

Create reports in Access 2016 and use advanced reporting options

In this article, we'll learn how to create, edit, and print reports in Access 2016 and how to use advanced reporting options.

The report helps you organize and present data in a user-friendly, printable format that helps share information without having to grant database access. In this article, we'll learn how to create, edit, and print reports in Access 2016 and how to use advanced reporting options.

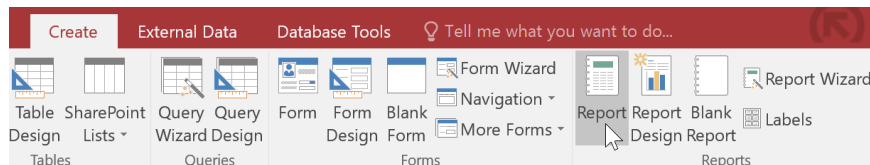
Create report in Access 2016

Access allows you to create reports from tables and query results.

Open the table or query the data you want to use to create the report:

Product Types	Products Table.Product Name	Sales Unit.Product Name	SumOfQuan
Cookies	Fudge Brownie	One Dozen	7
Cookies	Fudge Chocolate	Single	6
Cookies	Ginger Shortbread	One Dozen	6
Cookies	Chocolate Chip	Single	5
Cookies	Butterscotch	Single	3
Cookies	Fudge Brownie	Single	3
Cookies	Cranberry Walnut	One Dozen	3
Cookies	White Chocolate Macademia Nut	Half-Dozen	3
Cookies	Snickerdoodle	Single	3

Select **Create > Reports group > Report** :



Access will create a new report based on the object you choose. Part of the data may be on the other side of the page, change the width of the columns in the report so they are on one page.

Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]
Cookies	Butter Pecan	One Dozen
Cookies	Butter Pecan	Single
Cookies	Butterscotch	Single
Cookies	Chocolate Banana Walnut	One Dozen
Cookies	Chocolate Banana Walnut	Single
Cookies	Chocolate Chip	Half-Dozen

Click **Save** to save the report.

Delete field in report:

Click any box in the field you want to delete, press **Delete** from the keyboard.

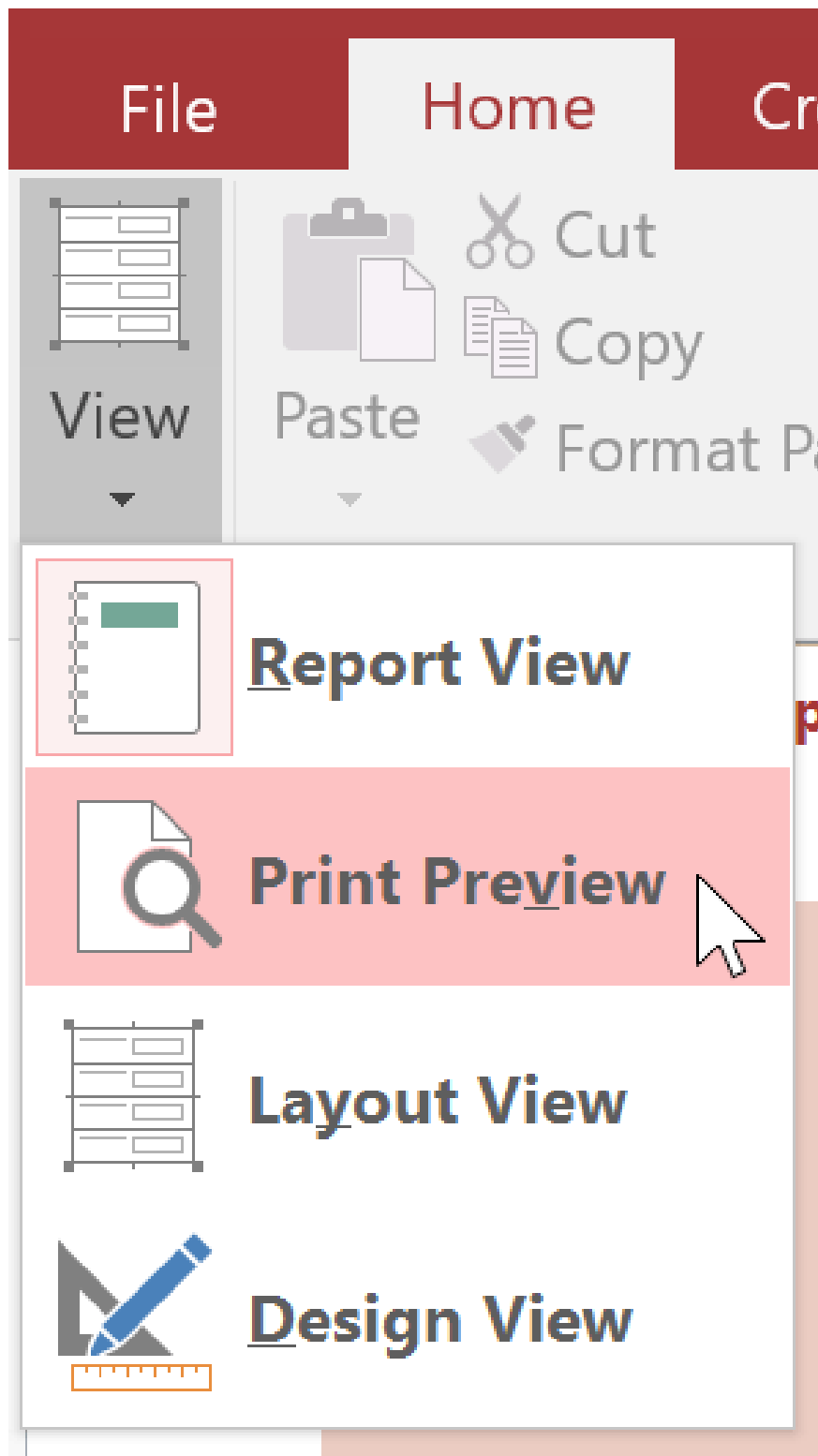
Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]
Cookies	Butter Pecan	One Dozen
Cookies	Butter Pecan	Single
Cookies	Butterscotch	Single
Cookies	Chocolate Banana Walnut	One Dozen
Cookies	Chocolate Banana Walnut	Single
Cookies	Chocolate Chip	Half-Dozen
Cookies	Chocolate Chip	One Dozen
Cookies	Chocolate Chip	Single
Cookies	Cranberry Walnut	One Dozen

Then the field will be deleted. Make sure that the title of the field is also deleted, by selecting the title> press **Delete** on the keyboard.

