

Access – Reports

Prerequisite

Access Tables course or equivalent

Course Description

This course is intended for students who have had some experience working with Microsoft Access. Students will learn how to create and modify single-column reports, grouped-data reports, and reports with calculations. They also will learn many different techniques for designing and formatting the reports.

Objectives

Reports

- Create a Report
- Change the AutoFormat of a Report
- Change the Text Format
- Print Reports
- Create a "Grouped Data" Report
- Create a "Grouped Data" Report with Calculations
- Regroup Data in "Grouped Data" Report
- Keep a Group Together
- Page Breaks In-between Groups in Reports
- Create Mailing Labels

Class Length

90 minutes
Instructor lead, hands-on course