the instant Form/Report tools or wizards Access looks at the **Field Size** property to determine how big the text boxes need to be. We can continually readjust the text boxes every time we use these tools, or we can make sure our field sizes are more appropriate.



1. Close all database objects (tables, Forms, Reports...).
2. Open the Patients table in Design view.
3. Change the field sizes:
 - Pt Med Rec 10
 - Pt Last Name 50
 - Pt First Name 50
 - Pt Address 255
 - Pt City 50
 - Pt State 2
 - Pt Zip 15
4. Close and Save the table, confirm it is OK if data is lost.
5. Repeat the Report Wizard using the Justified layout.
6. Save as **Patients Justified 2**.

Patients Justified 2

Pt Med Rec	Last Name	First Name
015-695	Jacobsen	Jeffery
Address		
1398 NE 8th Ave, #1245		
City	ST	Zip
Gainesville	FL	32567

Pt Med Rec	Last Name	First Name
068-821	Perez	Penelope
Address		
2034 Banana Drive		
City	ST	Zip
Gainesville	FL	32567

Pt Med Rec	Last Name	First Name
073-809	Glass	Gloria
Address		
2343 Kale Lane		

Report Sections



1. Select Patients table
2. From the **Create** tab choose Report Wizard.
 - Choose all the fields (next)
 - No Grouping (next)
 - No Sorting (next)
 - Layout: **Tabular, Landscape**, Adjusting field widths
 - Title: *Patients*
 - Confirm replacing the report
3. Set Zoom to four pages
4. Report Sections
 - Report Header, "Patients" - first page only
 - Page Header/Footer, "Med Rec, Last Name, First Name..." on every page
 - Detail, each line of data every record

Report Wizard



The report 'Patients' already exists. Do you want to replace it?

Yes

No

Patients						
Pt Med Rec	Last Name	First Name	Address	City	ST	Zip
015-400	Jacobson	Jeffrey	1190 N 10th Ave, #1245	Gainesville	FL	32607
065-411	Pence	Penelope	2034 Saratoga Drive	Gainesville	FL	32607
075-408	Glass	Gloria	2145 Kato Lane	Gainesville	FL	32607
082-440	Knight	Kathleen	3104 Avenida Ave	Gainesville	FL	32607
082-486	Smith	Sarah	4818 East Main Street	Gainesville	FL	32608
105-489	Kent	Kevin	2905 New Palatka Drive	Gainesville	FL	32608
107-284	Xue	Nancy	2890 Preston Place	Gainesville	FL	32607
117-725	Troble	Terrell	9140 Canal Way	Gainesville	FL	32607
124-085	Clark	Carl	9115 Canal Road	Gainesville	FL	32607
127-496	King	Gale	RR 2 Box 235	Waldo	FL	34687
137-097	Magos	Robert	534 Lovens Lane	Gainesville	FL	32605
146-035	Jones	Jill	209 Centaurus Way	Gainesville	FL	32607
154-785	Olson	Orville	712 SW 25th Blvd	Gainesville	FL	32605
155-130	Finch	Frank	409 SW 9th Avenue	Micanopy	FL	32608
155-412	Mack	Mervin	2934 Tump Place	Gainesville	FL	32608
159-594	Ellis	Bruce	PO Box 5344	Gainesville	FL	32609
165-098	Quirk	Gary	9430 Horseshoe Ave	Gainesville	FL	32604
174-497	Jimenez	Jose	11 South Baker Ave	Gainesville	FL	32606
186-280	Zim	Zeke	745 Nottelme Ave	Gainesville	FL	32605
207-451	Puller	Phenice	113 South Main Street	Gainesville	FL	32606
210-644	Engle	Elizabeth	9430 Junction Street	Gainesville	FL	32604
217-234	Kato	Kenny	PO Box 5346	Starke	FL	32609

