

Reporting Techniques

Using the Northwind Sample database

Basic Reporting	Top 10 Biggest Orders
Headers	Invoice
Grouping	Customer Address Book
Calculated fields, totals, Dialog Form	Monthly Sales Report Quarterly Sales Report
Sub reports, coloration	Project Manager Report



Reporting Techniques

Design tools

Design	Views Themes Grouping & Totals Controls Header/Footer Tools
Arrange	Table Rows & Columns Merge/Split Move Position Sizing & Ordering
Format	Select Font Number Background Control Formatting
Page Setup	Page Size Page Layout



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