Microsoft Access 2016
Intro to Forms and Reports

Access 2016: Intro to Forms and Reports

2.0 hours

Topics include using the AutoForm/AutoReport tool, and the Form and Report Wizards. Creating Forms and Reports in the design view - including: using the property sheet; field placement, sizing, aligning, and Formatting; simple command buttons; working with multiple sections on a Report; stacked and tabular tables; sorting Reports; and creating mailing labels.

Pandora Rose Cowart
Education/Training Specialist
UF Health IT Training
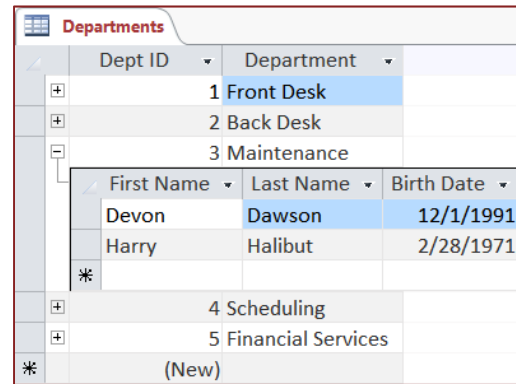
C3-013 Communicore   (352) 273-5051
PO Box 100152   prcowart@ufl.edu
Gainesville, FL 32610-0152 http://training.health.ufl.edu

Departments Form

When you open the Departments table you can see that it is in a relationship by the expand (+) buttons at the beginning of each record. When you click on the button Access will show you the employees that work for that department. One department can have Many employees.

- If the table is participating in multiple relationships, the first time you click on the expand button, Access may ask you to choose the subdatasheet.

- The **Subdatasheet** can be changed or removed from the **More** menu in the **Records** group on the **Home** tab.

- The attached Subdatasheet will embed a copy of the table inside an instant Form. This is fine for simple data entry, but if you want to do anything beyond, you may be better off creating a subForm.
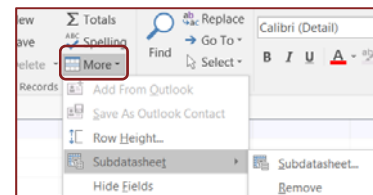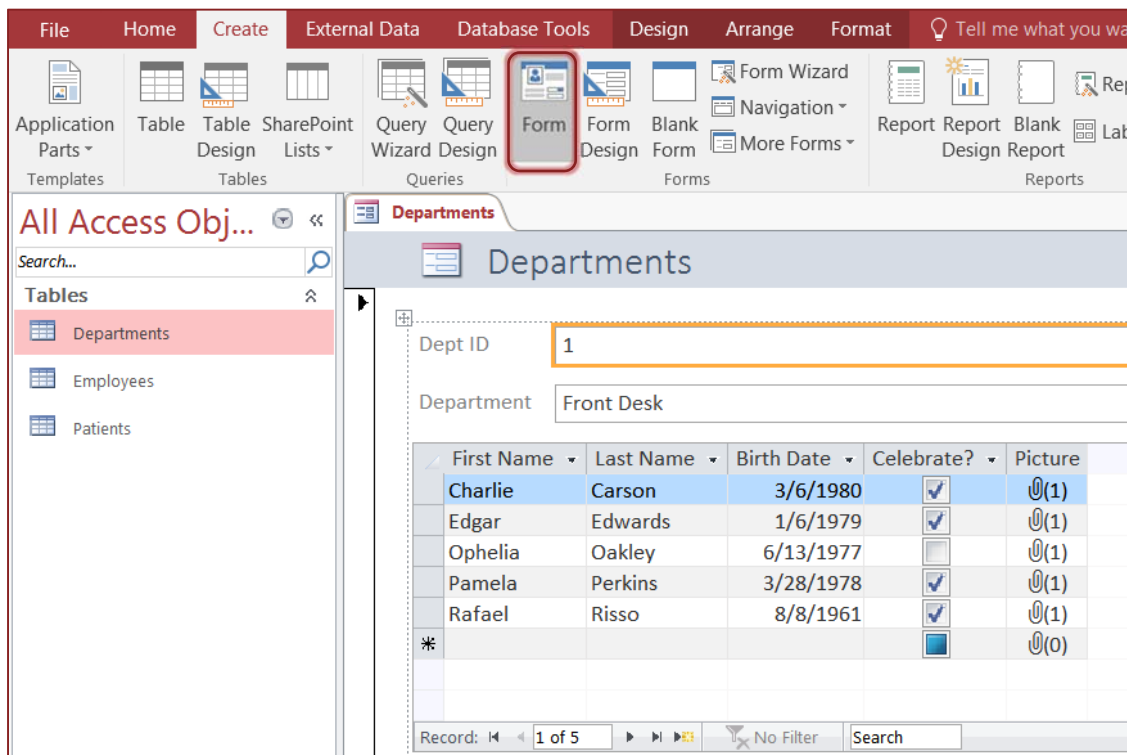
Create an instant Form with Subdatasheet

