

# ON LINE SERVICES

*Computer Training & Support*

## Customize Your Reports Using Access

### Course Description

**Overview:** Students will use features of Access and compatible applications to create customized reports that meet their information needs. They will also see techniques for making reports more attractive and for sharing the reports with people who do not have Access installed.

**Objectives:** Upon successful completion of this course, students will be able to:

- Create and enhance subreports in two different report contexts.
- Add a chart to a report and modify the chart by changing properties and using Microsoft Graph.
- Add special data and text effects to a report.
- Share Access reports with users who do not have Access installed.

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### Course Outline

#### Activity 1: Use subreports

- Identify the main report
- Create a query
- Add the subreport
- Enhance the reports
- Try it on your own

#### Activity 2: Add charts

- Create a pie chart
- Dress up the chart
- Change the data source and chart type
- Try it on your own

#### Activity 3: Add special effects

- Include parameter values
- Have conditional text
- Create a watermark
- Use fancy text
- Try it on your own

#### Activity 4: Share reports

- Export a snapshot
- Share the snapshot
- Use Snapshot Viewer
- Put in on the Web
- View the HTML version