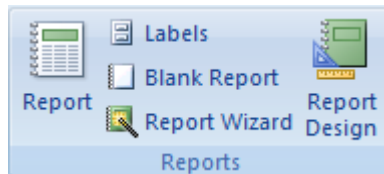


Microsoft Access 2007 Creating Reports



A Microsoft Office Access 2007 report is used to summarize and organize information. In large databases with many tables, each of which may contain thousands of records, gathering information and reporting on it can be difficult and time consuming. Access 2007 provides you with a number of tools to help you quickly build attractive, easy-to-read reports that present the data in a way that best suits the needs of its users.

By using commands on the **Create** tab of the Ribbon, you can create a simple report with a single click, use the Report Wizard to create a more complicated report, or you can create a report by adding all of the data and formatting elements yourself.

In this training session, you will create simple reports and a more complex report that includes grouping. We will discuss the various report sections available, and which controls are appropriate to add to each section of the design. You will learn the differences between bound, unbound and calculated controls – and will add these types of elements to your report. You will modify a report using *Layout view*, which allows you to view the report data as you make modifications. In addition, you will modify your report in *Design view*, which does not display data, but gives you access to tools that are not available in *Layout view*. The *Group, Sort and Total* pane will also be discussed.

Please join us for this informative training session!

Details:

Topics to be covered:

- Create a report using the Report, Blank Report, and Report Wizard commands
- Design view vs. Layout view
- Make modifications to a report
- Group, Sort, and Total pane

Dates & Times:

This is a 1-day, 2-hour session

- Thursday, Nov. 19th
9:30 am – 11:30 am

Location:

- Basement of Eggers
Room 062
(Interactive Media Lab)

Registration:

Seating is limited, please reserve your seat now by emailing: icttraining@maxwell.syr.edu

