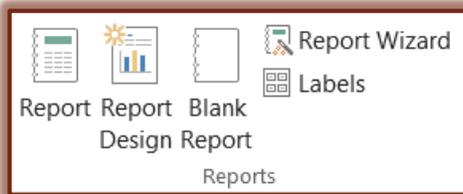


CREATE A REPORT USING THE REPORT WIZARD

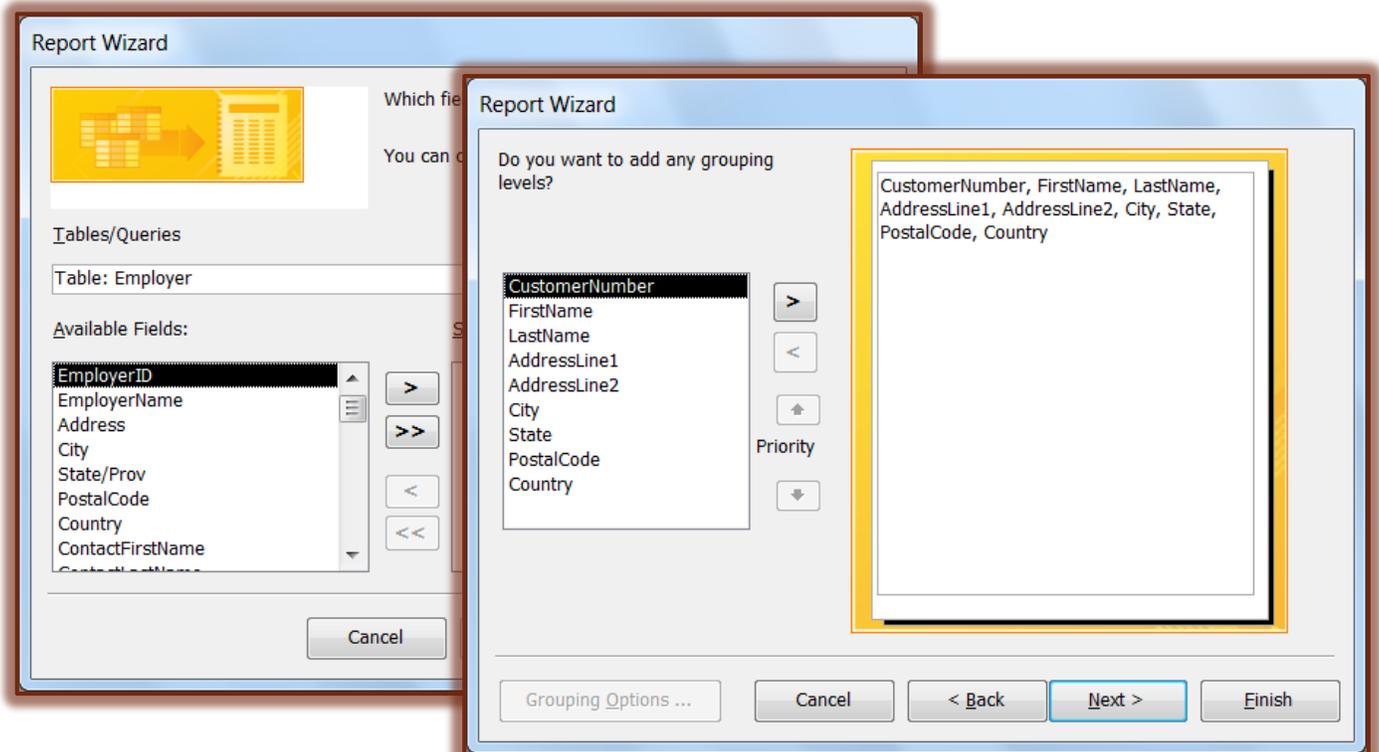
This exercise will use the **Customers Table** in **Access Training-Database1**.

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 the steps below.