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Pt Med Rec	Last Name	First Name	Address	City	ST	Zip
265-730	Deason	Delbie	851 Hook Place	Gainesville	FL	32608
269-003	Seandora	Samuel	8028 Woodland Way	Micanopy	FL	32608
269-052	Martin	Mary	100 Wabeno Junction	Micanopy	FL	32607
276-541	Henderson	Harold	2900 Radish Terrace	Gainesville	FL	32608
291-476	Isacoff	Isaac	91 Galton Road	Micanopy	FL	32608
309-425	Jacks	Jerry	559 Collingford Road	Gainesville	FL	32608
309-718	Bruss	Bulah	3140 SE 4th Terrace	Gainesville	FL	32608
316-592	Jennings	Jasmine	485 SE 48th Place	Gainesville	FL	32605
317-043	Jinks	John	9134 Zula Street	Gainesville	FL	32604
317-715	Jacobs	Julie	2039 Leman Tree Way	Gainesville	FL	32607
317-710	Apollon	April	PO Box 498	Starke	FL	32609
318-206	Brown	Bobbie	124 Peter Pan Terrace	Gainesville	FL	32607
318-141	Wideman	Wally	4502 NW Bonwood Lane	Gainesville	FL	32608
412-499	McDade	Maddie	8290 Apollo Ave	Waldo	FL	32608
414-444	O'Connell	Oliver	239 Mangold Street	Gainesville	FL	32607
434-933	Vann	Vera	9130 Waterson Road	Waldo	FL	32608
445-187	Mallett	Marge	1108 Hercules Road	Gainesville	FL	32607
445-888	Cappera	Cathy	RR 2 Box 699	Waldo	FL	34687
450-219	Tinnes	Tim	1701 Wilkerson Road	Gainesville	FL	32607
464-277	Kumley	Karin	987 Timberdell Drive	Gainesville	FL	32604
465-710	Johnson	Jack	2905 Endive Ave	Gainesville	FL	32608
471-549	Roland	Rachel	4390 Orange Terrace	Gainesville	FL	32608
497-451	Traver	Tina	484 NW 5th Place	Micanopy	FL	32608
505-994	Holbert	Roger	113 West Main Street	Gainesville	FL	32606

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Pt Med Rec	Last Name	First Name	Address	City	ST	Zip
517-032	Papa	Phyllis	2413 SW 4th Place	Gainesville	FL	32607
520-078	Zimmerman	Zach	PO Box 6887	Gainesville	FL	32603
564-676	Van Dugh	Vincent	PO Box 230	Gainesville	FL	32604
602-035	Arlington	Arnold	224 SE 48th Road	Gainesville	FL	32607
610-139	Carlson	Carly	1940 NW Main Street	Gainesville	FL	32607
610-955	Livingston	Lorand	789 North University Ave	Waldo	FL	32606
625-186	Miles	Mark	6452 N 10th Street	Gainesville	FL	32605
645-707	Oglethorpe	Oswell	9040 Lone Star Street	Waldo	FL	32606
678-459	Krook	Kayser	PO Box 2672	Gainesville	FL	32609
682-670	Sells	Stanley	245 Little Rock Lane	Gainesville	FL	32607
716-017	Jaeger	Jack	9140 Shappell Place	Micanopy	FL	32608
716-089	Tullaro	Tony	PO Box 1226	Gainesville	FL	32604
754-282	Lemas	Larry	9405 Delta Terrace	Gainesville	FL	32604
759-735	Jenkins	Jeffrey	78349 Last Boys Ave	Gainesville	FL	32608
817-532	Tweed	Thomas	PO Box 5676	Gainesville	FL	32609
824-837	Nevasome	Nelle	219 Dionysus Drive	Micanopy	FL	32607
826-079	Lowe	Lory	9412 Yam Way	Gainesville	FL	32604
846-099	Lee	Lois	2930 Agrinet Street	Micanopy	FL	32608
850-274	Shorco	Shawn	PO Box 5592	Starke	FL	32609
875-218	Li	Lena	123 Isberg Drive	Gainesville	FL	32607
883-074	Edwards	Edgar	5135 NW 23rd Drive	Gainesville	FL	32605
891-837	Norris	Ned	4824 SW 3rd Lane	Gainesville	FL	32608
904-737	Quinn	Quentin	8094 East Street	Gainesville	FL	32606
909-871	Norton	Nancy	98 South North Street	Gainesville	FL	32604

