

# Access 2007 Reports and Forms

## Audience

This course is intended for the person who is familiar with any version of Microsoft Access. He/she should have created a database, entered and edited data, and created multiple table queries. An understanding of expressions and parameter queries 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. Forms allow easier, more consistent data entry and editing. For developers, forms are used as the screens for menu driven applications. Producing reports and forms quickly and professionally requires organizational database skills and graphic drawing skills.

## Description

This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with Microsoft Access reports and forms. The focus of this course is to learn how to use the built-in tools within Access, allowing students to create customized reports and forms. They will learn to place, size, and format fields within their reports and forms. They will understand the concept of report sections and grouping. They will insert expressions, subtotals, lines, rectangles, and pictures. Custom check boxes, combo boxes, subforms, and multiple tab forms will be created.

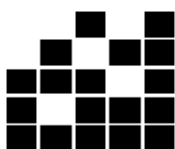
## Objectives

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

- Create reports and forms based on single and multiple table queries with sorting and parameters
- Sort and group detail records directly in a report
- Set the section and control properties for a custom report and form
- Place, size, and move label and text box controls
- Create expressions and totals
- Create custom group headers and footers in a report
- Customize the editing capabilities of a form and form sections
- Customize the editing capabilities of form controls
- Create check boxes and combo boxes
- Create a subform
- Create a two part form

## Length

2 days



**Beyond this Level** When you have successfully completed this class, the next class you should consider is Access Macros. It covers creating and running macros; creating switchboard forms (forms that can be used to start several macros); creating and editing a menu bar; integrating forms, reports and macros; creating custom command buttons. Be sure to leave time for practice before registering for the next level.

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**I. Basic Report/Form Skills**

- A. What is a Report/Form?
- B. Switching Views
- C. Identifying Sections and Controls
- D. Report Design Tools
- E. Selecting Controls/Sections
- F. Changing Selection Behavior
- G. Changing Font/Alignment
- H. Sizing a Control
- I. Sizing a Section

**II. Basic Editing Skills**

- A. Deleting a Control
- B. Coping a Control
- C. Moving a Control
- D. Aligning Controls
- E. Spacing Controls
- F. Creating a Report Using a Wizard

**III. Creating a Custom Report**

- A. Starting a Blank Report
- B. Setting Page Setup Options
- C. Displaying Properties
- D. Setting Custom Report Properties
- 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

**IV. Enhancing the Report**

- A. Creating a Report Template
- B. Adding a Page Number
- C. Adding and Formatting a Date Field
- D. Adding a Line/Rectangle Control
- E. Adding Unbound Objects
- F. Creating a Multi-Column Report

**V. 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. Changing Group Intervals
- F. Keeping Groups Together
- G. Calculating Percentages Using Expressions
- H. Rearranging Group Order
- I. Removing Sorting or Grouping

## **VI. Report and Section Properties**

- A. Report Properties Summary
- B. Changing Source for Records in Report
- C. Suppressing Page Header/Footer
- D. Section Properties Summary
- E. Adding Page Breaks between Sections
- F. Keeping Data Together

## **VII. Text Box Properties in a Report**

- A. Changing the Control Source of a Text Box
- B. Hiding Duplicates
- C. Changing Format and Decimal Places
- D. Creating a Running Sum
- E. Sizing Sections/Text Fields Automatically

## **VIII. Creating a Custom Form**

- A. Starting a Blank Form
- B. Setting Page Setup Options
- C. Displaying Properties
- D. Setting Custom Form Properties
- E. Setting Label Control Properties
- F. Setting Text Box Control Properties
- G. Adding Headers and Footers in a Form
- H. Creating a Label Control
- I. Placing Fields
- J. Setting Tab Order

## **IX. Enhancing the Form**

- A. Creating A Form Template

- B. Adding a Line/Rectangle Control
- C. Adding Unbound Objects
- D. Adding a Check Box Control
- E. Adding a Combo Box Control
- F. Changing a Control Type

## **X. Form and Section Properties**

- A. Form Properties Summary
- B. Changing the Source for Records in a Form
- C. Preventing Switching Between Views
- D. Changing Editing Capabilities of a Form
- E. Creating Additional Viewing Space
- F. Record Dividers
- G. Section Properties Summary

## **XI. Text Box Properties in a Form**

- A. Text Box Properties Summary
- B. Changing the Control Name
- C. Changing the Control Source
- D. Properties Set by Tables
- E. Adding ControlTip Text
- F. Enabled and Locked
- G. Tab Stop and Auto Tabbing
- H. Adding Scroll Bars

## **XII. Other Forms**

- A. Creating a Continuous Form
- B. Creating a Form for a Subform Control
- C. Creating a Subform Control on Main Form
- D. Creating a Multi-Source Form
- E. Creating a Two Part Form