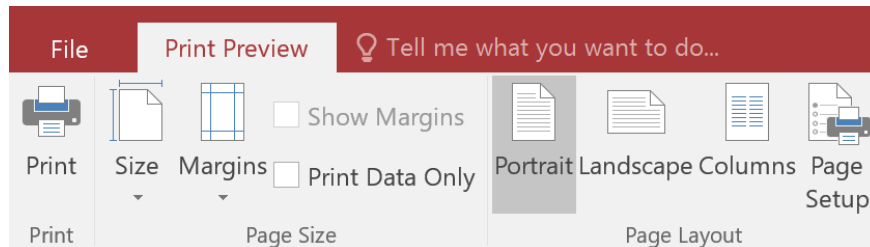
Cookies Sold		Wednesday,
Product Types	[Products Table].[Product Name]	[Sales Unit].[Product Name]
	Butter Pecan	One Dozen
	Butter Pecan	Single
	Butterscotch	Single
	Chocolate Banana Walnut	One Dozen
	Chocolate Banana Walnut	Single
	Chocolate Chip	Half-Dozen
	Chocolate Chip	One Dozen
	Chocolate Chip	Single
	Cranberry Walnut	One Dozen

Print and save the report in Print Preview

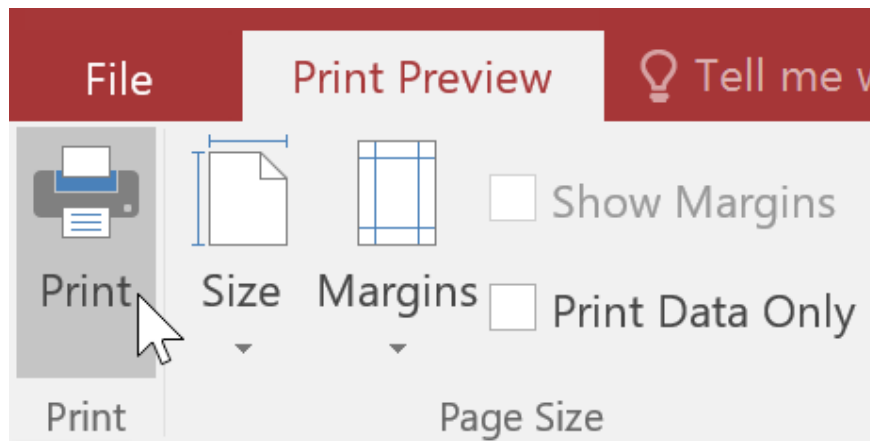
To print your report to **Home > View** > select Print Preview from the drop-down menu, the report will appear on the printed page.



If necessary, edit the page size, width, rotate the page with the commands in Print Preview.



When finished, click Print, the print dialog box appears, adjust the printing options and click **OK** to print the report.

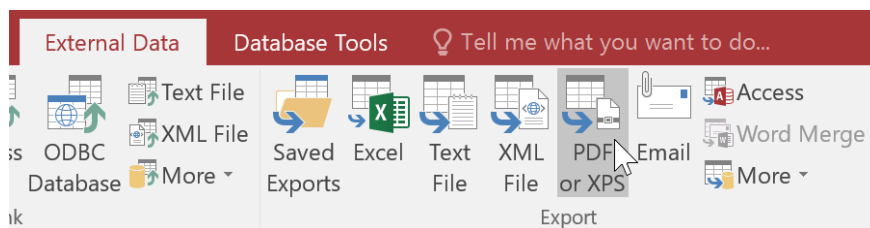


Save report

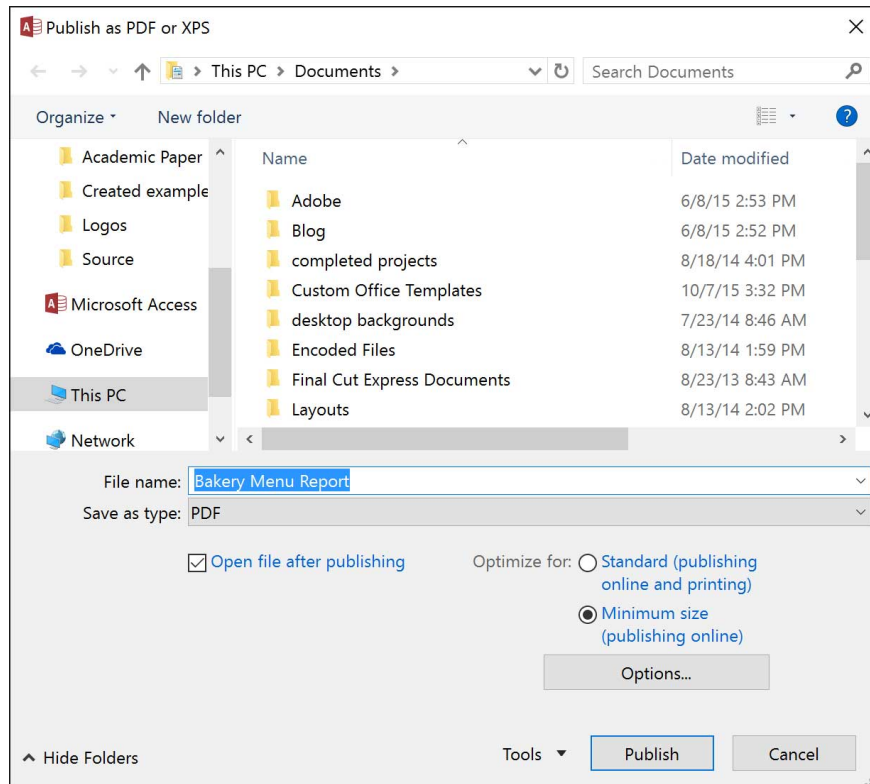
You can save the report in various formats such as Excel, text, PDF, HTML, etc. This is called exporting the report file. Thanks to this feature, you can view and edit the report to better suit your needs.

To export a report in Access 2016 you do the following:

In the **Home > View > Print Preview** tab> find the **External Data** group> select the file type, click **More** to see more options.



Select the folder you want to save the report> enter the name> **Publish** :

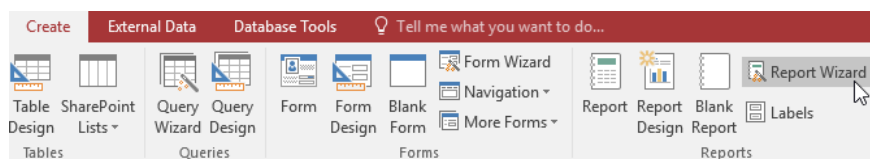


Advanced reporting options

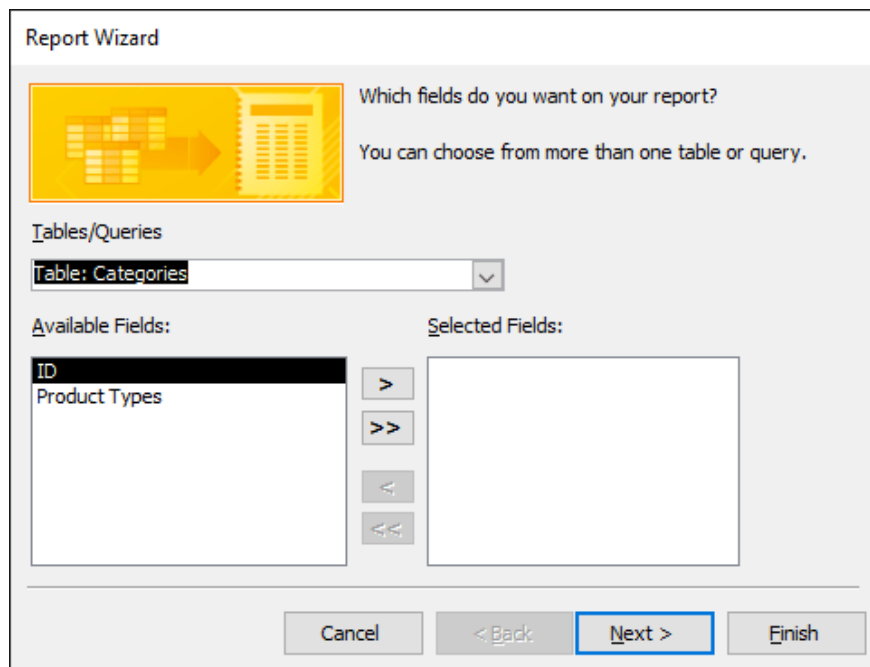
Report Wizard:

This tool makes it easier to create reports from multiple tables and multiple queries.

