

ACCESS 2013: FORMS AND REPORTS IN DEPTH

Available Dates: **Call for Dates**

Class Length: **3 Hours day**

Cost: **\$125**

[Email Computer Visions about this class](#)

Class Outline:

Description:

Make the information in your Access database more transparent and easier to navigate with forms and reports. This course demonstrates how you can use forms and reports to control and organize the display of your data, as well as gather parameters for queries. The course dives into reports: creating efficient and readable layouts, grouping data into categories, tying reports to queries, and using conditional formatting rules to highlight key takeaways from the data.

Topics include:

- Creating forms with the Form Wizard
- Aligning form controls
- Adding buttons, links, and attachments to forms and reports
- Building database navigation elements
- Grouping and sorting data in reports
- Building reports from queries or wizards
- Calculating fields
- Linking forms and reports
- Printing and exporting reports