

Microsoft Access – Creating a Report with the Wizard



Creating a Report with the Wizard

Creating a report by using the wizard will give you more control over the contents of the report.

1. Rather than all of the fields of the table or query being included in the report by using the wizard you can choose the fields that are included. They can also come from more than one source. (By selecting the fields from from one table, and then changing the table and and selecting more fields).
2. If data is selected from more than one source there is step in the wizard where you choose how to view the the data. (By which of the tables or queries).
3. Then the data can be grouped if required and then sorted. But only sort at this stage if you wish to have the field that you sort by to become the first column.
4. Choose the layout of the report and the paper orientation.
5. Select the style of the report.
6. Give the report a name and then choose the preview option and finish.