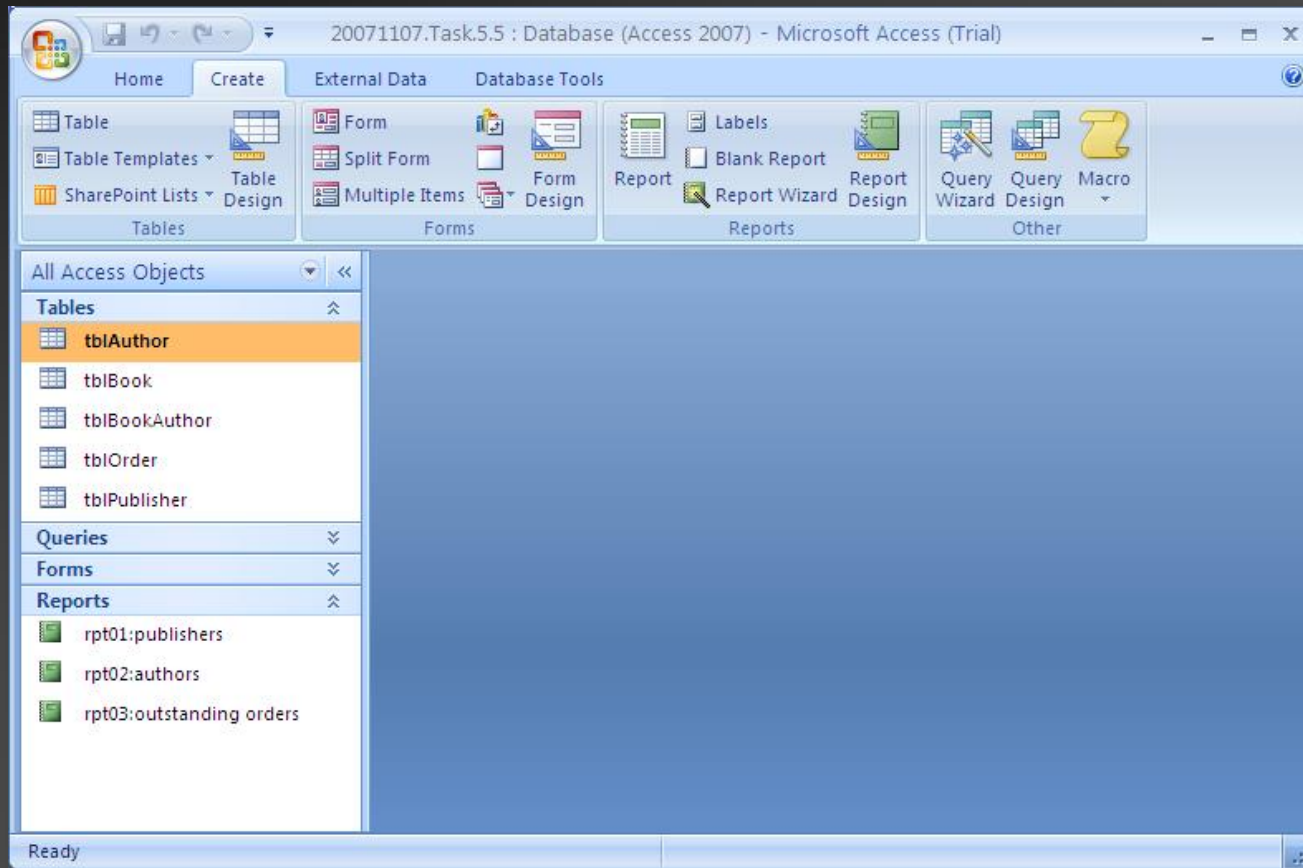


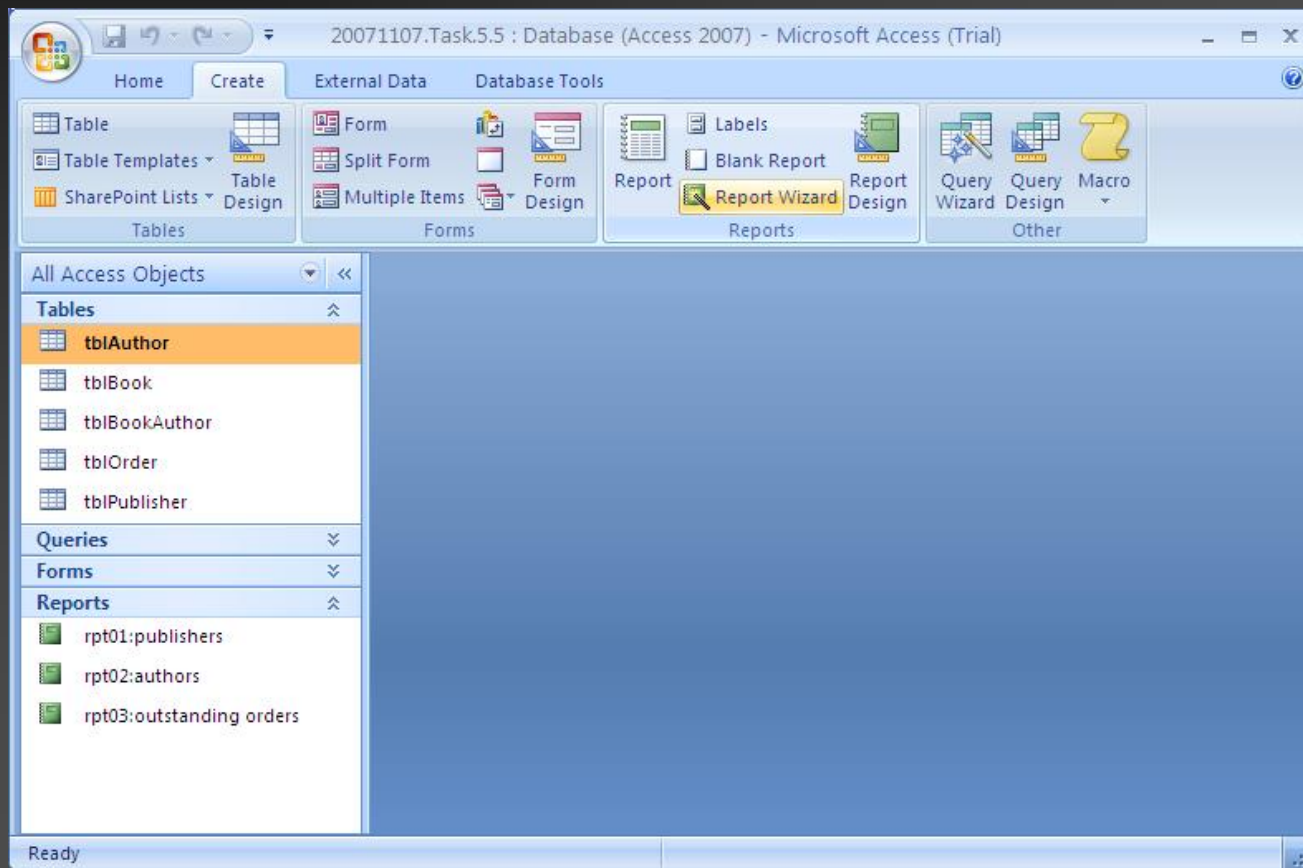
# Count Function in an Access Report

This series of slides will walk you through the process

# Create - to generate a report



# Best to start with the wizard



# Select Report Wizard

Report Wizard

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

Tables/Queries  
Table: tblBook

Available Fields:

- tblBook\_BookID
- tblBook\_Title
- tblBook\_Date