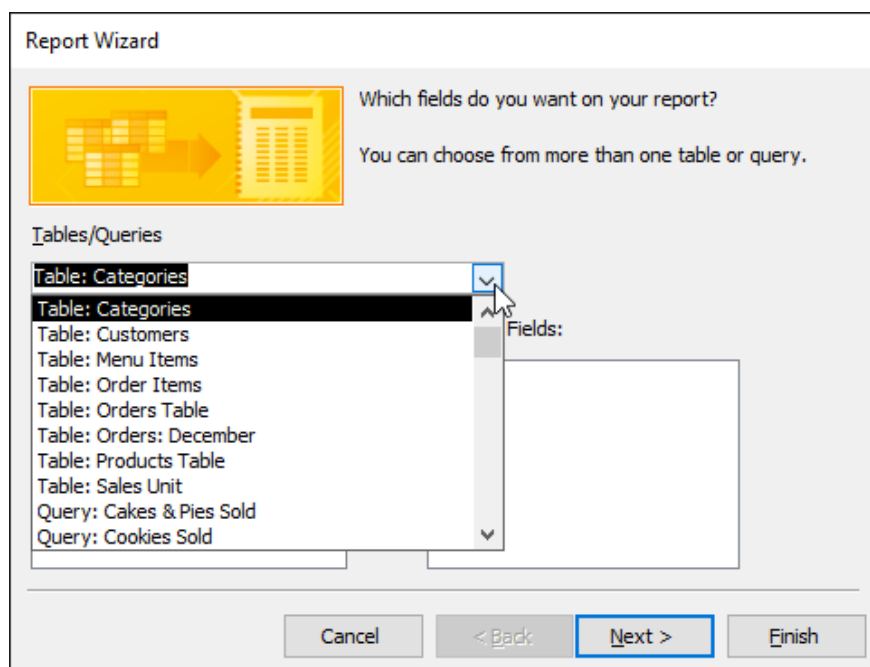
In the **Create** tab > **Reports** group > **Report Wizard** :



The Report Wizard will appear.



Select the field you want to appear in the report> click the right arrow> click **Next** :



Report Wizard

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

Tables/Queries
Table: Categories

Available Fields: Selected Fields:

ID		
Product Types	>	
	>>	
	<	
	<<	

Cancel < Back Next > Finish

Report Wizard

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

Tables/Queries
Table: Menu Items

Available Fields: Selected Fields:

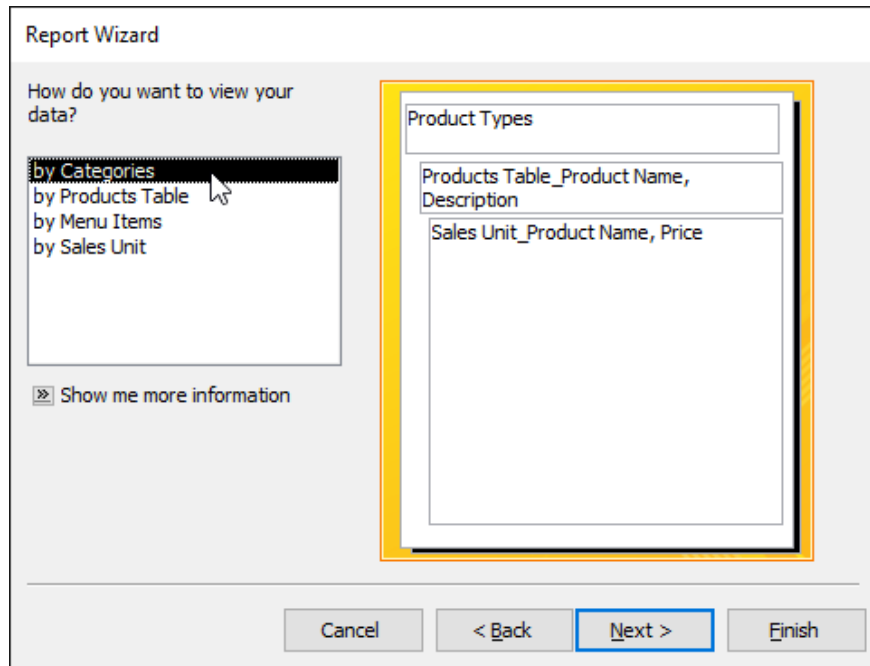
ID		Product Types
Product ID	>	Products Table.Product Name
Sales Unit ID	>>	Description
	<	Sales Unit.Product Name
	<<	Price

Cancel < Back Next > Finish

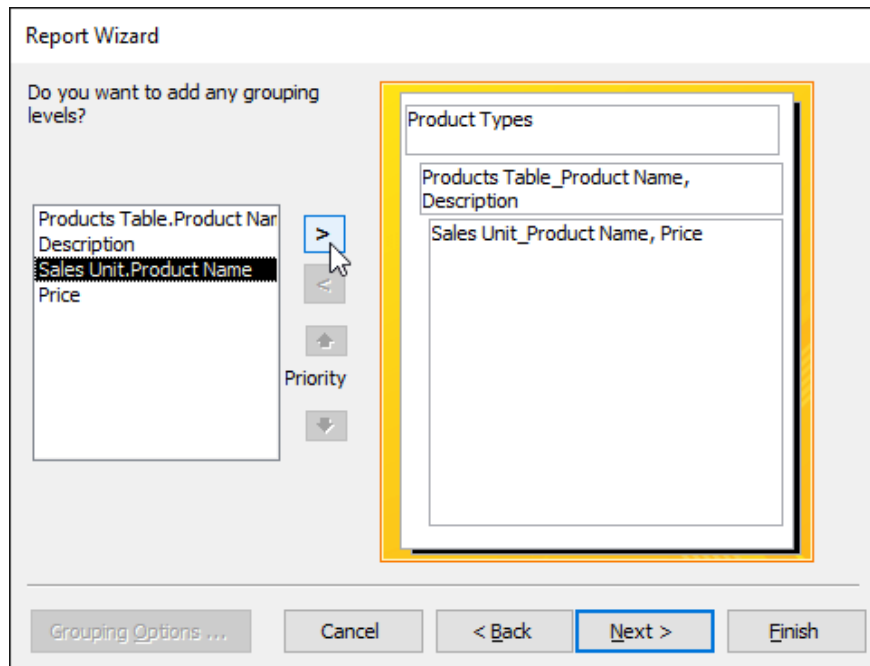
Presentation of the report:

If you only create a report from a table or a query, you can skip this step.