1. Select Departments Table

2. From the **Create** Tab, in the **Forms** group, click the **Form** button

3. Close and Save as **Departments**

Employees Forms

The Employees table has several data types. Looking at the design and the data we can see several differences.

Employees

First Name ▾	Last Name ▾	Birth Date ▾	Celebrate? ▾	Dept ID ▾	Picture
Annie	Appleton	6/18/1965	☑	Back Desk	◊(1)
Billie	Blackthorn	3/5/1962	☐	Back Desk	◊(1)
Charlie	Carson	3/6/1980	☑	Front Desk	◊(1)
Devon	Dawson	12/1/1991	☑	Maintenance	◊(1)
Edgar	Edwards	1/6/1979	☑	Front Desk	◊(1)
Frances	Fraser	10/13/1990	☐	Back Desk	◊(1)
Greta	Garber	1/1/1980	☐	Financial Services	◊(1)

Employees

Field Name	Data Type
🔑 Emp ID	AutoNumber
Emp First Name	Short Text
Emp Last Name	Short Text
Emp Birth Date	Date/Time
Emp Celebrate	Yes/No
Emp Dept ID	Number
Emp Picture	Attachment

General | Lookup

Field Size	255
Format	
Input Mask	
Caption	First Name
Default Value	

- Emp ID is the <u>AutoNumber</u> key in this table, but we don't see it in the Datasheet view. This is because the field has been hidden. Right-click on any fieldname in the Datasheet and choose **Unhide fields** to show and hide the columns of this view.

- <u>Field Name vs. Caption</u> – The titles showing in the Design view have "Emp" in front of each field name, but the titles in the Datasheet view do not. This is because of the *Caption* property, shown above.

- <u>Yes/No</u> fields appear as check boxes in the datasheet view.

- <u>Attachment</u> fields show as a paperclip with the number of attachments in parentheses.

- In the Datasheet view, the Dept ID is showing the name of the department, but in the Design view it's listed as a number. This is a clue that the field has <u>Lookup</u> properties.

Create an instant Form with Split Form

Split Forms shows the Form view and datasheet view in the same window. The split settings can be adjusted in the Form properties. This includes where the datasheet appears (*orientation*), and if you can edit the data in the datasheet portion.

Property Sheet ✕

Selection type: Form

Form ▾

Format | Data | Event | Other | All

Split Form Size	2.25"
Split Form Orientation	Datasheet on Bottom
Split Form Splitter Bar	Yes
Split Form Datasheet	Allow Edits
Split Form Printing	Datasheet Only
Save Splitter Bar Position	Yes

1. Select Employee Table

2. From the **Create** Tab, in the **Forms** group, click the **More Forms** option, choose **Split Form**.

   · The top half of the window will vary based on your window/screen size.

Employee Split

Employees

First Name	Annie
Last Name	Appleton
Birth Date	6/18/1965
Celebrate?	☑
Dept ID	Back Desk ▾

Picture

First Name ▾	Last Name ▾	Birth Date ▾	Emp Celebr ▾	Emp Dept ID ▾	📎
Annie	Appleton	6/18/1965	☑	Back Desk	◊(1)
Billie	Blackthorn	3/5/1962	☐	Back Desk	◊(1)
Charlie	Carson	3/6/1980	☑	Front Desk	◊(1)

3. Close and save as **Employee Split Form**

Create an instant Form with Multiple Items

Multiple Items Forms show multiple records like a datasheet, but each record can have Form objects, such as a button on each record, and can display Formatting you would not see in the datasheet view, such as images instead of the attachment paperclip.

