Creating Reports in Access - Bite Sized

Available in Office 365, 2019, 2016, 2013 & 2010

ITS SmartStyle Training

Reporting Essential Skills

- Creating Reports using the Wizard
- Creating Auto-Reports
- Switching Report Views
- Navigating Records in Layout View
- Previewing Reports in Print Preview
- Working with Sections in Design View
- Creating 'White Space'
- Modifying 'Stacked' & 'Tabular' Layouts
- Moving & Resizing Controls
- Inserting & Deleting Controls
- Aligning & Sizing Text Boxes & Labels
- Formatting Text & Controls

Creating Custom Reports

- Sorting & Grouping Report Data
- Forcing Page Breaks in Reports
- Creating Simple Calculated Controls
- Summarising Report Data with Calculations
- Showing & Hiding Report Sections
- Switching Data Sources

Course Duration: 1/2 Day

Price Per Day: £695
(For any 2 Bite Sized courses)

Suitable For:

Those who are working with Microsoft Access and need to produce accurate reports for viewing on screen and printing.

Learning Outcomes:

By the end of the course delegates will be able to create reports in a variety of layouts and summarise data. They will also be able to manage the structure of a report and understand the importance of the sections in a report to produce the required 'accurate' output.

Prerequisite Skills:

Delegates attending this course should have a sound understanding of databases. They should be able to open, navigate and close tables and be able to create queries using a selection of criteria.