- tblBook\_RetailPrice
- tblBook\_Copies
- tblBook\_Shelf Number
- tblBook\_PubID


Selected Fields:

Cancel < Back Next > Finish

and choose the table  
from where the data  
comes

# Select the fields to display on the report

Report Wizard

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

Tables/Queries  
Table: tblBook

Available Fields:

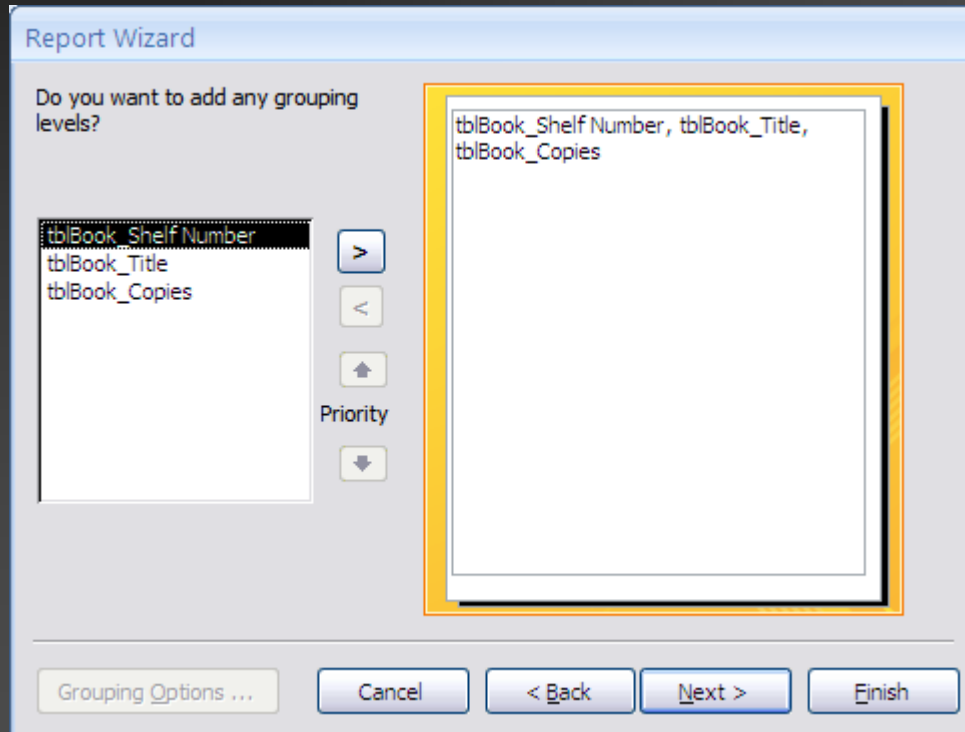
tblBook_BookID
tblBook_Date
tblBook_RetailPrice
tblBook_PubID