- The Form Wizard calls this a *Tabular* layout.
- To modify a single record Form into a multiple items Form change the Form property **Default View** to *Continuous.*

1. Select Employee Table
2. From the **Create** Tab, in the **Forms** group, click the **More Forms** option, choose **Multiple Items**
3. Close and save as **Employee Multiple Items**

Create a Form with Wizard (Justified)

The wizard allows us to pick the fields from one or more (related) tables and queries, set a layout, and automatically saves the result.

1. Select Employee Table.

2. From the **Create** Tab, in the **Forms** group, click the **Form Wizard**.

3. Use the double arrow to bring over all the fields from the employee table, then use the single arrow to exclude the Dept ID.

4. Choose the ***Justified*** layout.
   This layout will try to fit fields on the same row whenever possible.

   · Columnar – Single Form

   · Tabular – Multiple Items

   · Datasheet – Table view

5. Title the Form **Employees Justified**.

Access looks at the field size property to decide the size of the text box. If you look in the table, you'll see the field size for the names is set to 255.

Patients Form

The wizard and instant Forms are a good starting point, but there's nothing quite like building your own.

Create a Form in Design view

1. From the **Create** Tab, in the **Forms** group, click the **Form Design**.

2. Open the property sheet.

   - Button on the far right of the Design tab
   - Right-click menu (almost anywhere)
   - Double-click (almost anywhere)
   - Keyboard shortcuts – Alt-Enter and Function key F4

3. Click in the Grid to see the *Section* **Detail** properties.

   · Change the *Height* property to 2"

4. Click outside the grid to see the *Form* properties.

   · Change the *Width* property to 5"

   · Change the *Record Source* property to **Patients**

   · *Allow Datasheet View:* **No**; *Allow Layout View*: **No**

5. Open the field list with the **Add Existing Fields** button on the Design tab.

   · If you need a field that is not showing on the Field List you need to adjust your record source. The field has to exist in a table or Query to be on this list. Avoid using the "Show All Tables" option, as that will embed a hidden Query and may cause issues later.

6. Drag field **Pt Med Rec** from Field List onto the Form approximately 1" down, 2" across.
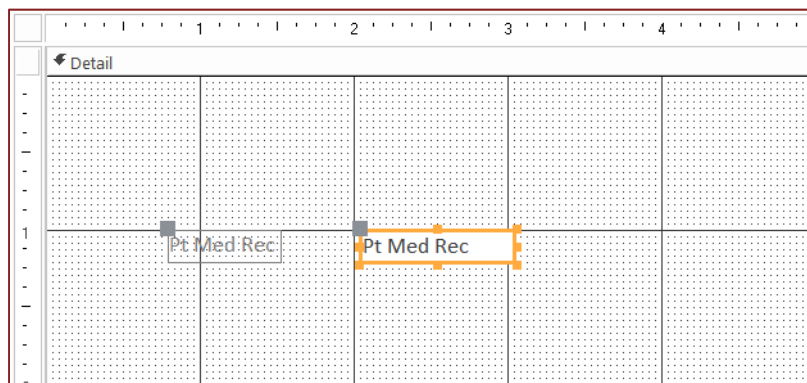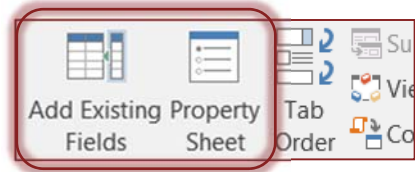
   · Access drops two boxes on the Form. The left box is called the **Label**, the right is a **Text Box**.

   · **Labels** appear the same in every view, and will show the caption property if one was set in the table.

   · **Text boxes** show the field name in the Design view and the data in the Layout and Form views.

   · Be aware that the label always drops over an inch away from the text box, so when you add the fields from the field list, remember to give yourself a buffer of space.

