

# Working with Forms and Reports In Microsoft Access



## **Creating Forms and Reports**

- Creating Forms and Reports Using the Wizard
- Creating Forms from Scratch and Using AutoForm
- Adding, Deleting, Moving and Sizing Fields and Controls
- Aligning Controls with One Another
- Changing the Tab Order on Forms

## **Formatting Forms and Reports**

- Formatting Fonts , Changing Colors and Applying Special Effects
- Using AutoFormat
- Using the Format Painter
- Adding Pictures and Lines

## **Working with Forms**

- Working with Control Properties and Form Properties
- Adding, Cutting, Copying and Pasting Controls
- Creating a Calculated Control
- Changing a Control's Default Value
- Creating a Subform to Display Information from Related Tables

## **Working with Reports**

- Understanding Report Sections
- Working with Section Properties
- Grouping and Sorting Records
- Creating Calculated Controls
- Adjusting Page Margins and Orientation
- Adding Page Numbers and Dates