



Lesson Objectives

- **Modify page size and orientation**
- **Work with report headers and footers**
- **Add logos, titles, date and time, and page numbers**
- **Add images to reports**
- **Align, space, move and size controls**
- **Filter and sort records on a report**
- **Use the Report Tool**
- **Use the Report Wizard**
- **Create a blank report in Layout view and Design view**
- **Work with controls in Layout view and Design view**
- **Add bound and unbound controls**
- **Group and sorting report records**
- **Add calculated controls to**

Ms Access Lesson Knowledge Assessment Answers

JR Anderson



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