Resizing

When you place your mouse on the any of the selected objects sizing handles – the small boxes at the top, bottom, left right, and corners of your selection – you will get a double arrow (↗ ↘ ↕ ↔). Click and drag the mouse and the box will resize the selected items. Access anchors in the upper left corner, so you will resize your object from this corner.

The Shift key used in conjunction with the arrow keys on the keyboard, allow you to adjust the size of your object. Using Shift and Ctrl will resize a quarter of a grid point at a time. The Arrange has a Size group where you can adjust the objects relative to each other.

Moving with the Mouse

When you place your mouse anywhere on the edge of the text box, between the sizing handles, your mouse arrow will turn into the move pointer (⊕). This pointer also appears when you click and hold on an unselected object. When you click and drag the mouse while the pointer shows this arrow, both the label and the text box will move. Watch the shadow in the ruler to see your selection.

The upper left corner of the label and the text box both show a square larger than the sizing handles, this is to identify the link between the text box and its label. When you place the mouse in this large square, your pointer will still show the moving pointer (⊕), however when you drag from this corner the item will move independently of its partner text/label box. To separate a label from its text box, you can cut and paste the label. Again, watch the shadow in the ruler to see your selection.

Moving with the Keyboard

You can move items one grid point at a time by using the arrows on the keyboard; you can move an object a quarter of a grid point by pressing **Ctrl** in conjunction with the arrow keys.

Blank Text Boxes and Labels

The Text Box and Label controls can be found in the **Controls** group on the Design tab. Click once on the option, then click where you would like the control to be placed on the Form. The text boxes will be unbound because they are not linked to the datasource or a Formula.

Build a Form in Design view

1. In the Design view, delete the Pt Med Rec text box and use the Field List (Add Existing Fields) to create this Form:

   · Try to keep the Form 5"x2"

   · Make sure you can view all the labels in the Form view

   · Save as **Patients**

Organize Form Controls

1. In the Design view, try to clean up the Form. Use the tools on the Arrange tab to Align and space the fields. Many of the Align, Size, Position, and Layout groups can be found through the right-click menu.

Making Multiple Selections

- **Shift Key:** To select more than one item in the design view, click on the first item and then hold down the shift key on the keyboard and click on each subsequent item you wish to select. If you mean to include the labels, don't forget to click on them as well.

- **Items in a Line:** When the objects you would like to select are all in a row or column, you can click in the ruler and Access will select everything in the path of that selection.

- **Selection Box:** If you click in a part of the grid that is unoccupied by any objects and drag the mouse over the objects you would like to select, you will see a selection box being drawn. Any items that the selection box touches will be selected be careful with this, especially in Reports where there are so many lines.

Arrange Size and Space

Size - The **To Fit** option is the same as double-clicking on the sizing handles, it will fit all the selected objects to their own best fit. It will always adjust the height, but for controls bound to a control source, Access will only adjust the height, not the width.

Tallest and **Shortest** are the vertical sizes, **Widest** and **Narrowest** are the horizontal sizes. As you move and align objects it's possible they will shift off the grid. The **To Grid** option helps keep controls lined up.

Space - The spacing options will only be available when you have multiple items selected. We use this instead of "align center" to adjust the spacing between the selected objects. Text boxes will often move their labels with them. To adjust the spacing of the text boxes, use your shift key to ONLY select those controls before you change the spacing.

Grid - The **Grid** helps give us a visual alignment, but when a Form/Report becomes complicated, sometimes it's nice to turn off the Grid so you can see more details. The **Snap to Grid** option will help line up objects as you move them around the Form/Report.

Grouping - Several objects can be grouped together so when they are moved or deleted, Access will take the whole 'group'.
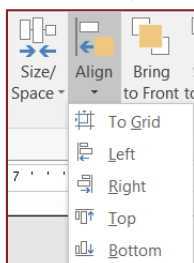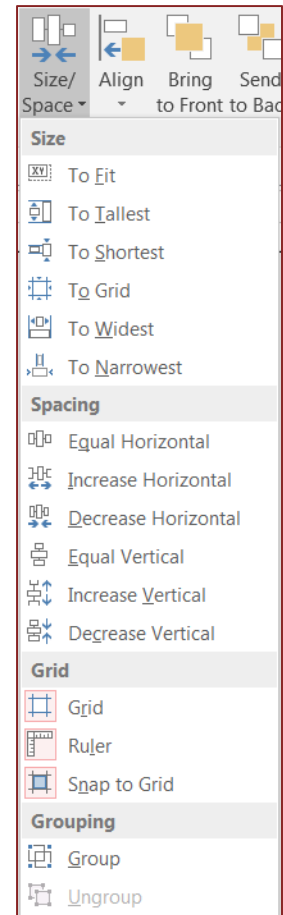
Aligning Objects