Selected Fields:

tblBook_Shelf Number
tblBook_Title
tblBook_Copies

Buttons: Cancel, < Back, Next >, Finish

# Apply grouping, if desired




# Sort the records to be displayed

Report Wizard

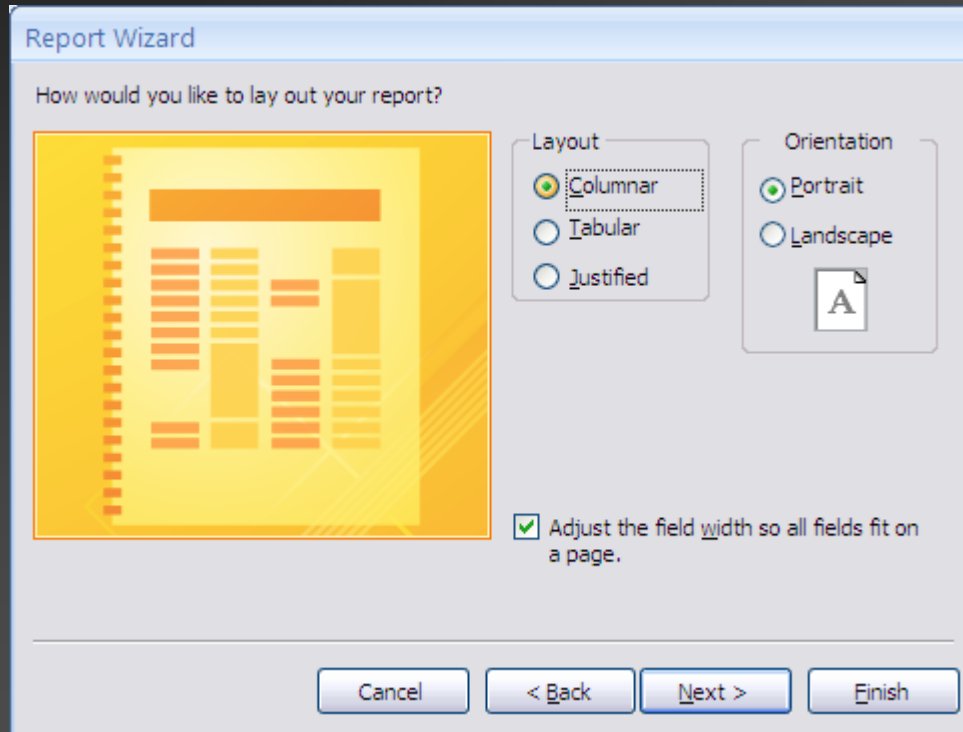
What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

1	<input type="text" value="tblBook_Shef Number"/>	<input type="button" value="Ascending"/>
2	<input type="text"/>	<input type="button" value="Ascending"/>
3	<input type="text"/>	<input type="button" value="Ascending"/>
4	<input type="text"/>	<input type="button" value="Ascending"/>