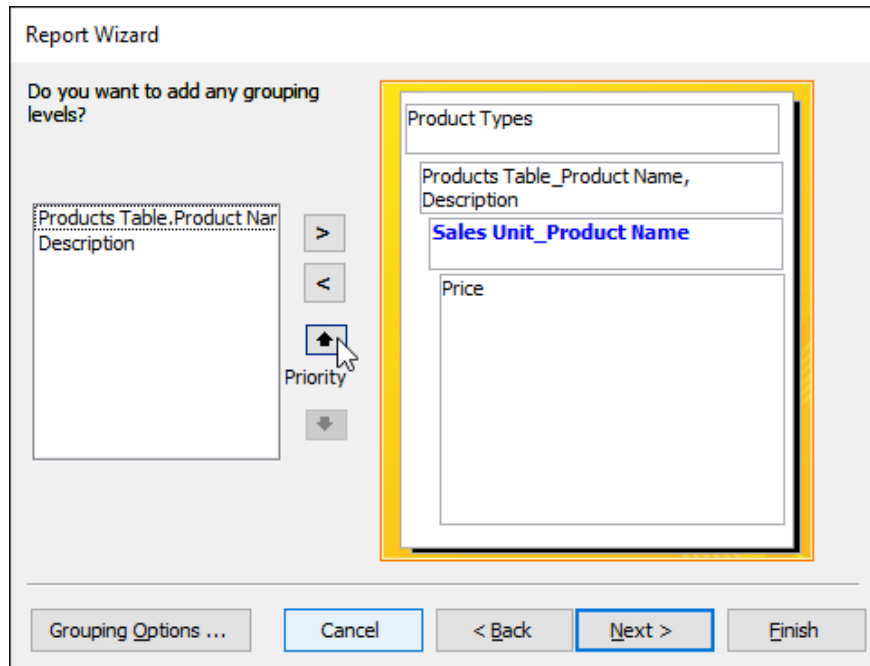
Select the option in the list to preview the report:



Click **Next** if satisfied with the presentation of the selected report. If not, you can customize group levels. Select a field from the list, then press the right arrow to add it to the new level.

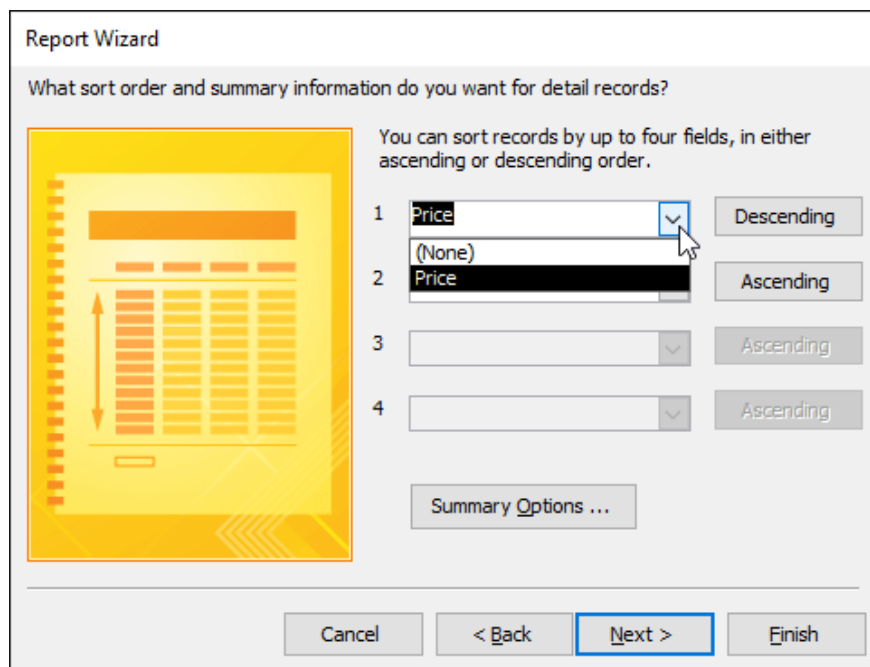


If necessary, you can modify the order of the grouped fields, by selecting the field and clicking the nose on **Priority** to move it up a step or down a step. Click **Next** when done.



Sort data in reports:

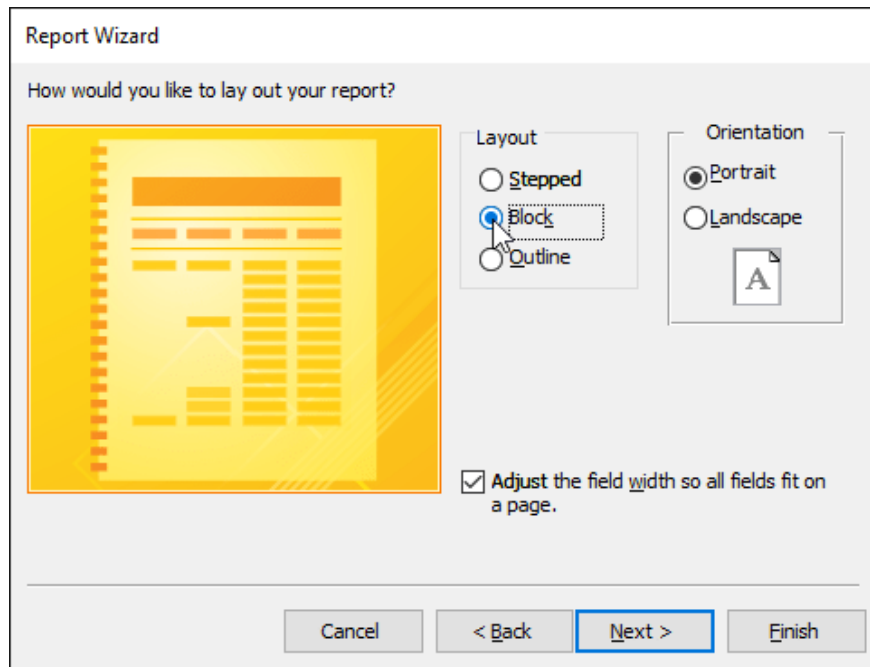
Click the arrow as shown, select the name of the first field you want to sort, then select the Ascending or Descending sort on the right.



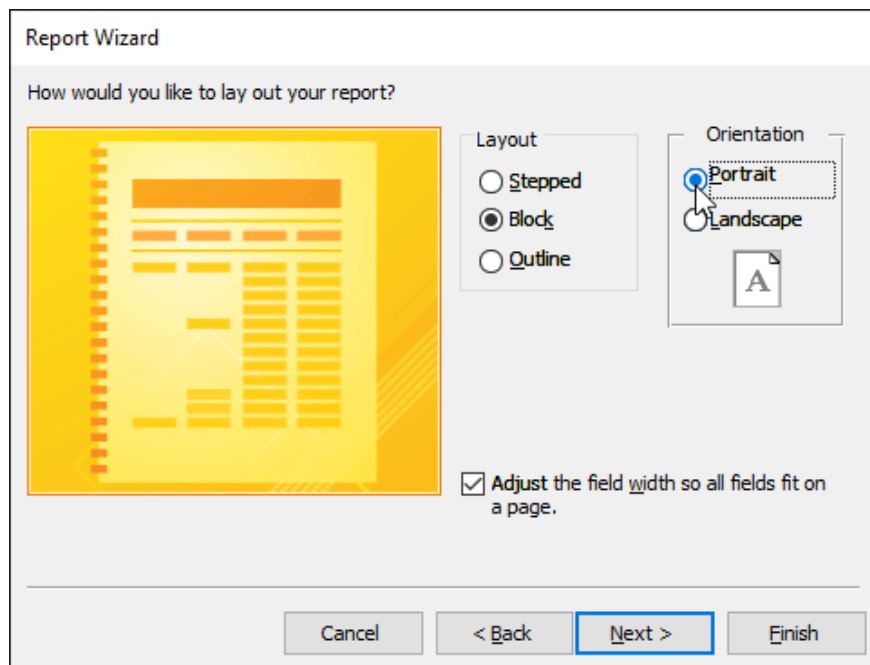
You can arrange up to 4 fields, the sort will be applied one by one from top to bottom, the first sort will be main. When satisfied with the layout you created, click **Next** .