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Pt Med Rec	Last Name	First Name	Address	City	ST	Zip
941-039	Thomas	Tom	RR 5 Box 534	Waldo	FL	34687
954-576	Williamson	William	28000 SW 55th Avenue	Micanopy	FL	32607
960-985	Adams	Ann	6821 NW 4th Ave	Gainesville	FL	32605
962-717	Paulson	Paul	718 South 4th Blvd	Gainesville	FL	32608
970-670	Wood	Wilma	8028 Sunset Palatka Ave, Apartment 123	Waldo	FL	32606
995-634	Huxy	Harley	8028 Nova Terrace	Waldo	FL	32606

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5. The Design view of the Report shows the four sections within the Report.
 - Right-click on the Report to go to the Design view.

Report Header

Patients

Page Header

Pt Med Rec Last Name First Name

Detail

Pt Med Rec Pt Last Name Pt First Name

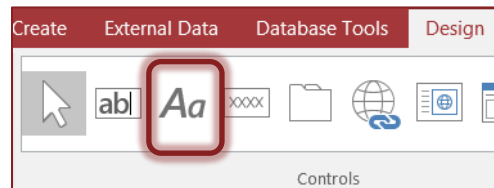
Page Footer

=Now()

Add a Report Footer



1. In the Design of the Report, stretch the Report Footer section. If you cannot drag the resize area, use the Section properties.
2. Right-click inside the Report Footer section and choose a fill color.
3. Preview the Report to see where the Report footer will appear.
 - Last page, after the last Record Detail, before the Page Footer.
4. From the Controls on the Design tab, choose the Label. Click to turn the tool on and click where you would like the box to appear.



5. Type "Created by [your name]"
6. Use the Format text tools on the Home or Format tab to adjust fonts, sizes, and colors.
7. Preview the Report.
8. Close and Save the Report.

Patients						
PT Mod No	Last Name	First Name	Address	City	ST	Zip
0254085	Jacobson	Jody	1395 N 85th Ave, #1245	Gainesville	FL	32607
0854021	Pence	Phyllis	2034 Banana Drive	Gainesville	FL	32607
0754026	Giles	Gloria	2245 Kelle Lane	Gainesville	FL	32607
0854040	Knight	Wendy	9204 Avenida	Gainesville	FL	32607
0854066	Smith	Sarah	4814 East Main Street	Gainesville	FL	32606
0254068	Kent	Kevin	2808 West Palmdale Drive	Gainesville	FL	32606
1014084	Xue	Yan	2830 Pavilion Place	Gainesville	FL	32607
1174023	Teale	Terrell	9240 Carroll Way	Gainesville	FL	32607
1244068	Clark	Carl	9213 Elm Road	Gainesville	FL	32607
1274066	King	Wally	RR 2 Box 233	Waldo	FL	32457
1574097	Hagood	Robert	554 Locust Lane	Gainesville	FL	32603
1464035	Jones	Jill	2029 Gentebush Way	Gainesville	FL	32607
1844068	Oliver	Orville	722 SW 25th Blvd	Gainesville	FL	32605
1854130	Kinch	Frank	409 SW 92nd Avenue	Micanopy	FL	32606
1854112	Mack	Mervin	2934 Tump Place	Gainesville	FL	32606
1854084	Ellis	Bruce	PO Box 5544	Gainesville	FL	32609
1854036	Owens	Gary	9430 Horseshoe Ave	Gainesville	FL	32604
1744097	James	Joel	12 South Beaver Ave	Gainesville	FL	32616
1864080	Zinn	Zola	745 Nottawing Ave	Gainesville	FL	32605
1074031	Puller	Phreda	123 South Main Street	Gainesville	FL	32616
1104044	Engle	Elizabeth	9430 Southview Street	Gainesville	FL	32604
2274034	Katz	Gerry	PO Box 5546	Starke	FL	32669