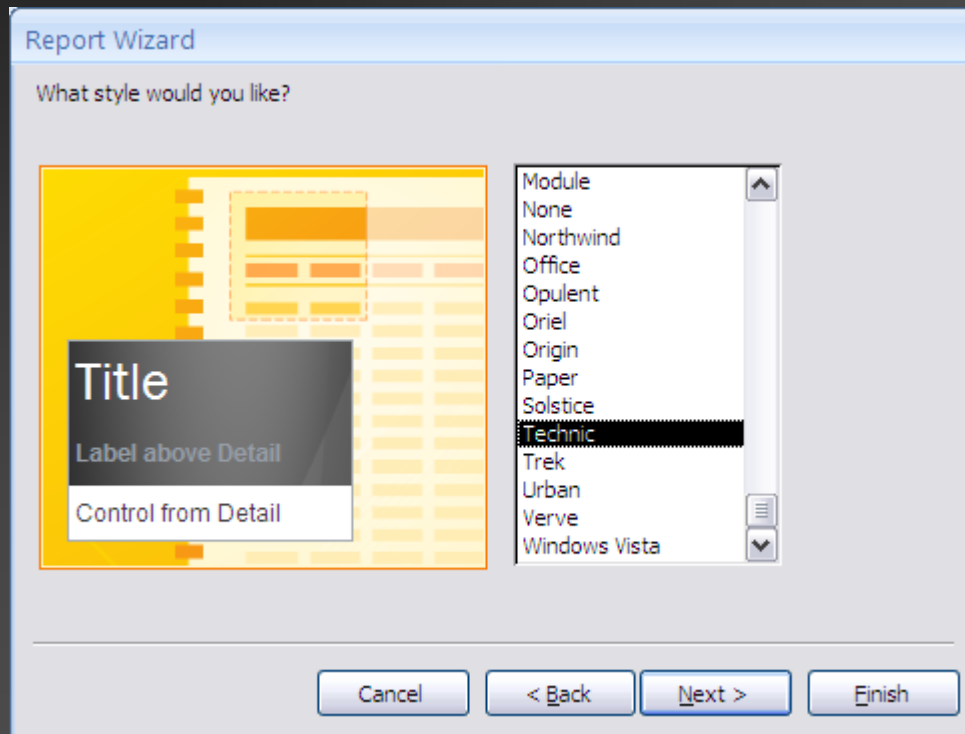


# Select the layout you desire

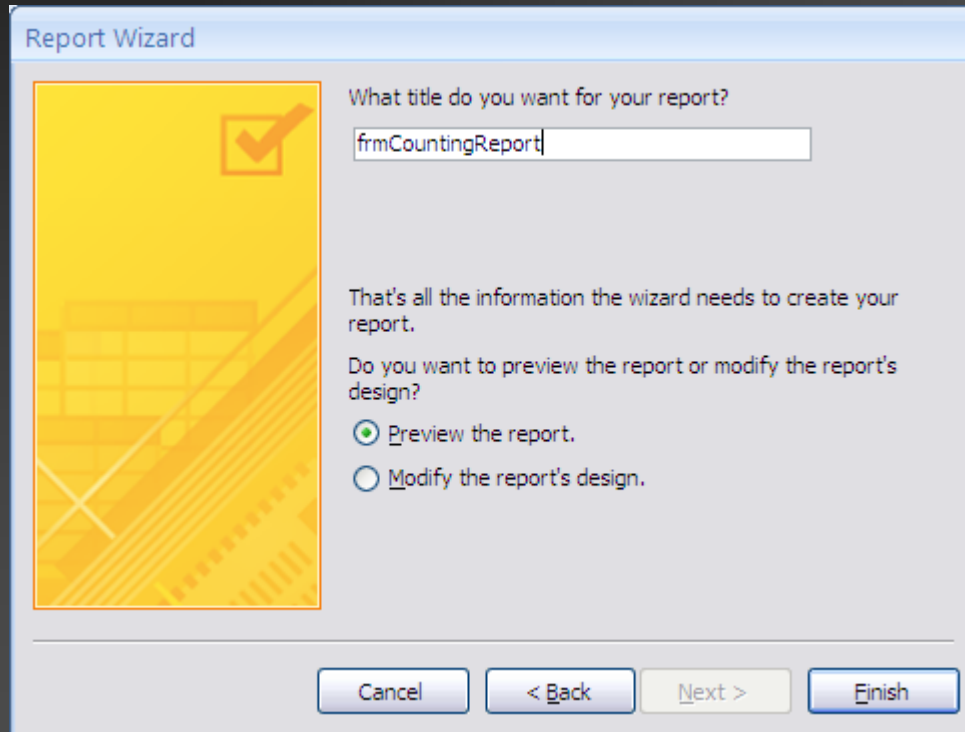




# And the desired report look



# Then get ready to modify the report



Report Wizard

