



White Horse Computer Training

Course Outline

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TRAINING • DEVELOPMENT • CONSULTANCY

Access Reports in Depth

Duration: 1/2 day **Pre requisites:** Basic familiarity with keyboard and mouse

- Report creation methods
- Modifying a Report
- Adding controls and calculated fields
- Setting control properties
- Working with report sections
- Preparing the source of the data
- Producing grouped reports
- Producing mailing labels
- Linking reports with forms and queries
- Adding images to reports