Choose layout and report title

Click on the layout option to see what they look like, choose the one that's suitable for use.



Select vertical or horizontal rotation for the report.



When satisfied with the layout of your report, click **Next** , enter a title for the report, select whether you want to preview or modify its design, and then click **Finish**.

Report Wizard

What title do you want for your report?

Menu Report

That's all the information the wizard needs to create your report.

Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

Cancel < Back Next > Finish

Report format

Like other applications in Office 2016, Access allows you to edit text colors, fonts, add images and more.

Edit the header and footer of the report:

To view and edit the header, footer of the report, select **View > Design View** . Headers and footers are placed in the blank section below the Page Header and Page Footer:

Bakery Menu Report

Report Header

SongBird Bakery

Menu

Page Header

Categories_ID Header

Products Table_ID Header

Sales Unit_Product Name Header

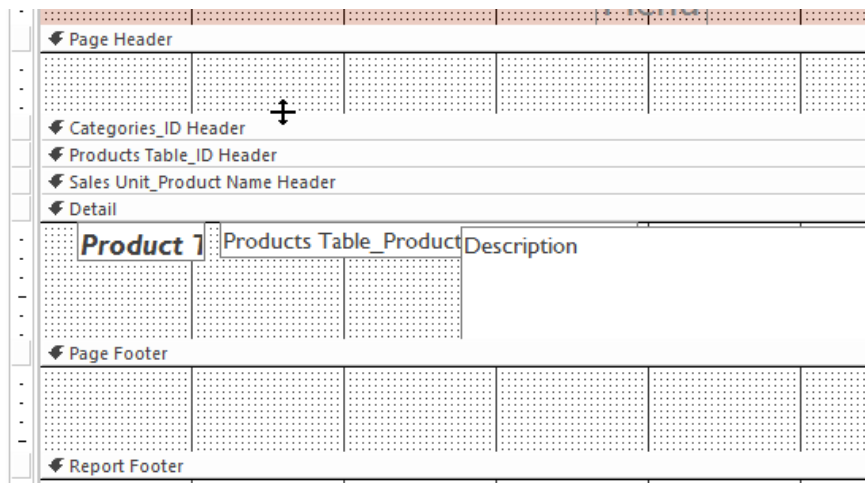
Detail

Product | Products Table_Product | Description

Page Footer

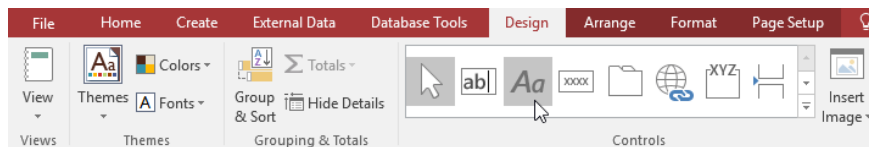
Report Footer

Depending on the design of the report, you will sometimes see no whitespace in the header and footer as shown. If this is the case, you must change the header size and footer before adding anything to it. Just click on the border and drag is okay.

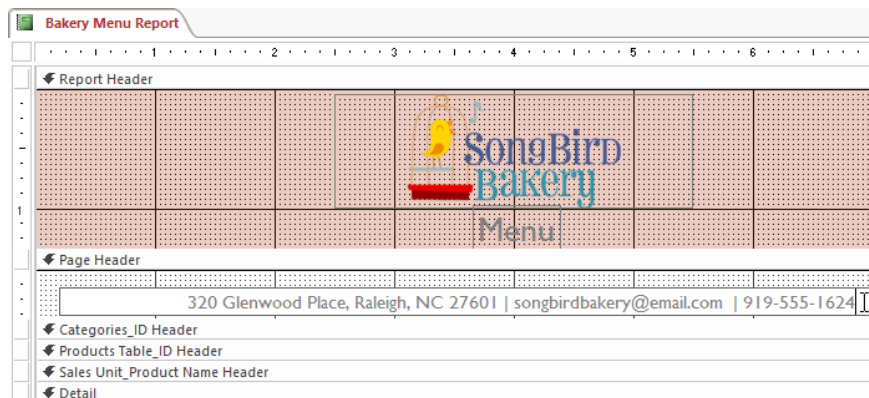


Add text to the header, footer:

Select the **Design** tab > **Controls** group > **Label** > drag the mouse in the white area to create a label, release the mouse when the desired size is reached.

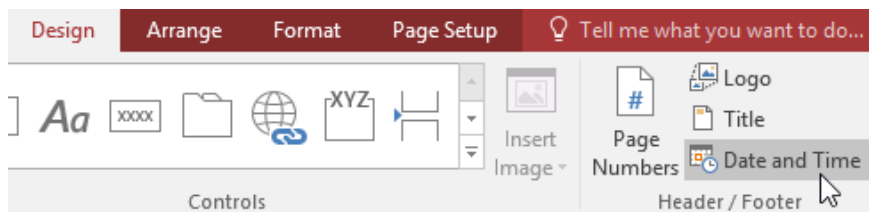


Click on the newly created label to enter the text you need:

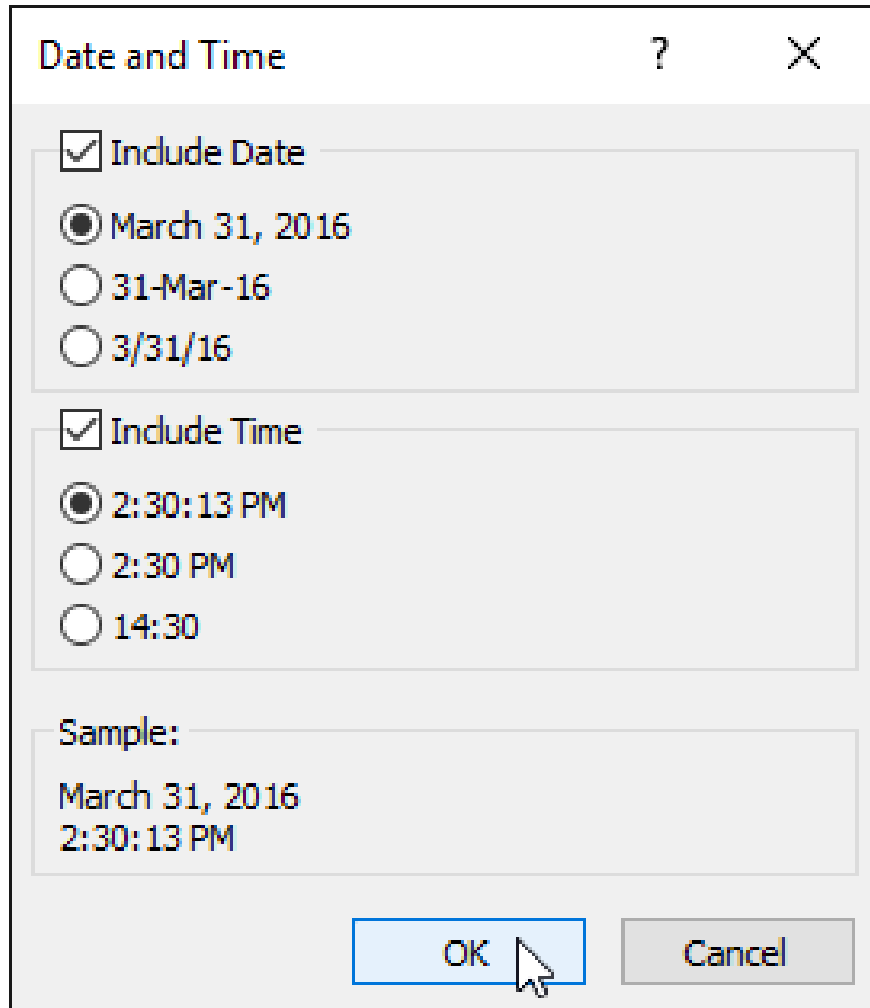


Adding dates to the header, footer:

In the **Design** > tab **Header / Footer** > **Date and Time** group :

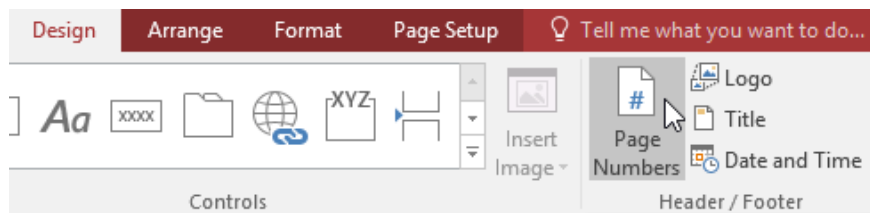


The dialog box appears, select the preferred date format, click **OK** .



Add page numbers to the header or footer:

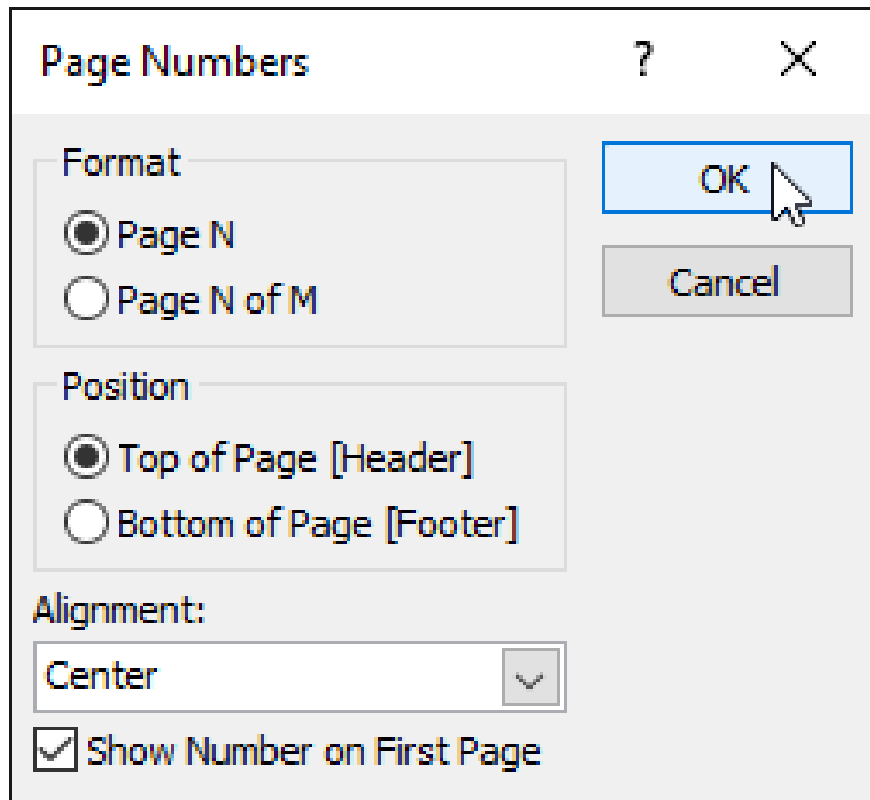
In the **Design > Header / Footer tab > Page Numbers** :



The Page Numbers dialog box appears. Under **Format > Page N** to display only the number of the current page or **Page N of M** to display the current page number and the total number of pages.

Under **Position** , select **Top of Page** or **Bottom of Page** so that the number of pages appears at the top or bottom of the page.

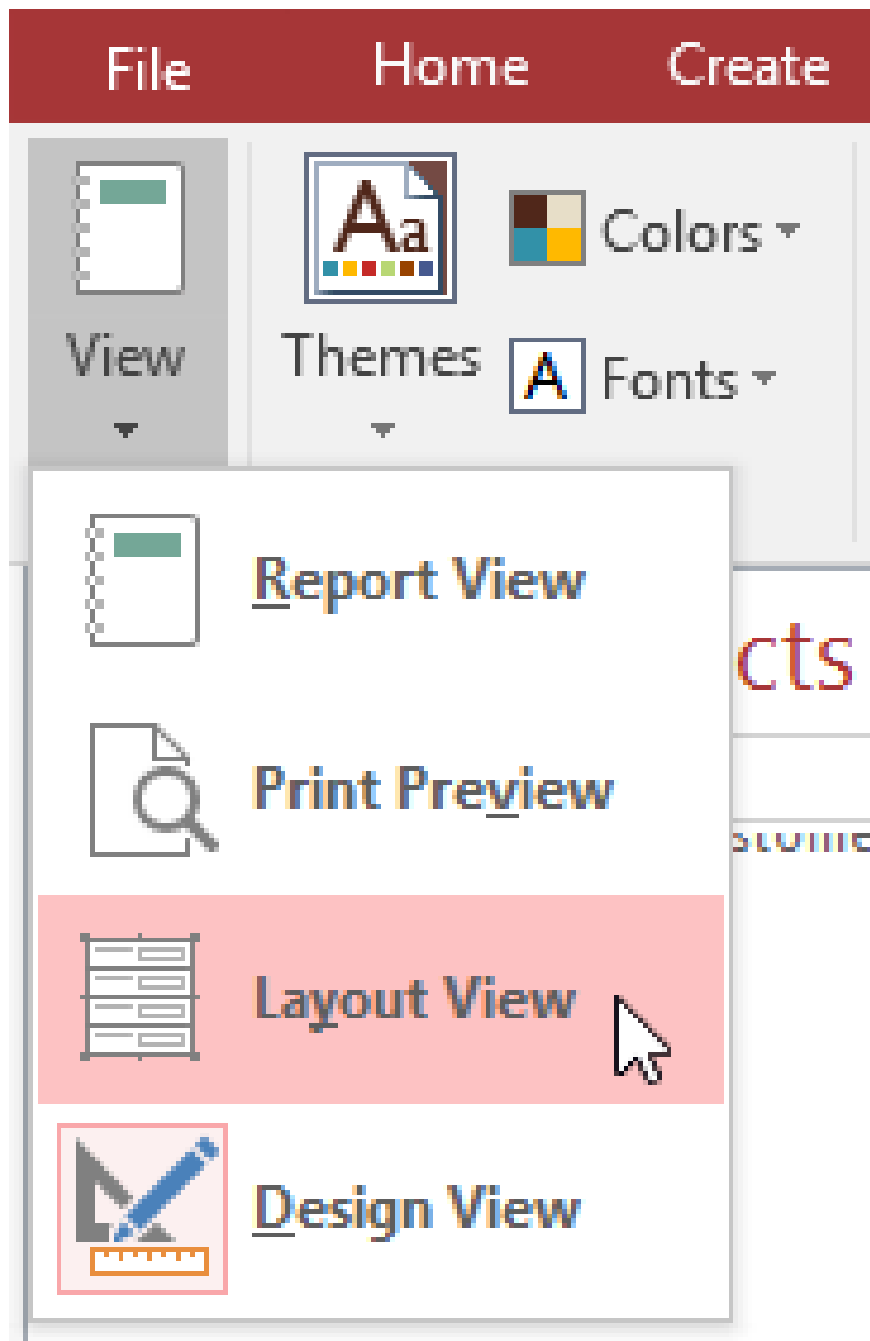
Click on the drop-down arrow and select the alignment for the page number. When satisfied, click **OK**.



