

Anatomy of a Report

Report Header	Objects in this section will be visible at the very beginning of a report. You can use this like a title page.
Page Header	Objects that will appear at the top of every page, and under the Report Footer of the first page.
Detail	Objects that appear in the body of the report. This is usually where the bulk of the information from your table/report will be visible.
Page Footer	Objects that will appear at the bottom of every page. You can include today's date and the page numbers appear at the bottom.
Report Footer	Objects that appear at the very bottom of the report. You may wish to put copyright notification or a special thanks page at the end of your report, use the Report Footer section to do this.

Report Header		
MY REPORT		
Page Header		
Page 1 of 5		
Detail		
Report data goes here	.	.
	.	.
Page Footer		
Copyright Company X 2007		
Report Footer		
Credits		

Types of Action Queries

Make-Table query	Makes a new table based on the results of a query.
Update query	Takes the specified criteria and performs that action on the table.
Append query	Appends records from one table to another.
Delete query	Deletes whatever records you tell it to from a table.

Designing a Report

Step 1: Adjust the Grid Size This is more of a matter of preference, yet it is good to have even horizontal and vertical grid resolution. 8x8 is a good size to use because the rulers along the top and left side of the Design view window are divided in 1/8" portions.

Step 2: Adjust the Canvas Size Maximizing the report Design view window will give you the best working experience.

You can make any report section, such as a header or footer, as big as you like. Simply move your mouse to the section header, then click and drag up or down to increase or decrease the size. Move your mouse to the edge of the canvas to drag left or right, using the horizontal ruler as a guide.

Step 3: Snap to Grid Snap to Grid is a feature already built into Access' Design view. It automatically aligns the upper-left corner of any control to the size of the grid.

Once a control is in place, click the large black box in the upper left-hand corner of the control to move the control itself, or any of the smaller boxes on the other sides and corners to adjust the height and/or width of a control.

Step 4: Group Selection and Moving At any point, you can select a number of controls and move them as a whole unit. Click in an empty space of the canvas to deselect any objects that might be selected. Click and drag a box around the objects, and then click and drag the objects that have been selected as a group. Now, move the group as a unit.

Step 5: Try, Try Again! If you make a formatting error that causes a large disruption in the layout of your controls, don't panic! You can undo the action and restore the controls to their previous state using the Undo arrow or by pressing Ctrl + Z.

Step 6: Save Frequently Often when designing things, we get a bit too wrapped up in what we were doing and forget to save our changes. If the power should go out or if your computer becomes unresponsive, you will lose any changes since the last save or AutoSave.

Remember that you can either backup the database before you perform a lot of operations or save a copy of a particular database object before your start working. Should you get in over your head, you can always pull out the backup and try again.

Company Name: Princesa Isabel | Vn

City: Lisboa Country: Portugal

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Referential Integrity Tips

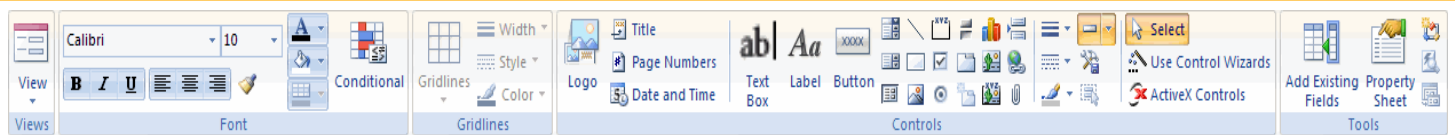
Referential Integrity exists in a relationship between two tables and is used to make data entry into a table safer. Users must follow a certain set of input rules. To make referential integrity work, the following three conditions must exist:

Primary Key	The matching field from one table must be a primary key or have a unique index.
Data Type	Fields in the relationship must be the same data type.
Same Database File	Both tables must exist in the same database (referential integrity cannot be enforced between two databases.)

Understanding Object and Control Properties

Format Tab	Controls how an object or control will look (colour, style, etc).
Data Tab	Add a validation rule, make a default value, modify the control source, etc.
Event Tab	Controls what a particular object or control will do when you interact with it (click it, move the mouse over it, etc).
Other Tab	Alternate controls like allowing AutoCorrect, adjusting the tab order, etc.
All Tab	All controls combined.

Using the Form Tools - Design Ribbon



Views	Use this pull-down command to switch between different views in the form.
Font	This section is used to modify the font and style of text. The Conditional command is used to apply different formatting styles according to certain scenarios. For example, if you are calculating monetary figures, all positive values can be bold and black while all negative values can be highlighted in red.
Gridlines	If you create a form based upon an existing table, all of the fields in the form are constructed as a table. Use the commands in this section to change the look of the dividing lines in the table or grid.
Controls	The controls section lets you add other fields to the table, add a logo, title, date and time, as well as modify the look of any lines or rectangles your form may already contain.
Tools	Other miscellaneous form commands can be found here, including viewing the form/object properties, add new fields to a form, create new VBA code for background use in the form, and creating a subform inside the existing form.

Report Page Properties

Click the Chunk in the lower right-hand side of the Report Tools | Page Layout ribbon to adjust the printing properties:

Print Options Tab	Adjust the size of the margins for your page. If you would prefer to print only the data and not any logos or pictures, click the Print Data Only check box.
Page Tab	The Page Tab allows you to adjust the page orientation (portrait or landscape) as well as the size of paper you can print with using your current printer.
Columns Tab	Use this tab to print two or more pages of a report on one piece of paper. Specify dimensions in the row spacing and column spacing fields. Adjust the column size fields specify how large you would like each page of the report to be on the printed page. Lastly, choose how the layout of the report pages will be ordered by choosing one of the radio buttons. Note that the Column Layout control group is only active when you have two or more columns.

Modifying the Grouping and Sorting Properties

Group On	The particular field that is being grouped or sorted.
With A/Z on Top	Choose ascending or descending order.
By Entire Value	You can choose to group or sort according to a certain number of characters. Use this to apply a custom search level.
With/Without Totals	If your table contains numeric data, you can apply totals. Choose the field contained in your report from the Total On combo box, and the Type of total (sum, count, min, max, avg, etc.).
Report Footer	Objects that appear at the very bottom of the report. You may wish to add copyright notification or special thanks.
With Title	Give the group or sort a name.
Header/Footer	Add or Remove a Header or Footer section in your report.
Keep Group Together	This command forces Access to display grouped data together as one piece.