



CORPORATE & CAREER TRAINING

Access 2003 Forms and Reports 8 Hours

Objectives:

Access 2003 Forms & Reports is the second in a series of seminars in Access 2003 training. It covers Access functions and features dealing with Access forms and reports. Trainees will learn to:

- Modify forms and reports to improve appearance
- Insert advanced form controls to simplify data entry
- Use advanced report features to perform calculations and customize report layout
- Create subforms and subreports to effectively view information from multiple tables
- Add charts to forms and reports to graphically illustrate data

Outline:

- **Manipulating Controls:** using, selecting, sizing, moving, and deleting controls, viewing the properties of an object, and changing a control property.
- **Using Design View:** hiding the ruler, disabling snap to grid feature, displaying field list, adding a field, aligning and spacing controls, adding labels, images, rectangle and lines, and editing unbound controls.
- **Using Advance Form Design:** using forms in Design View, creating combo and list boxes, adding logic control, setting tab order automatically and manually, adding a form header and footer, and creating a blank form.
- **Using Advanced Report Design:** adding report sections in design view, creating a calculated control, creating group headers & footers, creating a running summary, changing margins, using wizards for labels and reports.
- **Using Editing Tools:** changing fonts, font size, character format, font color, and fill and background colors, formatting lines and borders, applying special effects, and using the format painter, AutoFormat, error checking, and Smart Tags.
- **Using Charts:** creating charts, adding charts to forms or reports, activating Microsoft Graph to Edit, and modifying charts.
- **Using Subforms/Subreports:** working with subforms and subreports, editing subforms, and displaying subforms and subreports.