Access 2016 - Level 5

The Access 2016 - Level 5 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-730. You will learn how to create, design and modify controls in reports. You will also use calculated controls, use Find to locate data, sort records, and apply filters.

The estimated time to complete this course is 3 hours and 18 minutes.

Creating and Designing Reports

Using the Report Wizard

- Generating Reports
- Selecting a Table or Query
- Adding Fields to Reports
- Grouping Report Records
- Sort and Summary Options
- Layout and Orientation
- Title and Display Options
- Displaying Reports
- Creating Automatic Reports
- Saving and Closing Reports
- Deleting Reports

Modifying Reports

- Previewing Reports
- Layouts
- Removing Layouts from Controls
- Creating Layouts
- Moving Layouts
- Changing Label Text
- Formatting Labels
- Numeric Formatting
- Page Header and Footer
- Report Header and Footer
- Adding Labels
- Adding Images
- Adding Subforms
- Add/Remove Sections

Creating Reports in Design View

- Reports
- Creating Underlying Queries
- Creating Reports in Design View
- Displaying the Report Header
- Report Headers
- Managing Labels
- Creating Group Headers
- Creating Group Expressions
- Concatenating Text Strings
- Setting Group Properties
- Group Header Controls
- Layout View
- Running Sums
- Adding Date/Time Fields
- Adding Page Numbers
- Print Preview

Using Calculated Controls

- Underlying Query Design
- Count Function
- Joining Queries
- Creating Reports
- Suppressing Page Headers
- Mathematical Controls
- Percentage Controls
- Logical Controls
- Applying Conditional Formatting
- Viewing Conditional Formats

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Blank Reports and Formatting Tools

- Creating Blank Reports
- Adding Fields
- Resizing Controls
- Adjusting Page Width
- Applying Themes
- Show/Hide Gridlines
- Changing the Layout

- Control Padding
- Control Margins
- Adding Background Images
- Adding Background Colour
- Using Page Setup
- Sizing & Ordering Controls

Finding, Sorting and Filtering

- Finding Data
- Applying Filters

- Sorting Data in Reports

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