

Access 2010/2013 Creating Custom Reports - Online

Audience This course is intended for the person who is familiar with any ribbon-based version of Microsoft Access. Learners should have created a database, entered and edited data, created multiple table queries, and used expressions.

The information in this course is important to both users and developers. For users, reports provide a formal printed output for all database programs. Producing reports quickly and professionally requires organizational database skills and graphic drawing skills.

Description The course uses a combination of lecture and hands-on practice (with independent labs after class) to familiarize students with Microsoft Access reports. The focus of this course is to learn the built-in tools in Access, allowing students to create custom reports. Learners will place, size, and format fields, manage section properties, group records, and insert expressions and subtotals in reports.

Objectives Upon successful completion of the class, students should be able to:

- Create reports based on single and multiple table queries with sorting
- Sort and group detail records directly in a report
- Set the section and control properties for a custom report
- Place, size, and move label and text box controls
- Create expressions and totals
- Create custom group headers and footers in a report

Length 3 hours

I. Basic Report Skills

- A. Report Views
- B. Report Design Tools
- C. Selecting Controls/Sections
- D. Sizing a Control
- E. Sizing a Section
- F. Deleting a Control
- G. Copying a Control
- H. Moving a Control
- I. Aligning Controls
- J. Spacing Controls

II. Creating a Custom Report

- A. Starting a Blank Report
- B. Displaying Properties
- C. Setting Custom Report Properties
- D. Setting Record Source Property
- 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

III. 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. Keeping Groups Together
- F. Rearranging Group Order
- G. Removing Sorting or Grouping