Microsoft Access 365, Part 5 of 5: Reports and Macros

Meet the expert: I’m Kari Hoien. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I’ve helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Prerequisites: Knowledge of data types, database structure and use of other Microsoft tools and interface ribbons is very useful, but not required.

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Course description: Microsoft Access is a database management system (DBMS) used to store and manage data allowing a user to create forms, query information and create reports. This course covers how to do reporting, as well as report and form dialogs, advanced reports and basic macros.

Course outline:

Basic Reports Part 1
• Introduction
• Basic Reports
• Report Demo
• Report Design Tool
• Blank Report
• Report Wizard
• Report Layout
• Tabular
• Remove Layout
• Summary

Basic Reports Part 2
• Introduction
• Layout Tools
• Properties
• Report Properties
• Working with Fields
• Overirde Formatting
• Report Formatting
• Printing
• Email
• Summary

Advanced Reports
• Introduction
• Advanced Reports
• Report Groups
• Details in Header
• Calculated Fields

• Footer Calculated Field
• Conditional Formatting
• Manual Headers and Footers
• Summary

Reports and Form Dialogs
• Introduction
• Reports and Forms Dialog
• Report Parameter Form
• Summary

Macros
• Introduction
• Macros
• Creating Macros
• Two types of Macros
• Action Catalog
• Navigation Pane Macro
• Form Macro
• Conditions
• Other Events
• Summary