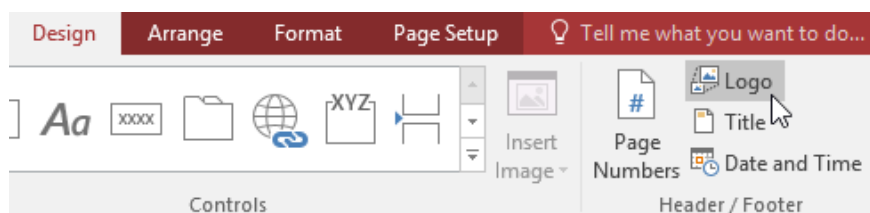
Customize the look of the report:

Add a logo:

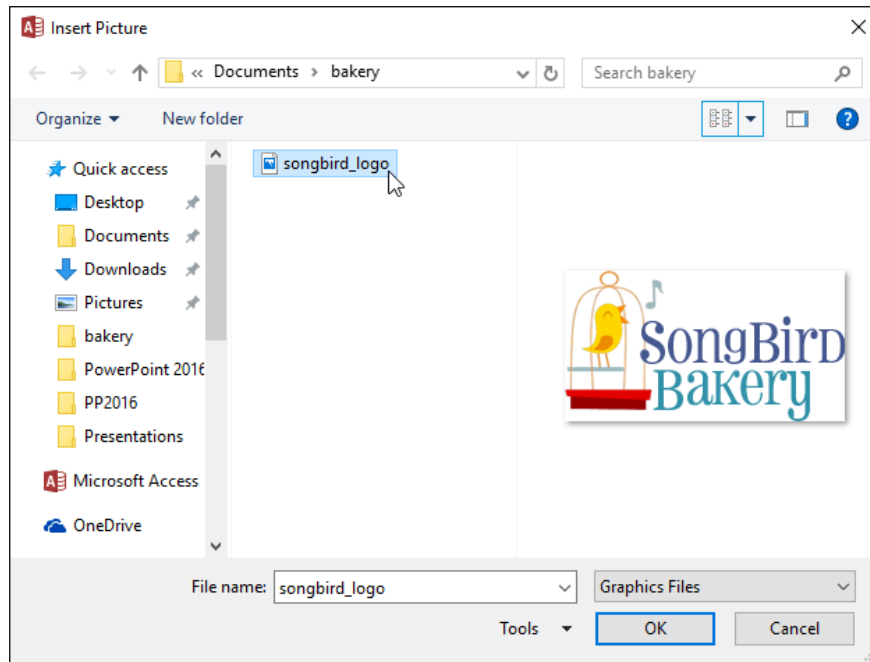
Go to **Design > View > Layout View** tab from the drop down list:



In the **Header / Footer** group> **Logo**



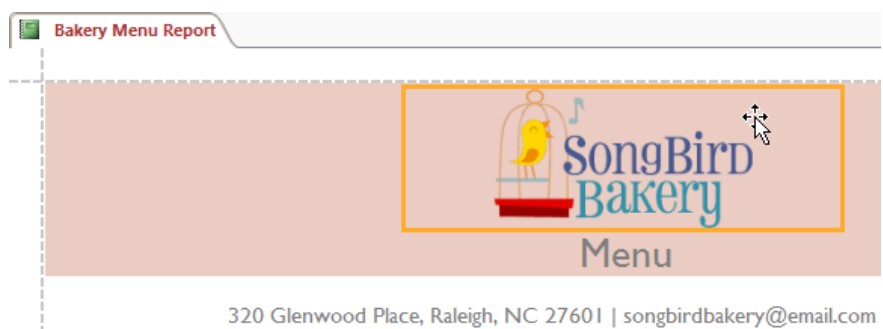
Select the logo you want to add> **OK** .



A small image of the logo will appear, drag to when the desired size is reached.

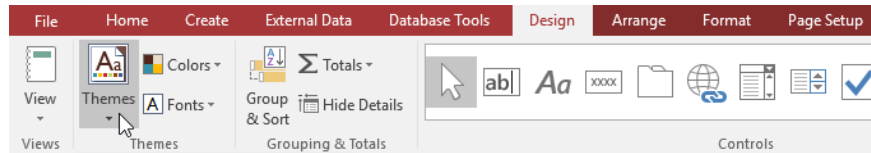


If necessary, move the logo to the desired location by dragging and dropping.