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PT Mod No	Last Name	First Name	Address	City	ST	Zip
2854030	Deason	Debbie	832 Hook Place	Gainesville	FL	32606
2854033	Seamonds	Samuel	9508 Norwood Way	Micanopy	FL	32606
2854042	Martin	Mary	250 Julepsco Junction	Micanopy	FL	32607
2754041	Henderson	Harold	2802 Madison Terrace	Gainesville	FL	32606
2914076	Isacobb	Isaac	95 Galen Road	Micanopy	FL	32606
3094035	Jacks	Jerry	859 Colbright Road	Gainesville	FL	32605
3094036	Brice	Stacy	1240 SE 4th Terrace	Gainesville	FL	32606
3154032	Jennings	Jamaine	485 SE 48th Place	Gainesville	FL	32605
3214045	Jinks	John	9334 Zula Street	Gainesville	FL	32604
3214045	Jacks	Julia	2038 Leman Tree Way	Gainesville	FL	32607
3244010	Appliden	April	PO Box 456	Starke	FL	32669
3254026	Brown	Robbie	254 Peter Pan Terrace	Gainesville	FL	32607
3254041	Watson	Wally	4805 NW Bonwood Lane	Gainesville	FL	32606
4024066	McCabe	Maddie	6200 Apollo Ave	Waldo	FL	32606
4024044	O'Connell	Dean	259 Mangold Street	Gainesville	FL	32607
4044033	Vann	Vera	9130 Wilcora Road	Waldo	FL	32606
4054067	Nicola	Margo	2308 Norcross Road	Gainesville	FL	32607
4454035	Cappara	Cathy	RR 2 Box 609	Waldo	FL	32467
4504029	Tinney	Tim	2721 Wilburton Road	Gainesville	FL	32607
4644077	Kumley	Robin	987 Timberhill Drive	Gainesville	FL	32604
4654030	Johnson	Jack	2908 Endless Ave	Gainesville	FL	32606
4714049	Paland	Rachel	4390 Grapes Terrace	Gainesville	FL	32606
4974051	Traver	Tina	456 NW 5th Place	Micanopy	FL	32606
5034064	Roberts	Roger	123 West Main Street	Gainesville	FL	32606

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PT Mod No	Last Name	First Name	Address	City	ST	Zip
5174032	Pace	Phyllis	243 SW 4th Place	Gainesville	FL	32607
5204033	Zimmerman	Zach	PO Box 6887	Gainesville	FL	32612
5644016	Van Gogh	Vincent	PO Box 130	Gainesville	FL	32604
6024035	Arlington	Arnold	234 SE 40th Road	Gainesville	FL	32607
6204039	Carlson	Carly	1845 NW Main Street	Gainesville	FL	32607
6204035	Livingston	Leonard	789 North University Ave	Waldo	FL	32606
6254066	Miles	Mark	6455 N 55th Street	Gainesville	FL	32605
6454097	Oglethorpe	Opale	9042 Lime Glen Street	Waldo	FL	32606
6754069	Krook	Kayser	PO Box 2672	Gainesville	FL	32609
6824070	Soles	Stanley	245 Little Hook Lane	Gainesville	FL	32607
7154037	Jaeger	John	9240 Grandview Place	Micanopy	FL	32606
7254039	Tullone	Tommy	PO Box 1238	Gainesville	FL	32604
7944032	Lemas	Larry	9408 Oak Terrace	Gainesville	FL	32604
7954036	Jenkins	Jeffrey	78349 East Bay Ave	Gainesville	FL	32606
8174035	Truesd	Thomas	PO Box 5876	Gainesville	FL	32609
8244037	Norcross	Nellie	228 Diavous Drive	Micanopy	FL	32607
8254079	Lover	Lory	942 Yam Way	Gainesville	FL	32604
9454099	Lee	Lucile	2830 Appleton Street	Micanopy	FL	32606
9504074	Shorpe	Susan	PO Box 5592	Starke	FL	32669
9754038	Li	Lena	23 Isoburg Drive	Gainesville	FL	32607
9854074	Edwards	Edgar	5233 NW 23rd Drive	Gainesville	FL	32603
9914037	Nema	Ned	4234 SW 3rd Lane	Gainesville	FL	32606
9944037	Quinn	Quentin	9094 East Street	Gainesville	FL	32606
9994071	Norton	Nancy	98 South North Street	Gainesville	FL	32604

