NORTHWEST
computer learning center
The Professional's Choice since 1983 • Locally Owned & Operated

Microsoft Access Reports
Course Outline

1-Day   9:00 am – 4:00 pm

Course Description:	This class is designed for individuals interested in creating more powerful reports in Microsoft Access. Topics include report design, using queries with the report, performing calculations in reports, pictures, and charts on reports, creating reports from multiple data sources, adding charts, and creating sub-reports.

Module 1 – Creating Basic Reports

- What is a Report?
- Layout Issues with a Report
- Using the Report Wizard
- Formatting the Report
- Adjusting Layout Sections
- Re-Arranging Report Information
- Adding Items to the Report
- Creating Mailing Labels

Module 2 – Formatting Reports

- Understanding Report Views
- Hiding/Showing Report Sections
- Resizing Sections
- Adding Fields and Other Objects to the Report
- Modifying Report Objects
- Changing Report Appearance
- Using Themes

Module 3 – Creating Reports from Scratch

- Starting with a Blank Report
- Connecting the Report to a Record Source
- Making Page Layout Adjustments
- Adding a Report Title
- Adding Fields to the Report
- Tips for Selecting, Moving, & Resizing Objects
- Creating a Grouped Report
- Adding Subtotals and Grand Totals
- Adding Graphics to a Report
- Creating a Columnar Report
- Controlling Report Data
- Sorting Reports

Module 4 – Preparing the Report for Printing

- Page Numbering
- Including the Current Date
- Dynamically Add the Report or Database Name
- Changing Page Layout & Orientation
- Setting the Default Printer
- Creating Columns
- Exporting the Report to PDF
- Sending the Report via Email

Module 5 - Working with Report Records

- Changing the Record Source of a Report
- Filtering Report Data
- Hiding Report Details
- Controlling Report Data
- Formatting Blanks

Module 6 – Charts, Sub-reports, & Calculations

- Charts & Graphs
- Modifying & Formatting Charts
- What are Sub Reports?
- Building the Main Report
- Creating Sub Reports
- Combining a Main Report & a Sub Report
- Calculating in Reports
- Subtotals and Grand Totals
- Calculating with Functions
- Counting Records on a Report