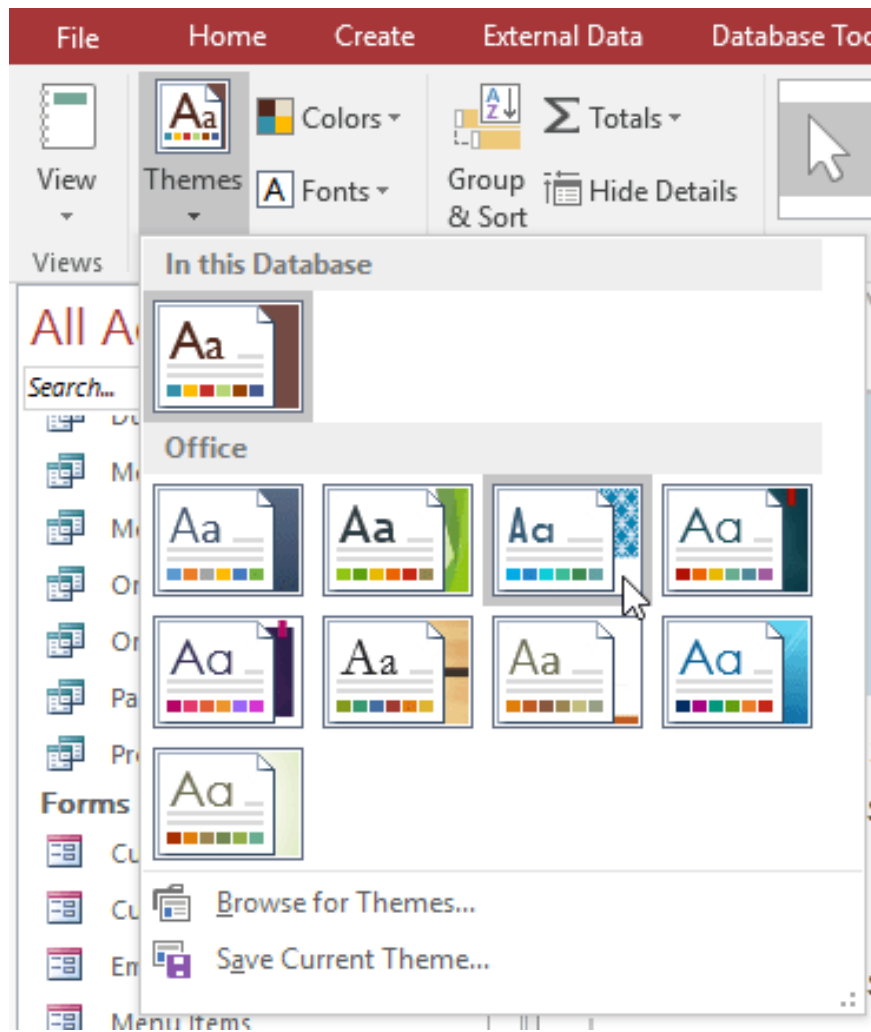


Change theme report:

Go to the **Design** tab > **Themes** > **Themes** group:




Select the theme you want:



The theme will be applied to the entire database:

Bakery Menu Report



SongBird Bakery

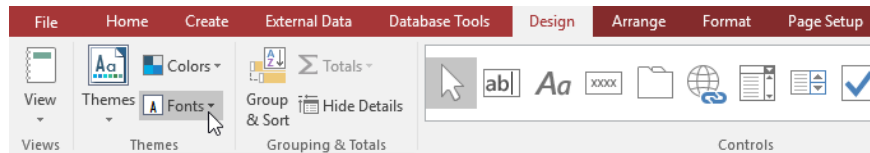
Menu

320 Glenwood Place, Raleigh, NC 27601 | songbirdbakery@email.com | 919-555-1624

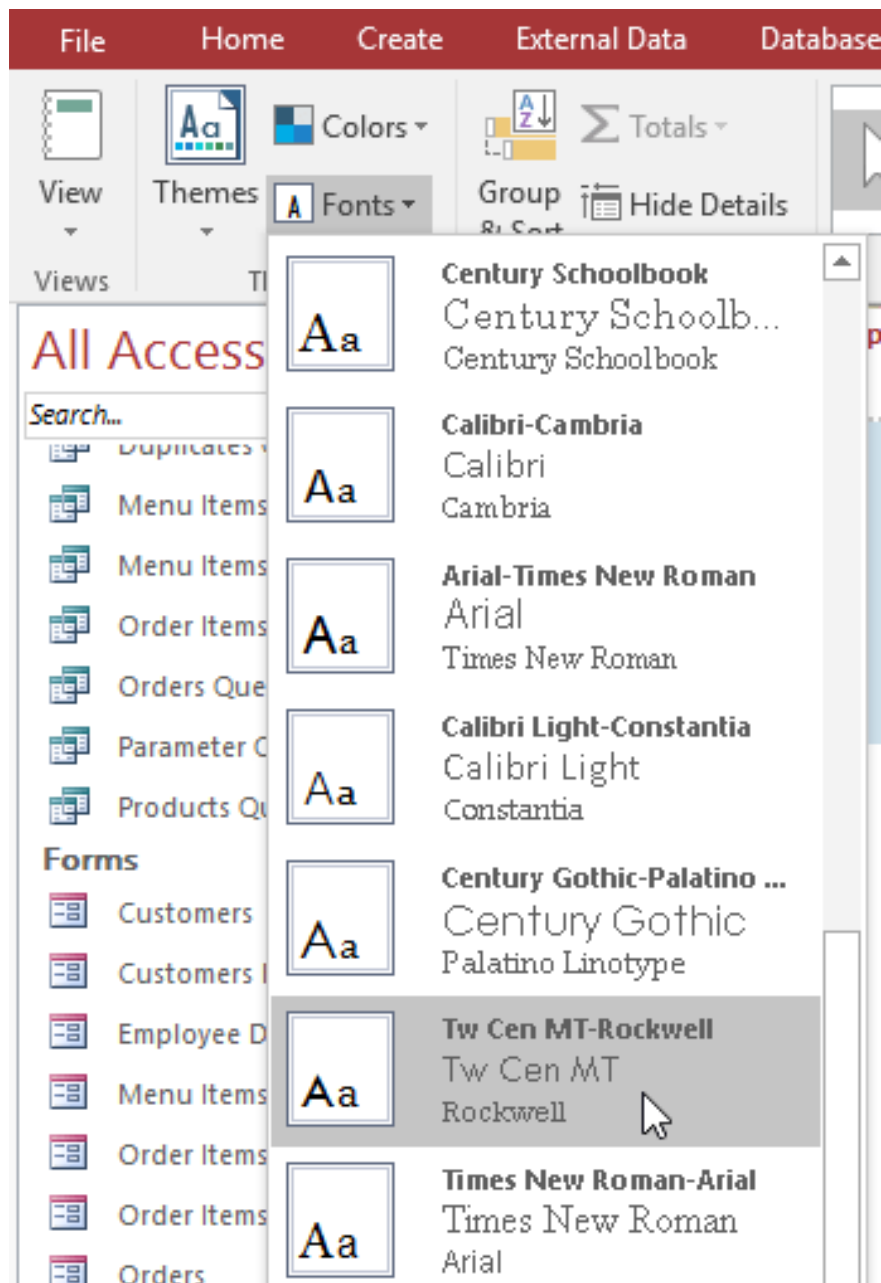
Cakes	Fudge Marble	The cake that dares ask the question: what if marble were made of three types of chocolate? The answer... delicious.
Cakes	French Vanilla	Oo la la! Some people might say this cake has a certain je ne sais quoi... but we "sais quoi"-- lots of vanilla.
Cakes	Strawberry Swirl	A dizzying swirl of strawberries and crème. Hold on tight!
Cakes	Cookies n' Cream	Like dipping oreos and milk, but a cake, and not at all soggy.

Change theme font:

In the **Design** tab > **Themes** group > **Fonts** :



Select the font you want:



The font will be applied to the entire database:



320 Glenwood Place, Raleigh, NC 27601 | songbirdbakery@email.com | 919-5

Cakes	Fudge Marble	The cake that dares ask the question: what if marble were made of three types of chocolate? The answer... delicious.
Cakes	French Vanilla	Oo la la! Some people might say this cake has a certain je ne sais quoi... but we "sais quoi"-- lots of vanilla.
Cakes	Strawberry Swirl	A dizzying swirl of strawberries and crème. Hold on tight!
Cakes	Cookies n' Cream	Like dipping oreos and milk, but a cake, and not at all soggy.

In the next lesson, we will learn how to edit the table in Access, select the data type for the field, limit the data, the number of characters for the data entered in the field, and how to set the error message for the user. when they enter the wrong data. Please read it.

Next article: [Edit tables in Access 2016](#)

Previous article: [Options to create data queries in Access 2016](#)

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