Access 2013, Part 8: Reports, Macros and Importing

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Prerequisites: This course assumes very little familiarity with Microsoft Access. This course is part of 8 courses; Access 2013: UI, Tables and Forms; Access 2013: Queries, Reports and Data; Access 2013: Navigation, View and Keys; Access 2013: Masks, Lookup and Queries; Access 2013: Groups, Joins and Action; Access 2013: Queries and Forms; Access 2013: Forms and Reports; and Access 2013: Reports, Macros and Importing. Please be sure to view the courses in order if you are new to the material.

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Course description: In this eight parts leaning series you'll see how Access 2013 is Microsoft's database management software that allows users to enter, manage, and build reports on large amounts of data. Get to know the Access work environment, master tables, Data Fields, and Data Types; understand queries and create a simple select query; build a simple UI with forms; and learn how to create simple reports. Advanced topics include automating tasks with macros and Importing, linking, and exporting external data.

Course outline:

Report Layout Tools
• Introduction
• The Layout View
• The Page Setup
• The Format Menu
• The Arrange Menu
• Stacked Layout
• Themes
• Summary

Reports in Design View
• Introduction
• Create a Report
• The Design View
• Page Header & Footer
• Add Existing Fields List
• Creating Associations
• Add a Group & Image
• Summary

Macros & Importing Data
• Introduction
• Create Macros
• Binding Macros
• Raise Errors with Macros
• Import Data via Linking
• Import Data via Import
• Import Other Files & Export
• Mail Merge & Linked Manager
• Summary