



One of the primary purposes for collecting and maintaining data is to print reports containing specific information that is formatted in a particular way. In this class, you will learn reporting techniques that help you produce a variety of professional reports. You will be surprised at how much control you have over your report data.

You can base your reports on tables or queries, so you have full access to your data in any printed report. In Microsoft Office Access 2003, it is much easier to format reports quickly; so columnar and tabular reports, form letters, and mailing labels are routine tasks. You will learn to make the most of the data you have worked hard to gather.

Microsoft Office Access 2003 Report Design is a 4-hour class.

## PREREQUISITES

- Introduction to Windows or Equivalent Experience
- Microsoft Office Access 2003 Introduction: Table Design/Data Entry
- Microsoft Office Access 2003 Intermediate: Query Design

## CONTENT

- Use the Report Wizard to create a report
- Create a report from a table or from a query
- Create a tabular report layout
- Group data and create totals in a report
- Sort report data
- Add controls: label, field, and calculated
- Add a graphic to a report
- Format reports: fonts/font size, alignment of controls, page numbering formats, header and footer text, page breaks
- Keep groups together on a page and force a new page
- Produce mailing labels and form letters
- Merge Access data into a Microsoft Word form letter
- Hide duplicates in a report
- Use IF statements in a report
- Use the Left statement in a report
- Add a subreport to a main report