What title do you want for your report?

frmCountingReport

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

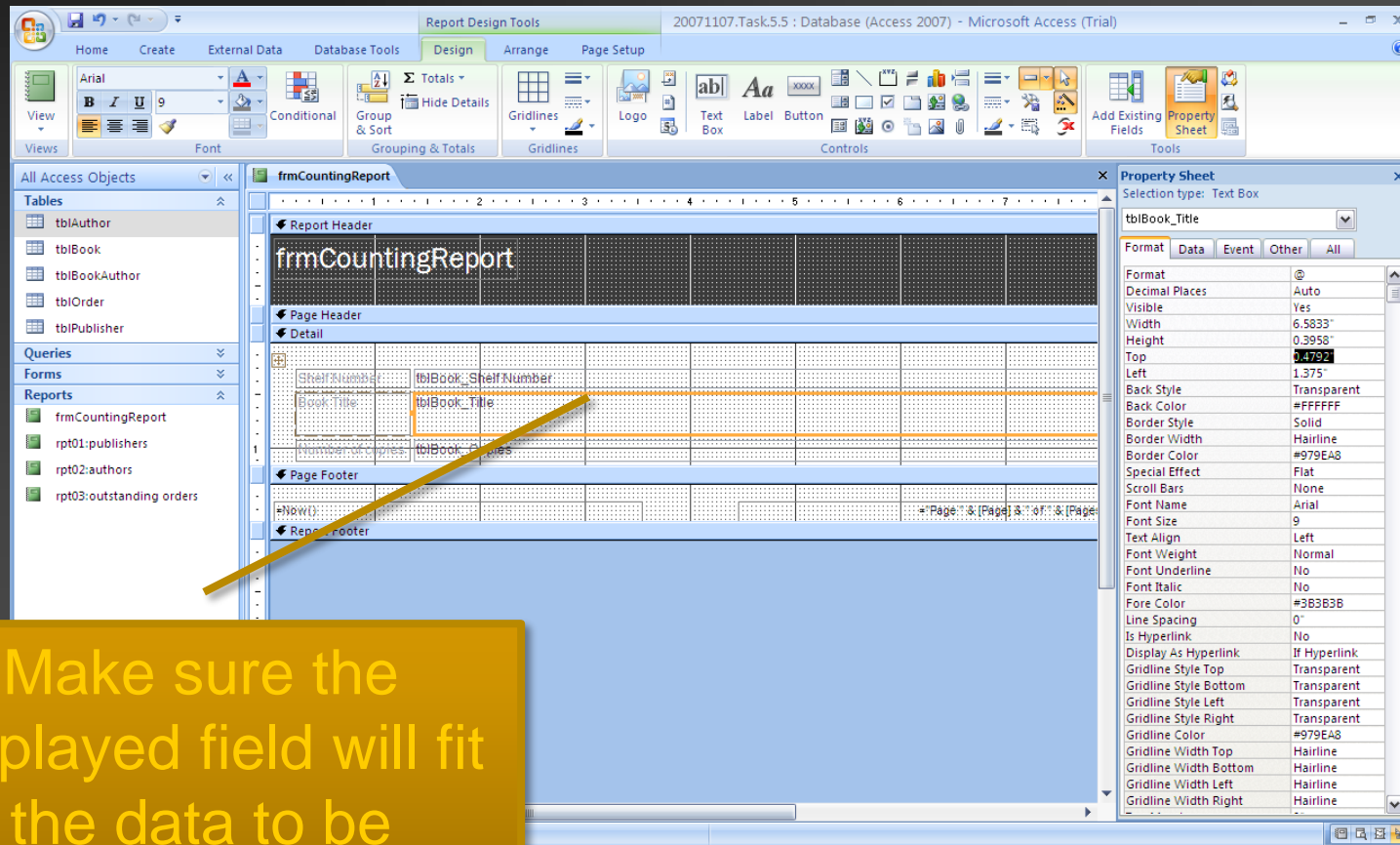
Do you want to preview the report or modify the report's design?

