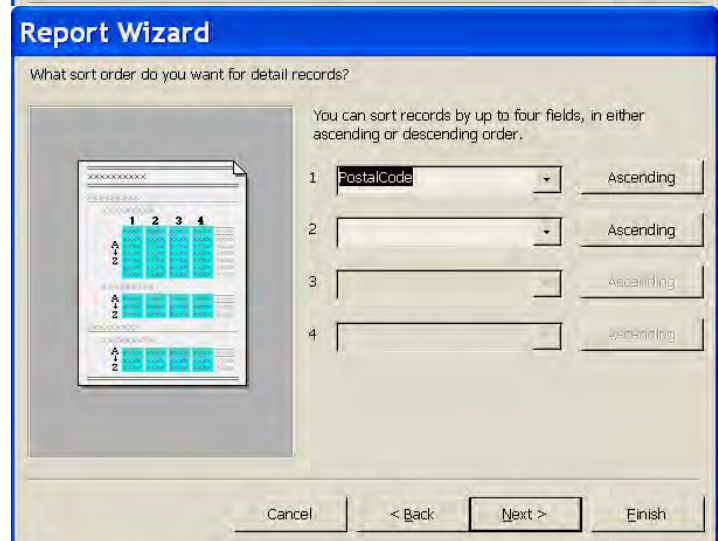
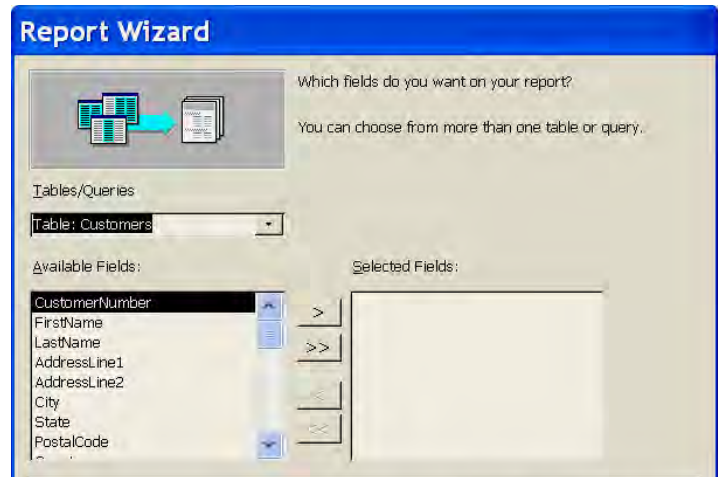


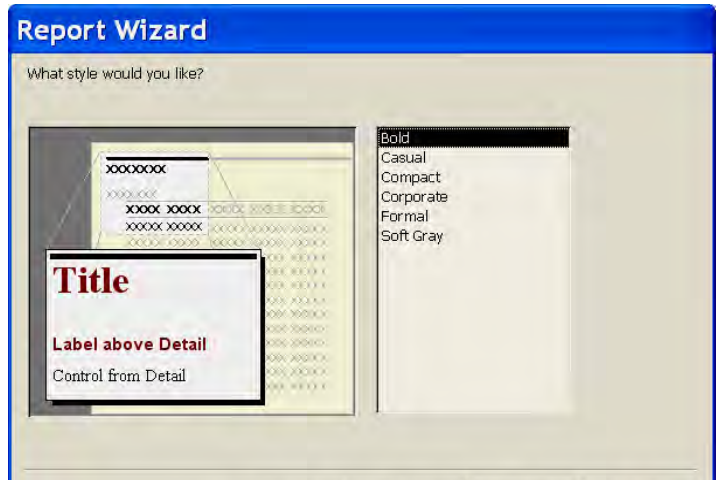
## USING THE REPORT WIZARD

The Report Wizard is the fastest and easiest way to create a slick-looking report without a lot of fuss. The fields to be included in the report are determined by the person creating the report, as well as allowing the creator the option of grouping records by a particular field. To use the Report Wizard to create a report, follow these steps:

- ❖ In the **Database** window, click **Reports** on the **Objects** bar.
- ❖ Do one of the following.
  - Click the **New** button on the **Database** toolbar, click on **Report Wizard**, and then click **OK**.
  - Double-click on **Create report by using wizard**.
- ❖ The **Report Wizard** dialog box will be displayed.
- ❖ Click the drop-down arrow under **Tables/Queries** to choose **Table: Customers** in the **Access Training (Chamber)** database as the base for this report.
- ❖ This dialog box is where you can indicate the fields that are to appear in the report.
- ❖ To select fields that are to be included in the report from the **Available Fields** list, do one of the following:
  - Click the left-pointing arrow (>) to move an individual field to the **Selected Fields** box.
  - Click the double left-pointing arrow (>>) to move all the fields to the **Selected Fields** box.
  - Double-click each field to move it to the **Selected Fields** box.
- ❖ For this lesson, we will use all the fields in the table, so click the double-arrows (>>).
- ❖ Click **Next** to continue.
- ❖ To group the records, do one of the following:
  - Double-click the field by which the report is to be grouped.
  - Select the field and then click the right arrow (>).



- ❖ For this lesson, the report is going to be grouped by **State**. Follow one of the procedures described above to move the **State** field to the **Group** area.
  - If there isn't a need for the report to be grouped, click **Next**.
  - If the report is to be grouped by more than one field, use the **Priority** arrow buttons to indicate which field should be used first.
    - The selection will appear in blue in a separate box above the other fields.
    - The field that has been selected will not be a part of the lower list.
- ❖ When the group field(s) has been selected, click **Next**.
- ❖ The next **Report Wizard** dialog box will be displayed.
- ❖ This box is used to **Sort** the records in either Ascending or Descending order.
- ❖ Click the **Number 1** box drop-down arrow to choose **Postal Code**.
- ❖ Use the **Ascending/Descending** button to indicate the order in which Access should sort.
  - This is a toggle button that switches between Ascending and Descending.
  - The default is Ascending.
- ❖ Click **Next** to continue.
- ❖ The next **Report Wizard** dialog box will be displayed, asking how the report should be laid out.
- ❖ Choose one of the options under **Layout**. Click on each option in the list to see a display of how it will look in the report.
- ❖ Choose the **Landscape Orientation** for this report by clicking the radial button next to **Landscape**.
- ❖ Click the check box next to **Adjust the field widths so all the fields fit on one page** if this option is to be deactivated.
- ❖ We will leave this option checked.
- ❖ The default option adjusts the field width so that all fields fit on the page.
  - The fields may be too small to display the data.
  - It may be necessary to move and resize the fields.
- ❖ Click **Next**.



- ❖ The next **Report Wizard** dialog box will be displayed asking what **style** should be used.
- ❖ Select the desired style.
- ❖ Click **Next**.
- ❖ The last dialog box in the **Report Wizard** will be displayed.
- ❖ Type the name **Customers** for the report, if necessary.
- ❖ Choose one of the options from below:
  - **Preview the report** – This option is used to show what the report will look like when it is printed.
  - **Modify the report's design** – Use this option to make changes in the design of the report.
- ❖ For this lesson, choose **Preview the report**.
- ❖ Click **Finish** to complete the report and display it in **Print Preview**.
- ❖ Close the report
- ❖ To make any changes to the **Report**, click the **Design** button on the **Database Toolbar** to open the report in **Report Design** view (see illustration at right).
- ❖ The Field Names and Headers will appear in a grid.
- ❖ For information on how to make changes to this report, click the **Changing the Report Design** link on the **Access Web Page**.
- ❖ For information on the different sections of the report, click the link **Section of a Report** on the **Access Web Page**.
- ❖ For information on working with the different controls in the **Report**, click the links under **Form Controls** on the **Access Web Page**.