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PT Mod No	Last Name	First Name	Address	City	ST	Zip
9424039	Thomas	Tom	RR 3 Box 534	Waldo	FL	32467
9544076	Williamson	William	28020 SW 53rd Avenue	Micanopy	FL	32607
9604065	Adams	Annie	6831 NW 4th Ave	Gainesville	FL	32605
9654037	Paulson	Paul	726 South 4th Blvd	Gainesville	FL	32605
9704070	Ward	Wilma	9202 West of Palmdale Ave, Apartment 1125	Waldo	FL	32606
9954034	Haley	Harley	9022 Nova Terrace	Waldo	FL	32606

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Create a Report in Design view



1. From the **Create** Tab, in the **Reports** group, click the **Report Design**.
2. Open the property sheet.
3. Click in the Grid of the Detail Section to see the *Section* properties.
 - Change the *Height* property to 2"
4. Click outside the grid to see the *Report* properties.
 - Change the *Record Source* property to **Patients**
5. Open the field list with the **Add Existing Fields** button on the Design tab.
6. Double-click on **Pt Med Rec** in the Field List.
7. Go to the Print Preview to see the result.
 - 0.25" margin + 0.25" Page header
 - + 2.00" for each record (Detail)
 - This would work for a columnar Report.

Pt Med Rec 015-695

Pt Med Rec 068-821

Pt Med Rec 073-809

Set up a Tabular Report



1. In the Design view, move the Pt Med Rec label and text box as high as you can in the detail section
 - Or set property Top to 0"
2. Reduce the height of the Detail section as far as it will go
 - Or set property height to 0". It cannot be zero because there are objects in the way, but it will make it as small as possible.
3. Go to the Print Preview to see the result.
4. Adjust the spacing in the detail section so the data is not so tight.
 - You can eyeball this, but I would select the field, press the down arrow key on my keyboard four times, press the up arrow 2 times. This stretches out the detail section and re-centers my field within the given space.
5. Move the label to the Page Header.
 - The label is attached to the text box, to sever their connection use Cut. Cut the label from the detail section, paste in the Page Header section.
 - Use the align and size tools to make the Report organized.
6. Make a matching Last Name column.
7. Go to the Print Preview to see the result.
8. Close and Save as **Patients Draft 1**.

Pt Med Rec	015-695
Pt Med Rec	068-821
Pt Med Rec	073-809
Pt Med Rec	082-340
Pt Med Rec	082-366
Pt Med Rec	105-469
Pt Med Rec	107-284
Pt Med Rec	117-723
Pt Med Rec	124-988
Pt Med Rec	127-496
Pt Med Rec	137-997
Pt Med Rec	146-935
Pt Med Rec	154-788
Pt Med Rec	155-130
Pt Med Rec	155-612
Pt Med Rec	159-884
Pt Med Rec	165-936
Pt Med Rec	174-457
Pt Med Rec	186-280
Pt Med Rec	207-451
Pt Med Rec	210-844
Pt Med Rec	227-324
Pt Med Rec	263-730
Pt Med Rec	269-583
Pt Med Rec	269-852

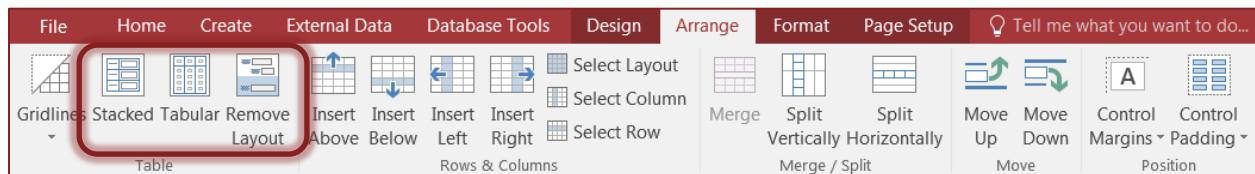
Pt Med Rec	015-695
	068-821
	073-809
	082-340
	082-366
	105-469
	107-284
	117-723
	124-988
	127-496
	137-997
	146-935
	154-788
	155-130

Working with Table Structures



1. From the **Create** Tab, in the **Reports** group, click the **Report Design**.
2. Open the Property Sheet (button on the Design tab).
3. Click outside the grid to see the *Form* properties
 - Change the *Record Source* property to **Patients**
4. Open the field list with the **Add Existing Fields** (button on the Design tab).
5. Click on Pt Med Rec and Shift-Click on Pt Zip
6. Drag the Selection onto the Form

When you drag the fields onto the Form/Report, each textbox is a single unit, you can resize and move it independent of the other objects. Sometimes that's good so you can customize your Form/Report, sometimes it's bad because resizing one thing requires you to resize EVERYTHING.