Preview the report.

Modify the report's design.

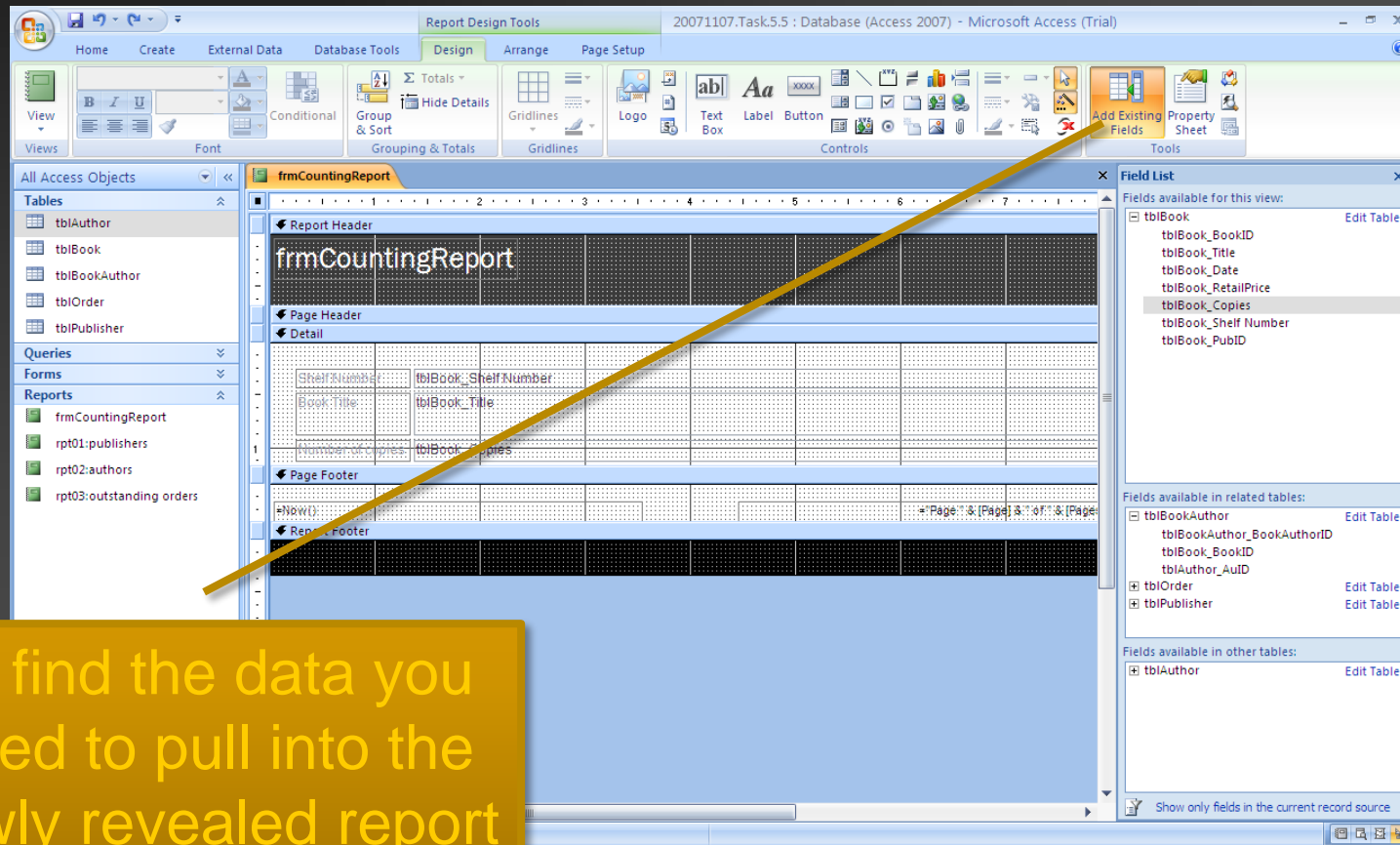
Cancel < Back Next > Finish

# Open in design view



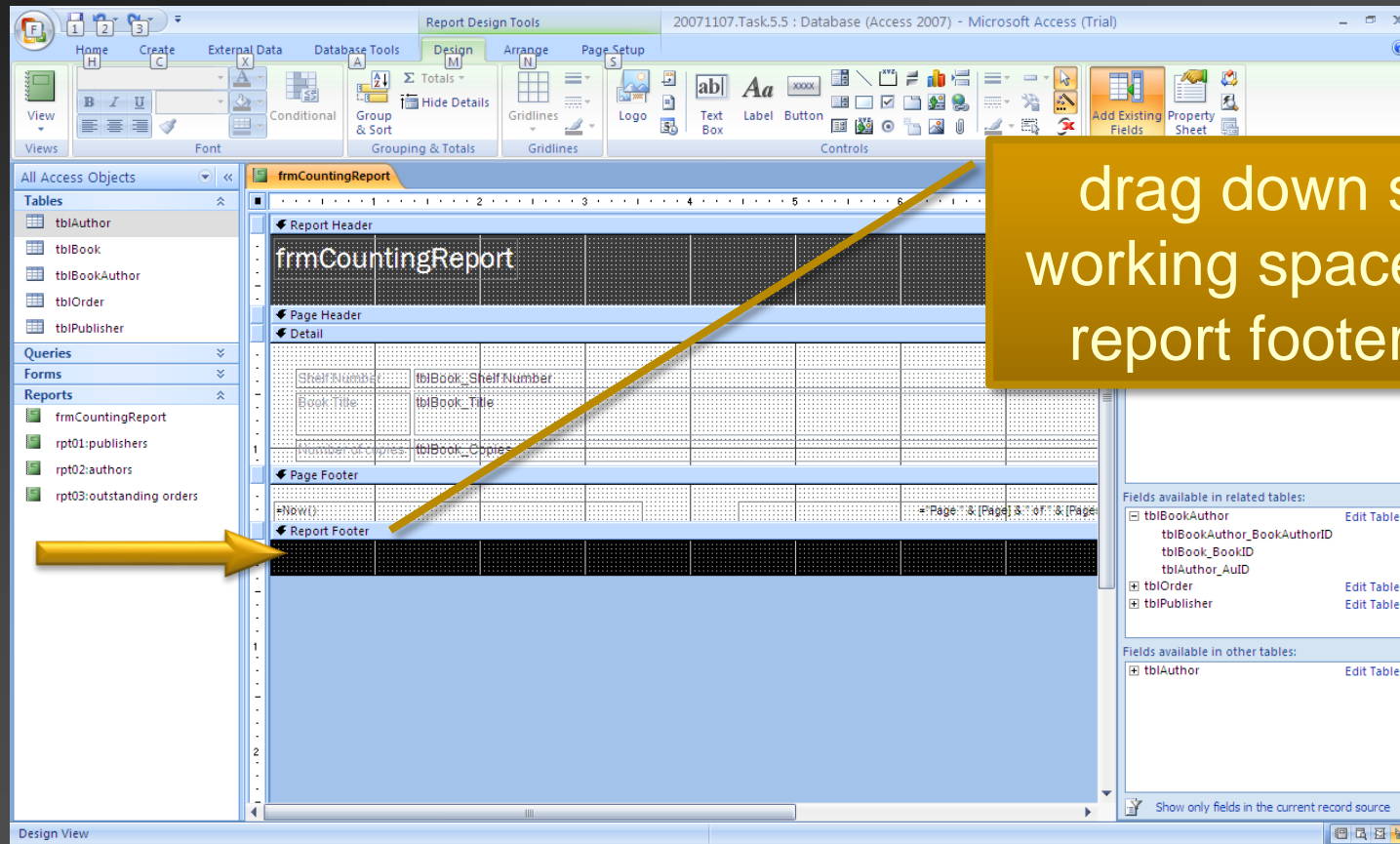
Make sure the displayed field will fit the data to be displayed in it

