

# Access 2007/2010 Creating Custom Reports - Online

**Audience** This course is intended for the person who is familiar with any version of Microsoft Access. You should have created a database, entered and edited data, and created multiple table queries. An understanding of expressions is needed. Students should be experienced users of the mouse.

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 exercises after class) to familiarize students with Microsoft Access reports. The focus of this course is to learn how to use the built-in tools within Access, allowing students to create customized reports. You learn to place, size, and format fields within their reports. The concept of report sections and grouping is presented. You also insert expressions and subtotals.

**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

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## 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