Access 2010/2013 Reports and Forms

Audience
This course is intended for the person who is familiar with Access 2013 or other ribbon-based versions of Access. Learners should have created a database, entered and edited data, and created multiple table queries. An understanding of expressions and parameter queries is needed.

The information in this course is important to both users and developers. For users, reports provide a formal printed output for all database programs. Forms allow easier, more consistent data entry and editing. For developers, forms are used as the screens for menu driven applications. Producing reports and forms quickly and professionally requires organizational database skills and graphic drawing skills.

Description
This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with Microsoft Access reports and forms. The focus of this course is to learn how to use the built-in tools within Access, allowing students to create customized reports and forms, custom check boxes, combo boxes, subforms, and multiple tab forms. You learn to place, size, and format fields within reports and forms, gain an understanding of report sections and grouping, insert expressions, subtotals, lines, rectangles, and pictures.

Objectives
Upon successful completion of the class and with additional practice, students should be able to:

- Create reports and forms based on single and multiple table queries with sorting and parameters
- Sort and group detail records directly in a report
- Set the section and control properties for a custom report and form
- Place, size, and move label and text box controls
- Create expressions and totals
- Create custom group headers and footers in a report
- Customize the editing capabilities of a form and form sections
- Customize the editing capabilities of form controls
- Create check boxes and combo boxes
- Create a subform
- Create a two part form

Length
2 days

I. Basic Report Skills

A. What is a Report?

B. Switching Views

C. Identifying Sections and Controls

D. Report Design Tools

E. Selecting Controls/Sections

F. Changing Selection Behavior

G. Changing Font/Alignment

H. Sizing a Control

I. Sizing a Section

J. Setting Page Setup Options

II. Basic Editing Skills

A. Deleting a Control

B. Coping a Control

C. Moving a Control

D. Aligning Controls

E. Spacing Controls

F. Creating a Report Using a Wizard

III. Creating a Custom Report

A. Starting a Blank Report

B. Setting Page Setup Options

C. Displaying Properties

D. Setting Custom Report Properties

E. Setting Label Control Properties

F. Setting Text Box Control Properties

G. Adding Headers and Footers in a Report

H. Creating a Label Control

I. Placing Fields

J. Moving Labels to Page Header

IV. Enhancing the Report

A. Creating a Report Template

B. Adding a Page Number

C. Adding and Formatting a Date Field

D. Adding a Line/Rectangle Control

E. Adding an Image

F. Creating a Multi-Column Report

V. Sorting and Grouping

A. Sorting Data

B. Creating Group Header/Footer Sections

C. Hiding Duplicates

D. Adding Totals in a Group Header or Footer

E. Changing Group Intervals

F. Keeping Groups Together

G. Calculating Percentages Using Expressions

H. Rearranging Group Order

I. Removing Sorting or Grouping

VI. Report and Section Properties

A. Report Properties Summary

B. Changing Source for Records in Report

C. Suppressing Page Header/Footer

D. Section Properties Summary

E. Adding Page Breaks between Sections

F. Keeping Data Together

G. Formatting Background Colors