



MS Access Reports

Who Should Attend This Clinic: This will be ideal for individuals who use MS Access and wish to be more proficient in creating Reports. This session gives you the opportunity to target those areas which you specifically need. This workshop is intended for MS Access 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Workshop Content:

- Creating a Report using the Wizard
- Creating a Report using the Design View option
- Calculated Controls
- Combining Text from Multiple Fields
- Creating a Chart
- Creating Labels

Other Courses Which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Filters
- Word
 - Working with Mail Merge
 - Working with Legal Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Forms
 - Working with Queries
- Photoshop
 - Working with Old Photographs
- Publisher
 - Mail Merge
 - Creating Flyers