

ACCESS 2003: BASIC REPORT DESIGN 8:30AM-12PM

Available Dates: **Request Dates**

Class Length: **Half day**

Cost:

[Email Computer Visions about this class](#)

Class Outline:

Target Audience

Data analysts and database designers

Course Overview

Course Outline

Unit 1: Working with reports (ACC03-L1-U7)

Topic A: 0 Creating reports

A-1: Examining a report

A-2: Creating reports by using AutoReport

A-3: Creating reports by using the Report Wizard

A-4: Creating a report by using Design view

A-5: Creating a report by using a query

Topic B: Modifying and printing reports

B-1: Modifying a report in Design view

B-2: Grouping information in a report

B-3: Checking errors in reports

B-4: Adding summary fields by using the Report Wizard

B-5: Modifying the layout and style of a report

B-6: Changing field properties

B-7: Printing a report

Unit 5 : Advanced reports (ACC03-L2-U5)

Topic A: 0 Customized headers and footers

A-1: Adding a report header

A-2: Adding a report footer

A-3: Applying conditional formatting

A-4: Keeping parts of a report on the same page

A-5: Adding controls to group footers

A-6: Forcing a new page

A-7: Working with the HideDuplicates property

Topic B: 0 Adding calculated values

B-1: Working with the DateDiff function

B-2: Using the IIf function

Topic C: 0 Subreports