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# An Introduction to Access Reports & Forms

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Microsoft Access A104  
90 Minutes

## Course Content

This 90-minute class focuses on creating reports and forms in Access. Reports are an effective way to present data in a printed format. Don't waste time creating reports the hard way, take advantage of the latest reporting tools Access has to offer. Your reports will look amazing! Forms enable you to customize which fields a user sees on the screen. It is a more friendly way to add, edit, or delete records.

By the end of this class attendees will have an understanding of how to create and modify reports and forms in Access.

### Lessons include the following:

- Understand sections of a report
- Create a report using the report wizard
- Modify a report using both Layout and Design view
- Create mailing labels
- Create a grouped report
- Preview and print reports
- Understand sections of a form
- Use the form wizard to create forms
- Modify a form
- Enter data using a form