Access provides table structures within the Form. They are a little cranky, but usually worth the effort.

7. With all the fields selected, click on the **Stacked** option on the Arrange tab.
 - Click in the grid to drop the selection. Then click on one field to see that you're in a "table".
 - The plus sign in the corner is a "Table Move Handle", it will select everything in the table. You can use it to move the table structure.
 - Once you're in a table structure, most of the Arrange tab will be enabled.

8. Swap the first and last name.
9. Select the whole table and click the Tabular option on the Arrange tab.
 - This is much easier than individually moving the labels into the page header one at a time.

10. Swap the first and last name again.
11. Select the whole table and choose the Remove Layout option.
 - This removes the table structure but keeps the object placements.
12. Close and don't save

Sorting Data on a Report

The Sort options are available in the Data view of Tables, Queries, and Forms, but not in a Report. The Sort Order of a dataset can be arranged in the Design view of a Query. If you want to limit the data on a Report or have it display the data in a specific order, you may want to set up a Query. It is possible to sort a Report, but it has to be set in the structure of the Report.

Quick Filter

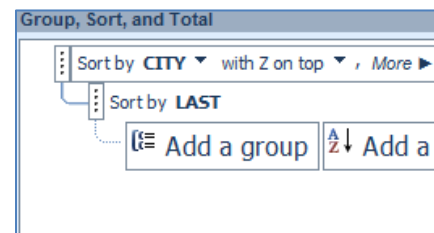


1. Open the Report **Patients** in Report view.
 - Notice the Sorting tools are disabled, but the filters are working.
2. Right-click on *Waldo* in the *City* Column. Choose **Equals Waldo**.
3. Click the **Toggle filter** button on the Home tab.
 - Filters are temporary. If you close the Report and reopen it, all the data will return.

Sort Order



1. Go to the Design view of the Report.
2. From the Design tab or from the right-click menu , open the Sorting and Grouping Options
 - Depending on where you find the tool it has slightly different names: **Group & Sort**; **Sorting and Grouping**; **Group, Sort, and Total**.
3. - Sort by City "with Z on top".
4. - Sort by Last Name "With A on top".
5. - Close and Don't Save.



Quick Sort in Layout View



1. Open the Patients Report in Layout view.
2. If needed, open the Group & Sort pane.
3. Right-click on a city and choose Sort Z to A.
4. Right-click on a last name and choose Sort A to Z.
 - This replaces the City sort, only one sort level this way.

Label Wizard

Labels are usually used to create folder labels, mailing labels, and name tags. You can create these through a Mail Merge in Microsoft Word, or here in Access by using the Label Wizard. In Word, you're able to modify the final result; in Access, you cannot modify the data on a Report.

Make sure you select the correct database object in the Navigation Pane, this wizard does not give you a chance to change the record source.

The label product number should be listed on the box of labels.



1. Select Table Patients
2. From the **Create** tab, in the Reports group, choose **Labels**
 - find 5160
 - Leave Font set as is
 - Build Label using keyboard as needed
 - No Sorting
 - Save As **Labels Patients 5160**

You may get an error message. This sometimes happens because labels are often close to the edge of the page. Usually the Report will print without a problem, but this error message may come up as a warning each time you run the Report.

Label Wizard

This wizard creates standard labels or custom labels.

What label size would you like?

Product number:	Dimensions:	Number across:
5095	2 1/3" x 3 3/8"	2
5096	2 3/4" x 2 3/4"	3
5097	1 1/2" x 4"	2
5159	1 1/2" x 4"	2
5160	1" x 2 5/8"	3

Unit of Measure: ☒ English ☐ Metric

Label Type: ☒ Sheet feed ☐ Continuous

Filter by manufacturer: Avery

Customize... ☐ Show custom label sizes

Label Wizard

What would you like on your mailing label?