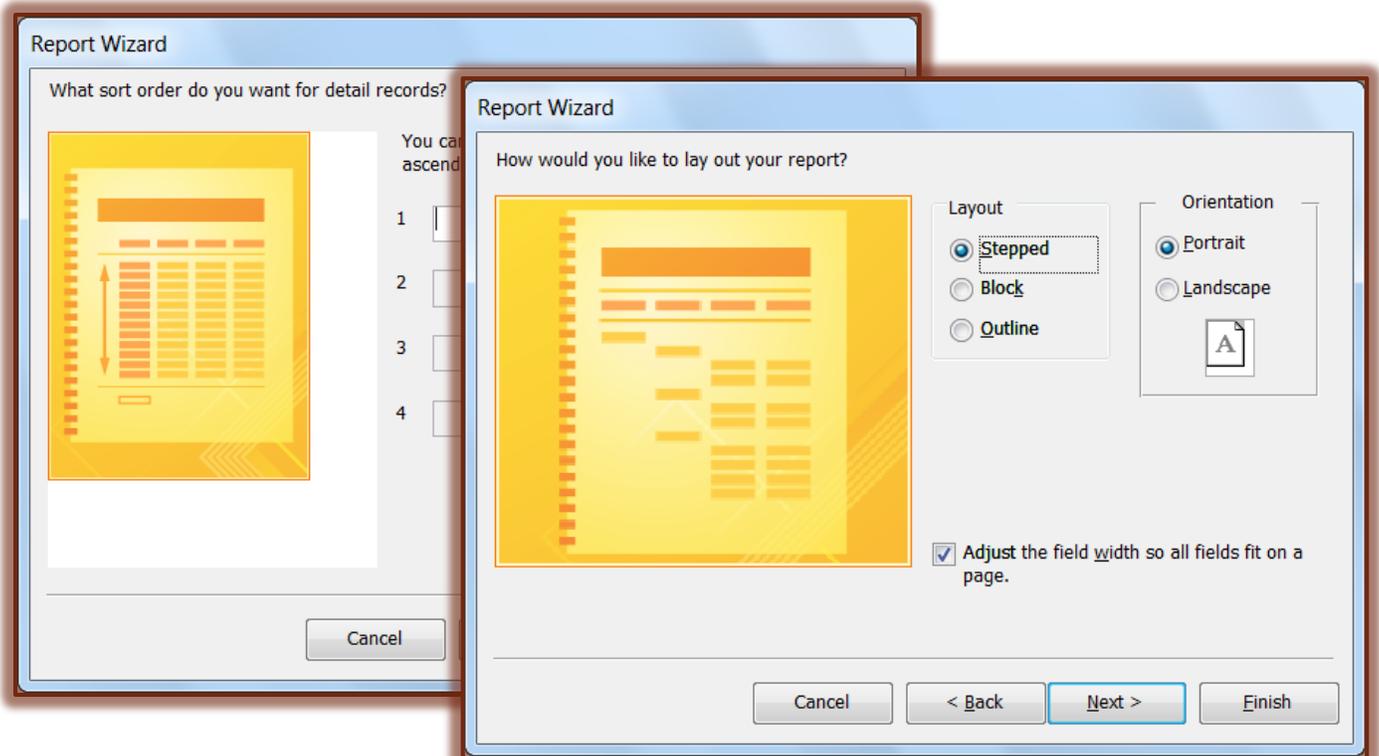
- ✦ On the **Database** ribbon, click the **Create Tab**.
- ✦ In the **Reports Group**, click the **Report Wizard** button (see illustration below).



- ✦ The first window in the **Report Wizard** will display (see illustration below).
- ✦ Click the drop-down arrow under **Tables/Queries** to choose **Table: Customers** for this report.
- ✦ This step in the wizard is where the fields that are to appear in the report are selected.
- ✦ 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, all the fields in the table will be used, so click the double-arrows (>>).
- ✦ Click **Next** to continue to the second step in the wizard (see illustration below).

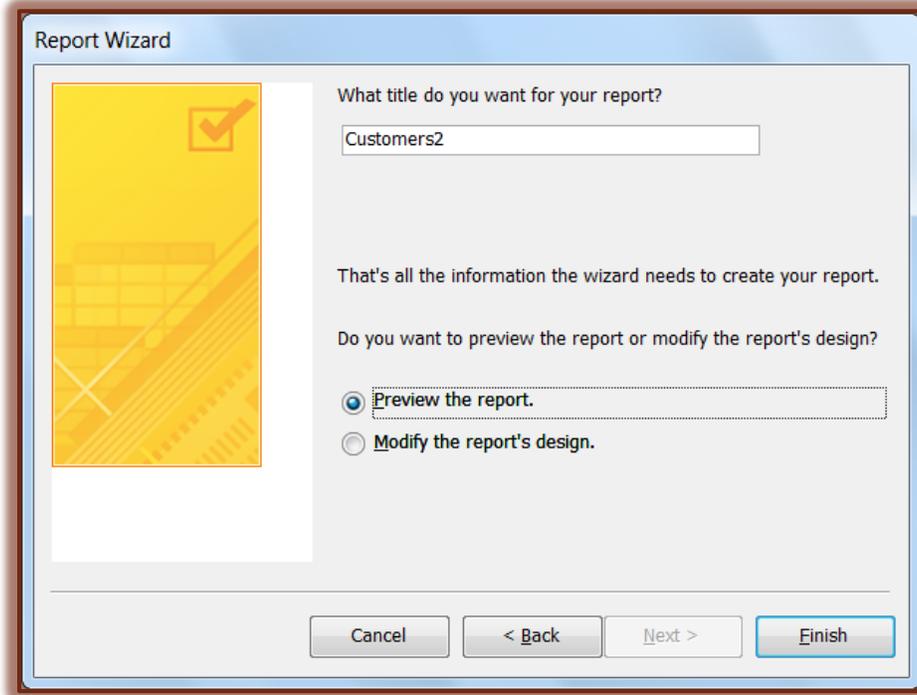


- ✚ To group the records, do one of the following:
 - ✧ Double-click the field by which the report is to be grouped.
 - ✧ Select the field and then click the right arrow (>).
- ✚ For this lesson, the report is going to be grouped by **State**. Follow one of the procedures described above to move the **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 step in the **Report Wizard** will display (see illustration below).
- ✚ 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 step in the **Report Wizard** will display (see illustration below), 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.

- ✚ For this lesson, this option will not be changed.
- ✚ 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 when in Design View.
- ✚ Click **Next**.
- ✚ The last dialog box in the **Report Wizard** will display (see illustration below).



- ✚ The title for the report will default to the name of the table.
- ✚ To change the title for the report, click the name in the **Title** box and then input the new name.
- ✚ This report will keep the title **Customers**.
- ✚ 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 to 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 **View** button arrow and select either **Design View** or **Layout View**.
 - ✚ For information on how to make changes to this report, click the **Changing the Report Design** link on the **Access 2013 Web Page**.
 - ✚ For information on the different sections of the report, click the link **Sections of a Report** on the **Access 2013 Web Page**.
 - ✚ For information on working with the different controls in the **Report**, click the links under **Report Layout Controls** on the **Access 2013 Web Page**.