

Course Level - Introduction

Course Introduction

Formalities / Course aims and objectives



Reports - General

What are Reports?

What's the advantage of using them?

What types of data can the program access?

Report Types

Basic Reports

Ways of Creating New Reports

Report Sections

Creating a New Report from Scratch

Adding Fields to the Report

Changing the Size and Position of Fields

Browsing Data in a Field

Previewing the Report

Selecting Objects

Using Guides

Formatting the Report

Adding Objects

Formatting Objects

Adding the Finishing Touches to the Report

Adding Special Fields

Adding Pictures or Graphics

Adding Lines or Boxes

Saving Your Report

Saved Data versus Refreshed Data

Sorting & Selecting Records for Printing

Sorting

Using the Select Expert

Multiple Selection Criteria

Changing the Record Selection Formula

Formulæ

Opening an Existing Formula

Understanding the Formula Editor

Creating a Formula with the Formula Editor

Modifying Formulæ

Renaming a Formula

Deleting a Formula

Using Functions in a Formula

Conditional Formulæ

Creating Groups and Summaries

The components of a Group

Inserting a Group

Defining Multiple Level Groups

Navigating with the Group Tree

Modifying Existing Group Options

Creating Custom (Specified Order) Groups

Summary Fields

Summarizing Group Data

Using Grand Total Summary Functions

Cross-Tabs*

What is a Cross-Tab?

Creating a Cross-Tab

Selecting the Cross-Tab Object

Modifying a Cross-Tab

Cross-Tab Layout Features

Formatting Options

Links*

What is Linking?

Using the Visual Linking Expert

Identifying Smart Linking Options

Manually Creating Links

Removing Tables from a Report

Link Options

Identifying Join Types

Controlling the Order of the Look-up

Linking Options

Formatting Sections

Reviewing Sections

Resizing Sections in Design View

Formatting Sections with the Section Expert

Summary and Drill-Down Reports

Drilling Down

Viewing Column Headings in Drill-Down Tabs

Using Report Experts