

Module 1 – Creating Basic Reports

- What is a Report?
- Layout Issues with a Report
- Using the Report Wizard
- Formatting the Report
- Adjusting Layout Sections
- Re-Arranging Report Information
- Adding Items to the Report
- Sorting in Queries

Module 2 - Editing a Report to Specific Criteria

- Changing the Data Source of a Report
- Sorting the Data on a Report
- Adding and Removing Report Sections
- Creating Mailing Labels

Module 3 – Creating Reports from Scratch

- Starting with a Blank Report
- Making Page Layout Adjustments
- Adding a Report Title
- Connection the Report to Data
- Creating a Grouped Report
- Adding Graphics to a Report
- Creating a Columnar Report
- Controlling Report Data

Module 4 – Introduction to Sub-reports and Calculations

- What are Sub Reports?
- Building the Main Report
- Creating Sub-Reports
- Calculating in Reports
- Subtotals and Grand Totals
- Counting Records on a Report
- Page Numbering