



University Information  
Technology Services

# Microsoft Office Access 2013

Reports and Queries

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## Access 2013 Reports and Queries

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## **Introduction**

Microsoft Office Access 2013 allows people to effectively and efficiently organize data. This document 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:

- Creating reports and labels.
- Placing calculations on reports.
- Using the query feature.
- Importing an Excel file.

# Creating a Report

When you use a database, you typically use reports to view, format, and summarize data. The following explains how to create a report in Access.

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

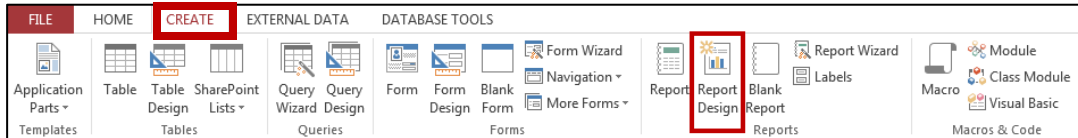


Figure 1 - Report Design

2. Right-click over the *Page Header* bar (see Figure 2).

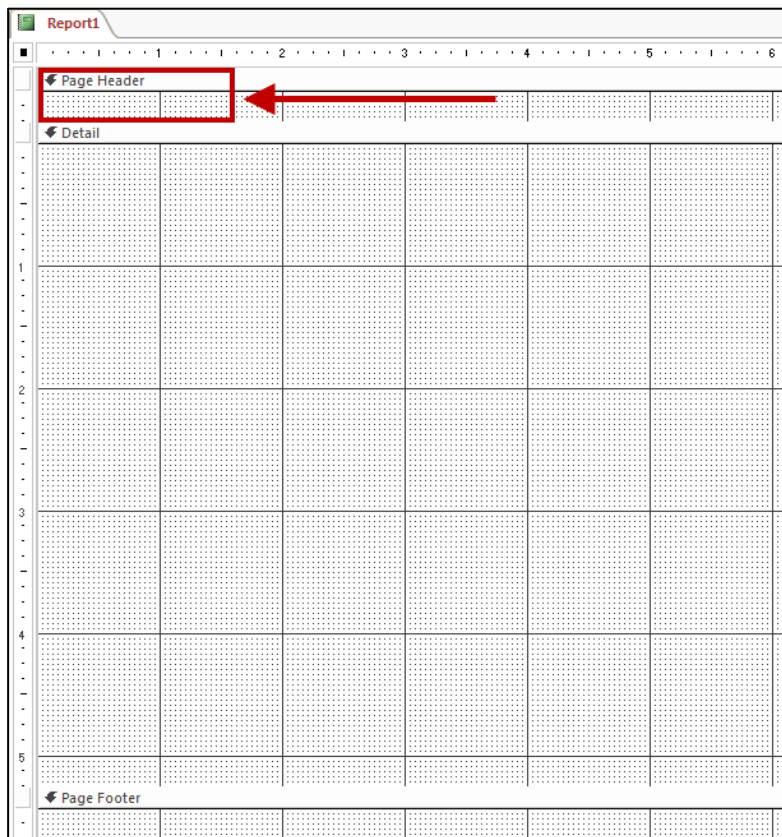


Figure 2 - Page Header

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