Construct your label on the right by choosing fields from the left. You may also type text that you would like to see on every label right onto the prototype.

Available fields:

- Pt Med Rec
- Pt Last Name
- Pt First Name
- Pt Address
- Pt City
- Pt State

Prototype label:

{Pt First Name} {Pt Last Name}

{Pt Address}

{Pt City}, {Pt State} {Pt Zip}

Cancel < Back Next > Finish

Microsoft Access

Some data may not be displayed.

There is not enough horizontal space on the page for the number of columns and column spacing you specified.

Click Page Setup on the File menu, click the Columns tab, and then reduce the number of columns or the size of the columns.

Show Help >>

OK Cancel

Jeffery Jacobsen
1398 NE 8th Ave, #1245
Gainesville, FL 32567

Penelope Perez
2034 Banana Drive
Gainesville, FL 32567

Gloria Glass
2343 Kale Lane
Gainesville, FL 32597

Katrina Knight
9204 Avocado Ave
Gainesville, FL 32667

Sarah Smith
456 East Main Street
Gainesville, fl 32608

Kevin Kent
2903 New Potato Drive
Gainesville, FL 32608

Xena Xue
2890 Poseidon Place
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Robert Rogers
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Jill Jones
209 Cantaloupe Way
Gainesville, FL 32597

Orville Owns
723 SW 35th Blvd
Gainesville, FL 32655

Frank Finch
409 SW 92nd Avenue
Micanopy, FL 32608

Mervin Mack
2934 Turnip Place
Gainesville, FL 32608

Same Report, Different Data

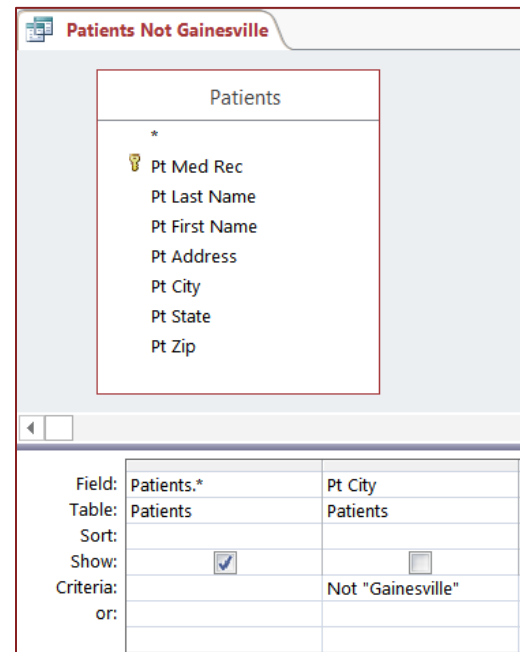
Happens all the time. You have a beautiful Report, but it has the wrong data. You can try to recreate the Report, but that is more work than needed.

Make the Query

Again, if you only want part of the data, you should create a Query that produces the set you want.



1. From the Create tab, choose Query Design.
2. Add the Patients Table to the query.
3. Add all the fields at once with the * option.
 - Double-click on the * at the top of the Patients Table. The asterisk (*) represents the entire dataset.
4. Add Pt City.
 - Double-click on Pt City.
 - Since the * already brought a City field, uncheck the Show option.
 - Set the criteria to **Not "Gainesville"**.
5. Save as **Patients not Gainesville**.
 - Should be 21 records.



Copy the Report

You can open the original report and use the Save As option, but copying and pasting the original report often produces better results. You may need to change the Report Property **Caption** to match the new report.



1. Right-click on the report **Labels Patients 5160** and **Copy**.
2. Right-click anywhere in the Navigation Pane and choose Paste.
3. Paste as: **Labels Patients 5160 - Not Gainesville**.
4. Right-click on the new report and go to the Design view.
5. Open the property sheet.
6. Change the Record source property for the Report to **Patients not Gainesville**.
7. Preview the Report.
 - If needed, say OK to the margin error message.
8. Save!!