These options will only be available if more than one object is selected. Unlike the other Microsoft Office products, Access's **Align** feature has no Center or Middle, to adjust your controls it would be better to use the vertical/horizontal spacing found under the Size/Space button.

Navigating Records in the Form

Tab Order

The Tab Order button opens a window to help you adjust the order the keyboard will move through the controls in the Form View, using the Tab, Enter, or Arrow keys.

If the Form is aligned properly, you can usually press the Auto Order button at the bottom of the window. To customize the order use the small gray select box in front of each control name. This window can be frustrating because those little gray boxes are all you can click on in the fields.

1. In the Form view, navigate through the fields (text boxes) using the keyboard.

    - Enter, Tab, Down, Right -> Forward
    - Shift-Tab, Up, Left -> Backwards
    - F2 to edit, or click inside

2. In the Design view, switch the placement of the First Name and Last Name. Drag, Drop, Align.

3. In the Form View, navigating through the fields we can see the tab order is out of sync.

4. In the Design view, adjust the **Tab Order**.

    · Tab Order can be found on the Design tab or by right-clicking in the Detail section grid.

5. Try to rearrange the fields into alphabetical order.

    · Address through Zip

    · Click on the box in the front of the field name. Click in the same box and drag. Think "*Select Then Move*".

6. Click on the **Auto Order** button. If necessary, adjust the fields.

Command Buttons

1. In the Design View, expand the height of the detail section to around 2.5".

2. Click the Command Button option in the controls listed on the Design tab.

3. Click on the Form where you want the button to appear. Remember you are dropping the top left corner of the button to be. This should launch a Command Button Wizard.

    · If a button is created, but the wizard does not appear, open the control gallery and choose the **Use Control Wizards** option

4. Create three buttons.

    · Go to Next Record

    · Go to Previous Record

    · Close Form

<u>Command Button Wizard</u>

Step 1: What do you want to happen?

Record Navigation – Moving between or searching for records

Record Operations – Adding, deleting, duplicating records

Form Operation –Close Forms, Open Forms (this is how we make menus, open Form buttons!), Filter Forms

Report Operations – Print Reports, Preview Reports, Email Reports

Application – Exit Access

Miscellaneous – Run Queries and Macros
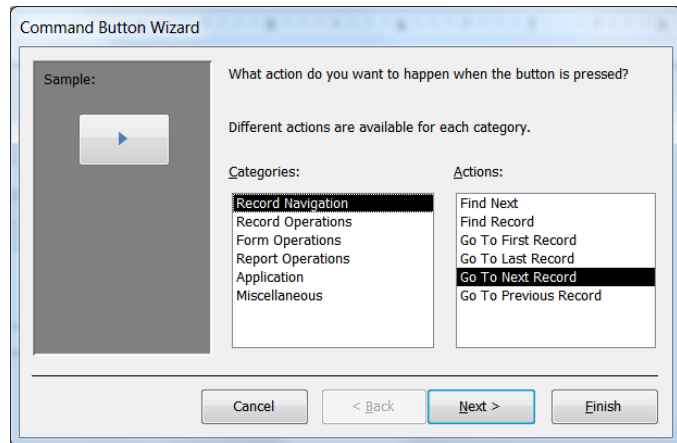
Step 2: How do you want the button to look?

Text – You can put text on the buttons. If you want a Hot Key option, like the <u>B</u>ack and <u>N</u>ext button in this wizard, put an & in front of the letter you want.

Picture – The wizard will offer you common images used with the action you chose. You can click on the Show All Pictures button to see all the images in the button library. You can put any BMP image on a button, use the Browse button to find your picture.

