



University Information  
Technology Services

# **Microsoft Access 2010**

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Level 3

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## Access 2010 Level 3

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## **Introduction**

Microsoft Access allows people to effectively and efficiently organize data. This document, Level 3, has been developed to help you learn more about several useful features in Access including printing, applying queries, and importing Excel files. The various sections presented in this document will help you to build a solid knowledge foundation of the software.

## **Objectives**

The following objectives are covered in this document:

- Understanding how to print reports and labels.
- Knowing how to place calculations on reports.
- Having the ability to use the query feature.
- Understanding how to import an Excel file.

# Creating a Report

The following explains how to create a report in Access.

1. From the *Create* tab, click *Report Design* (see *Figure 1*).

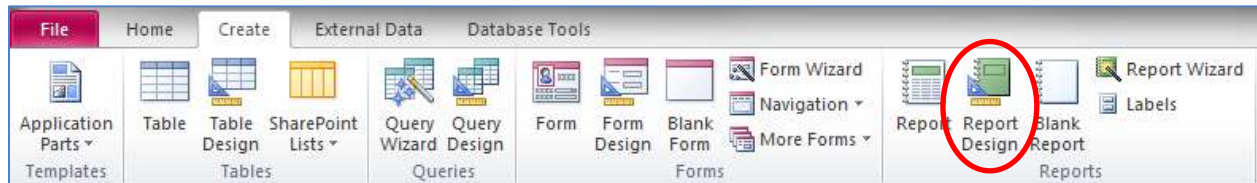


Figure 1 – Report Design Button

2. Right-click over the *Page Header* bar and select *Report Header/Footer* (see *Figure 2*).

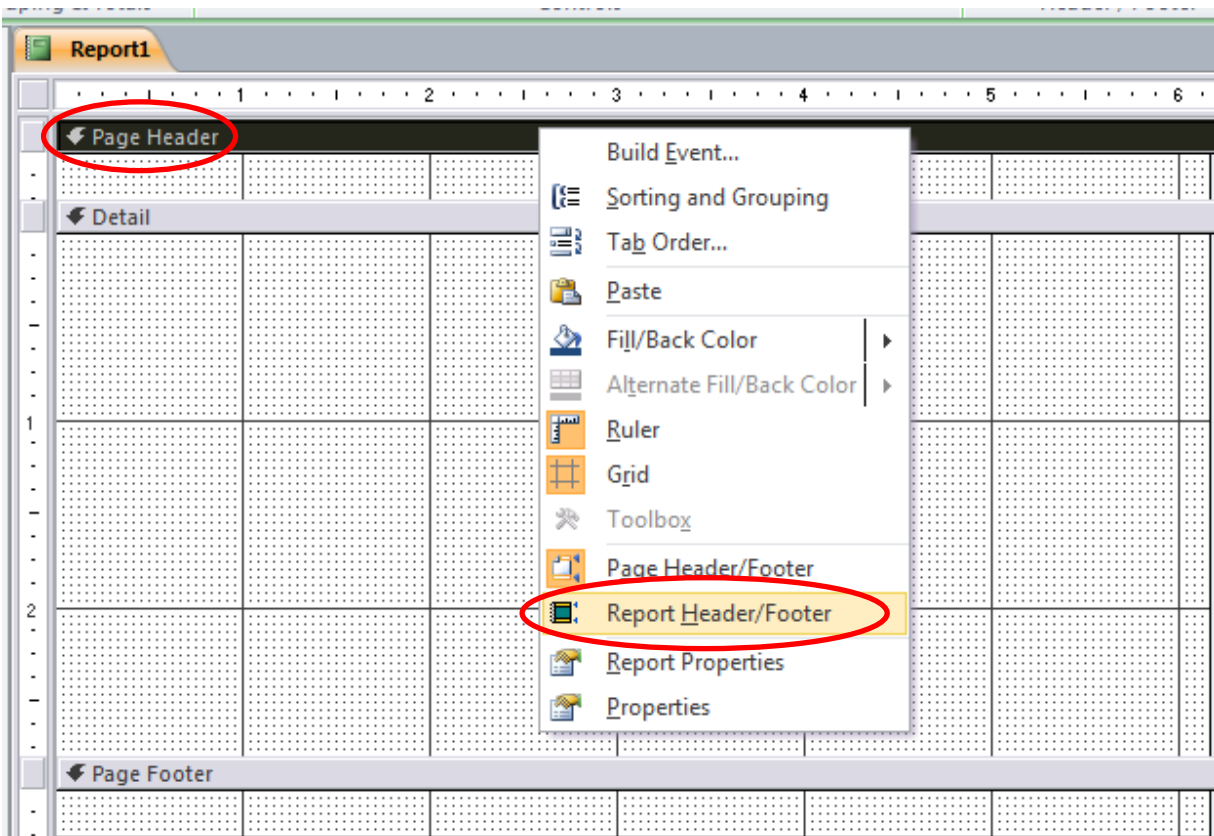


Figure 2 – Report Header/Footer

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