

Course Fee: \$129 + GST

Course Duration: 3 hrs

Course Objective

This course is a continuation of Microsoft Excel Foundations, in which you were introduced to the basics of Excel. Upon successful completion of this course, you should be able to:

- Open, navigate and create reports
- Add fields to existing reports
- Move and align controls
- Understand report sections (Header, Footer, Detail, groupings)
- Add or change report grouping and sorting
- Use calculated controls
- Set report, section and control properties

Prerequisites

The material in this class assumes that you have completed Microsoft Access Foundations and Access Design have a good working knowledge of Microsoft Windows. It is not a suitable introduction for people who have little or no experience with Access.

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.