Both?! – Yes, you can put a picture and words on the same button, but not through the wizard. Look for the **Picture Caption Arrangement** property after the button is created.
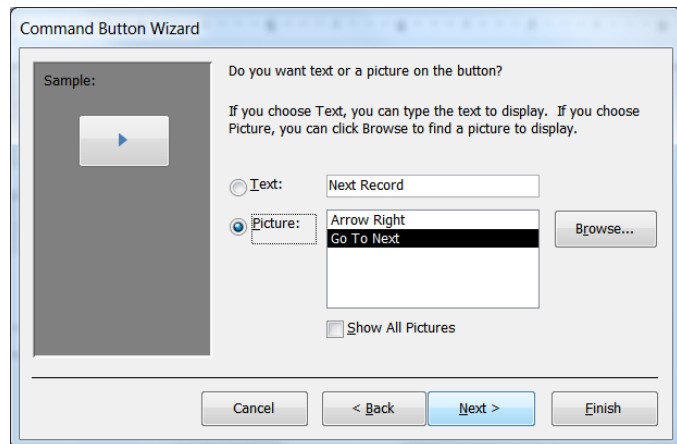
Step 3: What do you want to name it?

Access doesn't care what you name your database objects, again naming is for our convenience. The name you choose here will be what appears on the object list in the properties and in the Tab Order window. Make your life easier and use a good name!
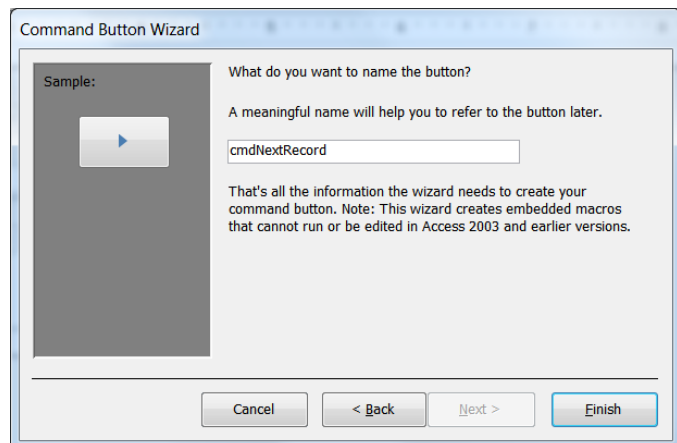
Patient Reports

Instant Report

There's 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					
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 Layout Columnar

Report Layout Tabular

Report Layout Justified

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.**

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*

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

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.

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'd like the box to appear.
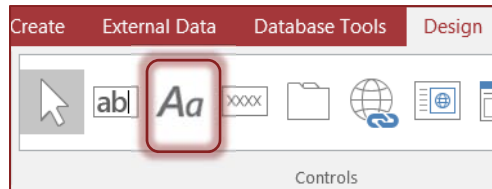
5. Type "Created by [your name]"

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. The wizard already saved it, so you won't have to name the Report.

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.

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 can't 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 isn't 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 your 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.

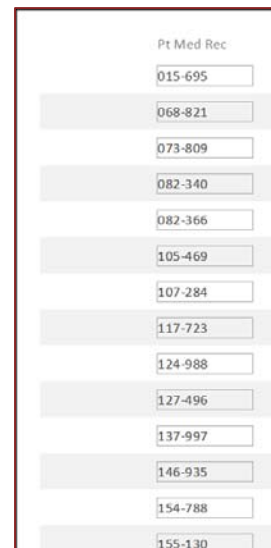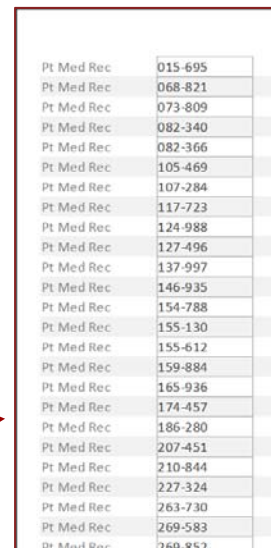8. Close and Save as **Patients Draft 1**.