# Note the field list



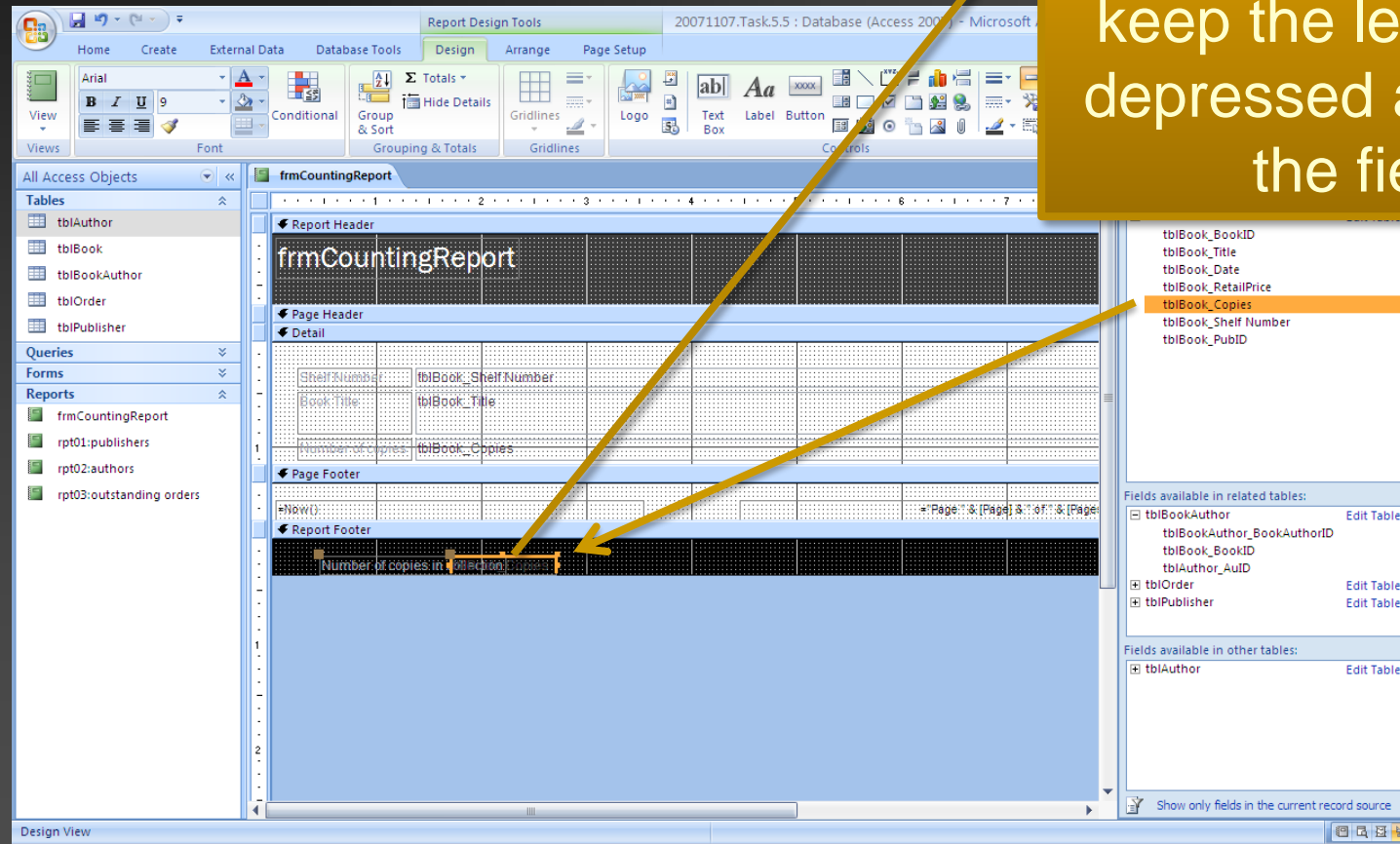
To find the data you need to pull into the newly revealed report footer

# you will need to create some space in the Report (not the Page) Footer



# And drag the field you want to Count into the Report Footer

After highlighting it, keep the left button depressed and drag the field



# Move the right field name box a bit more to the right

Hold down the left button until you get a cross for a cursor

Fields available in related tables:

- tblBook\_Title
- tblBook\_Date
- tblBook\_RetailPrice
- tblBook\_Copies
- tblBook\_Shelf Number
- tblBook\_PubID

Fields available in related tables:

- tblBookAuthor
- tblBookAuthor\_BookAuthorID
- tblBook\_BookID
- tblAuthor\_AuID

Fields available in other tables:

- tblOrder
- tblPublisher

Fields available in other tables:

- tblAuthor

# Edit the left Title box

put the proper title in the space available

Report Design Tools 20071107

Home Create External Data Database Tools Design Arrange Page Setup

View Font Conditional Group & Sort Hide Details Gridlines Logo Text Box

All Access Objects

Tables

- tblAuthor
- tblBook
- tblBookAuthor
- tblOrder
- tblPublisher

Queries

Forms

Reports

- frmCountingReport
- rpt01:publishers
- rpt02:authors
- rpt03:outstanding orders

Report Header

frmCountingReport

Page Header

Detail

Shelf Number	Book Title	Number of Copies

Page Footer

Report Footer

Number of titles in collection

Fields available for this view:

