



University Information
Technology Services

Microsoft Office

Access 2016 for Windows

Reports and Queries

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Office: Access 2016 for Windows Reports and Queries

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Introduction

Microsoft Office Access 2016 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.

The Microsoft Access Booklet Series will provide you the necessary knowledge on how to use *Microsoft Office Access 2016*. Before reading this booklet, it is recommended that you read the following *Access 2016* documents on the UITS Documentation Center at <http://uits.kennesaw.edu/cdoc>:

- Microsoft Access 2016 – Intro to Access
- Microsoft Access 2016 – Intro to Forms
- Microsoft Access 2016 – Relational Databases and Subforms

Learning 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**.

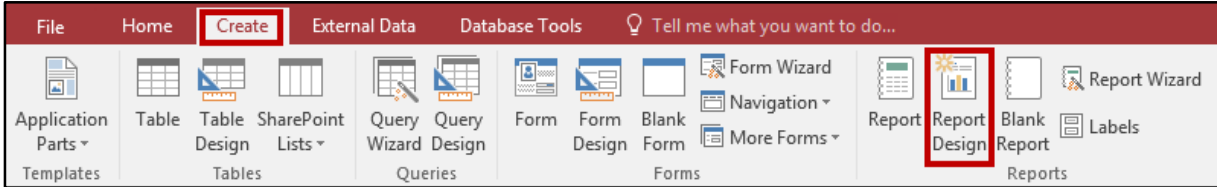


Figure 1 - Report Design

2. You will be brought to the *Report Design* view. Right-click over the **Page Header** bar.

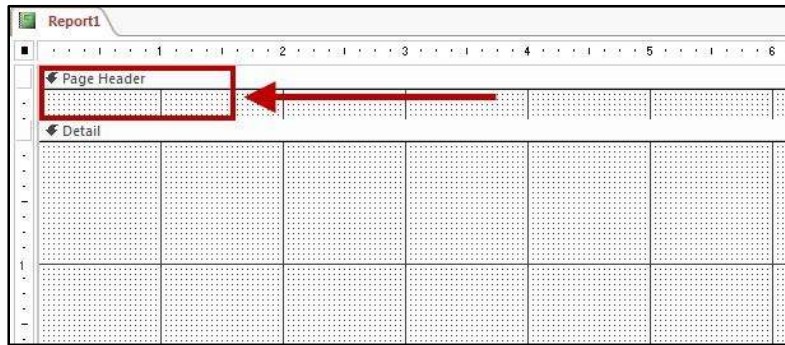


Figure 2 - Page Header

3. Select **Report Header/Footer**.



Figure 3 - Click Report Header/Footer

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