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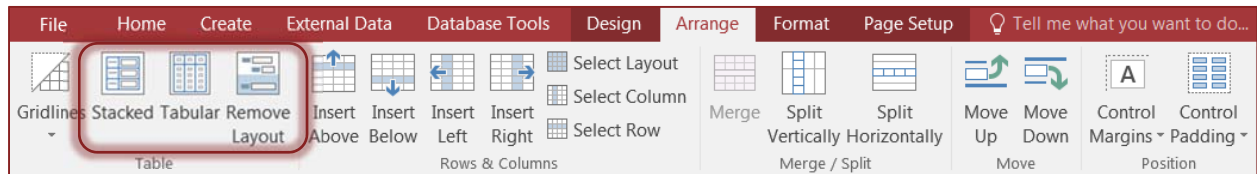
Access provides table structures within the Form. They are a little cranky, but usually worth the effort.

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.
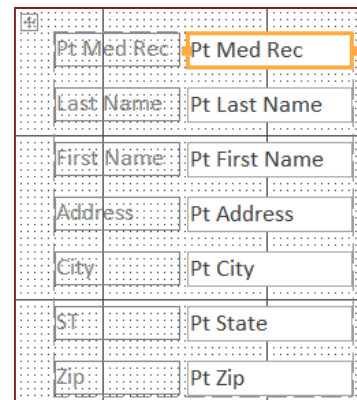
8. Swap the first and last name.

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.
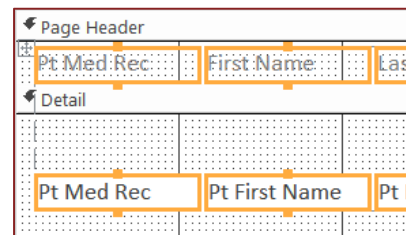
10. Swap the first and last name again.

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
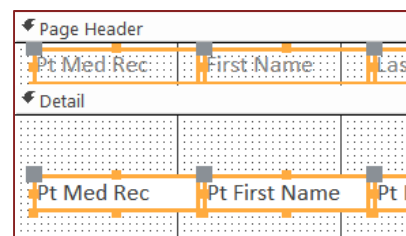
Sorting Data on a Report

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".

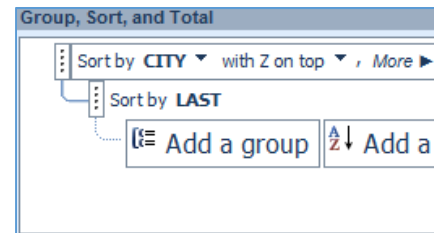4. - Sort by Last Name "With A on top".

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 Gainesville, FL 32597	Todd Toole 9240 Carrot Way Gainesville, FL 32667	Carl Clark 9213 Kiwi Road Gainesville, fl 32667
Kala King RR 2 box 323 Waldo, FL 34567	Robert Rogers 534 Lovers Lane Gainesville, Fl 32653	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's got the wrong data. You can try to recreate the Report, but that's 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. From the Show table List, choose Patients, Add and Close

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.
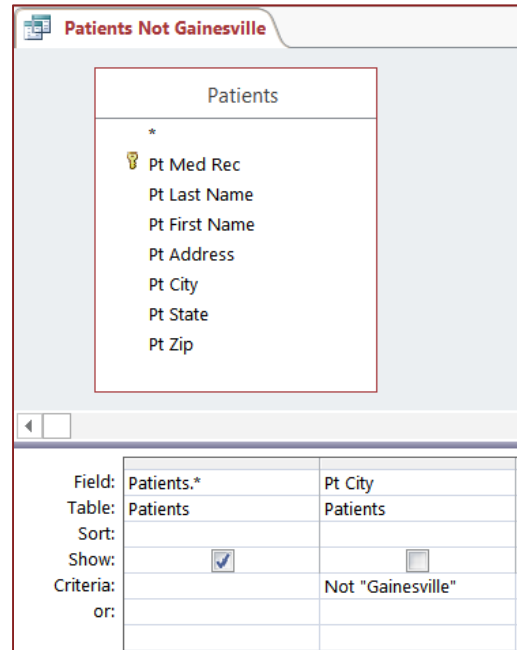
Copy the Report

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 **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!!