



University Information
Technology Services

Microsoft Access 2010

Level 3

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

Microsoft Access allows people to effectively and efficiently organize data. This document, Level 3, has been developed to help you learn more about several useful features in Access including printing, applying queries, and importing Excel files. The various sections presented in this document will help you to build a solid knowledge foundation of the software.

Objectives

The following objectives are covered in this document:

- Understanding how to print reports and labels.
- Knowing how to place calculations on reports.
- Having the ability to use the query feature.
- Understanding how to import an Excel file.

Creating a Report

The following explains how to create a report in Access.

1. From the *Create* tab, click *Report Design* (see *Figure 1*).

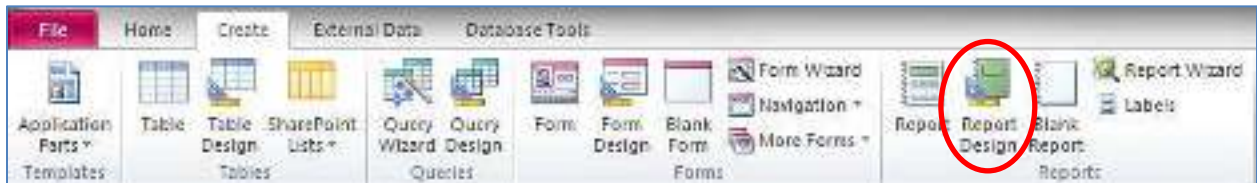


Figure 1 – Report Design Button

2. Right-click over the *Page Header* bar and select *Report Header/Footer* (see *Figure 2*).

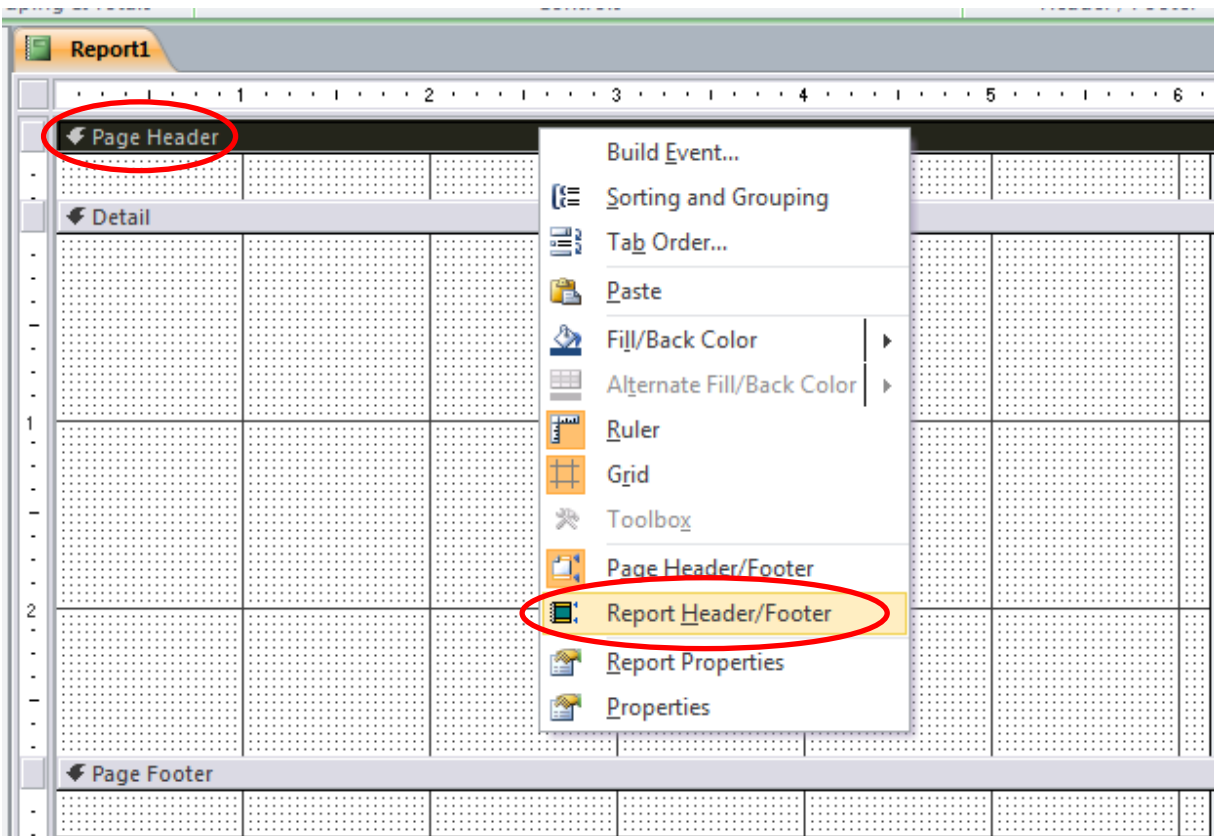


Figure 2 – Report Header/Footer

3. The following explains the different areas available in *Figure 3*.
 - a. **Report Header** – Text placed here will appear on the top of the first page of the report. For example, if there are ten pages in the report, the text would only appear at the top of the first page.
 - b. **Page Header** – Text placed here will appear at the top of every page. This is perfect for column headings and page numbers.
 - c. **Detail** – Whatever is placed here will appear on every page.
 - d. **Page Footer** – Text placed here will appear at the bottom of every page. This is perfect for footers and page numbers.
 - e. **Report Footer** – Text placed here will appear at the bottom of the last page of the report. This is a perfect place to put a Job Complete or End of Report statement.

The image shows a screenshot of a report design tool interface. At the top, there is a tab labeled 'Report1'. Below the tab is a horizontal ruler with markings from 1 to 6. The main area is a grid divided into several sections, each with a label and a small arrow icon on the left side:

- Report Header:** A single row at the top of the grid.
- Page Header:** A single row below the Report Header.
- Detail:** A large section consisting of multiple rows and columns, representing the main body of the report.
- Page Footer:** A single row below the Detail section.
- Report Footer:** A single row at the bottom of the grid.

The grid cells are filled with a light gray dotted pattern, indicating they are currently empty or in a design state.

Figure 3 – Creating Reports

This is a sample, click download link to get the full Tutorial

CLICK BELOW

