

Access - Building reports

Duration: 1 day

Audience: Pour tous

Who is this training for?

Any user or database manager

Training objectives

- Be able to manipulate the building blocks of reports, including sections and controls
- Learn how to optimize the layout and functionality of reports

Summary

This course allows you to design and modify reports in Microsoft Access in order to optimize their presentation and functionality. You will learn how to manipulate sections and controls, structure data for printing, and produce reports tailored to different needs, including summary, graphic, and nested reports.

Course outline

Chapter 1 - Changing the Structure and Appearance of a Report

- Entering Report Creation Mode
- Manipulating Sections of a Report
- Managing Page Breaks in a Report
- Inserting Pagination and Date Codes into a Report

Chapter 2 - Changing the Location, Size, and Appearance of Controls

- Manipulating Controls
- Manipulating the Organization of Controls in Design View (Tabular, Stacked)
- Identify Control Types • Add a Control
- Change Tabular Control Organization Settings
- Control Access to Dependent Controls in a Report

- Change the Value of a Control
- Change the Value of a Control Property

Chapter 3 - Perform Mail Merge

- Create a Report for Printing Labels
- Create a Report for Printing Envelopes
- Create a Model Letter

Chapter 4 - Create Summary Reports

- Make Groupings and Sorting in a Report
- Using Calculated Fields in Group Sections
- Using Statistical Functions

Chapter 5 - Graphing Data

- Adding a Graphical Control in a Report
- Modifying the Components of the Chart

Chapter 6 - Creating Nested and Independent Reports

- Adding Subreports
- Creating a Compressed Report of Independent Subreports

Chapter 7 - Using Command Buttons

- Creating an Application Form
- Use the Command Button Wizard
- Manipulate Event Properties
- Create a Start Form

Approach and methodology

Production and formatting oriented approach, combining focused lectures, demonstrations and hands-on workshops. Participants create and modify reports for printing or delivery, including groupings, calculations, graphs, and sub-reports, based on a variety of organizational needs.

Prerequisites

Have completed the training : Access - Data Structuring and Normalization or equivalent content

Recommendations

Intermediate knowledge of Microsoft Access, including tables, relationships, and select queries.