- tblBook
- tblBook\_BookID
- tblBook\_Title
- tblBook\_Date
- tblBook\_RetailPrice
- tblBook\_Copies
- tblBook\_Shelf Number
- tblBook\_PubID

Fields available in related tables:

- tblBookAuthor
- tblOrder
- tblPublisher

Fields available in other tables:

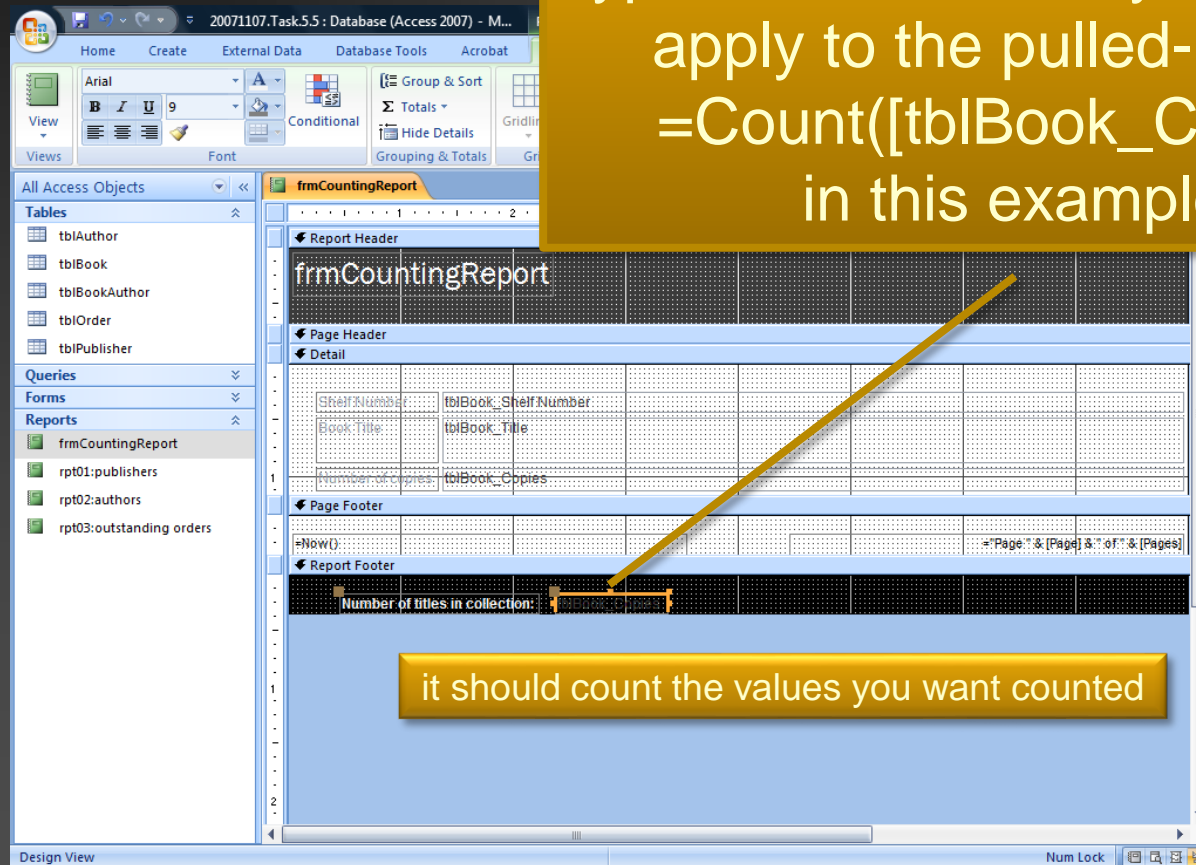
- tblAuthor

Show only fields in the current record source



# Then edit the right box

type in the function you want to apply to the pulled-in field  
`=Count([tblBook_Copies])`  
in this example



# Check the result in print view

20071107.Task.5.5 : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Acrobat

View Paste Font Rich Text Refresh All New Save Spelling Delete More Filter Advanced Find Replace Go To Select Find

All Access Objects << frmCountingReport

Tables

- tblAuthor
- tblBook
- tblBookAuthor
- tblOrder
- tblPublisher

Queries

Forms

Reports

- frmCountingReport
- rpt01:publishers
- rpt02:authors
- rpt03:outstanding orders

Shelf Number: Z6721 .M46  
Book Title: Doctoral Dissertations in Military Affairs; A Bibliography  
Number of copies: 3

Shelf Number: Z685 .P48 1999  
Book Title: Book on the Bookshelf  
Number of copies: 3

Shelf Number: Z721 .B28 2003 (SILS)  
Book Title: Library: An Unquiet History  
Number of copies: 3

Shelf Number: Z733.U6 C595 2000  
Book Title: America's Library: The Story of the Library of Congress, 1800-2000  
Number of copies: 3

Number of titles in collection: 1192

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Report View Num Lock

# I could not find this in any documentation

- But if you follow these steps, you can add the count (or any other) function into any part of a report