

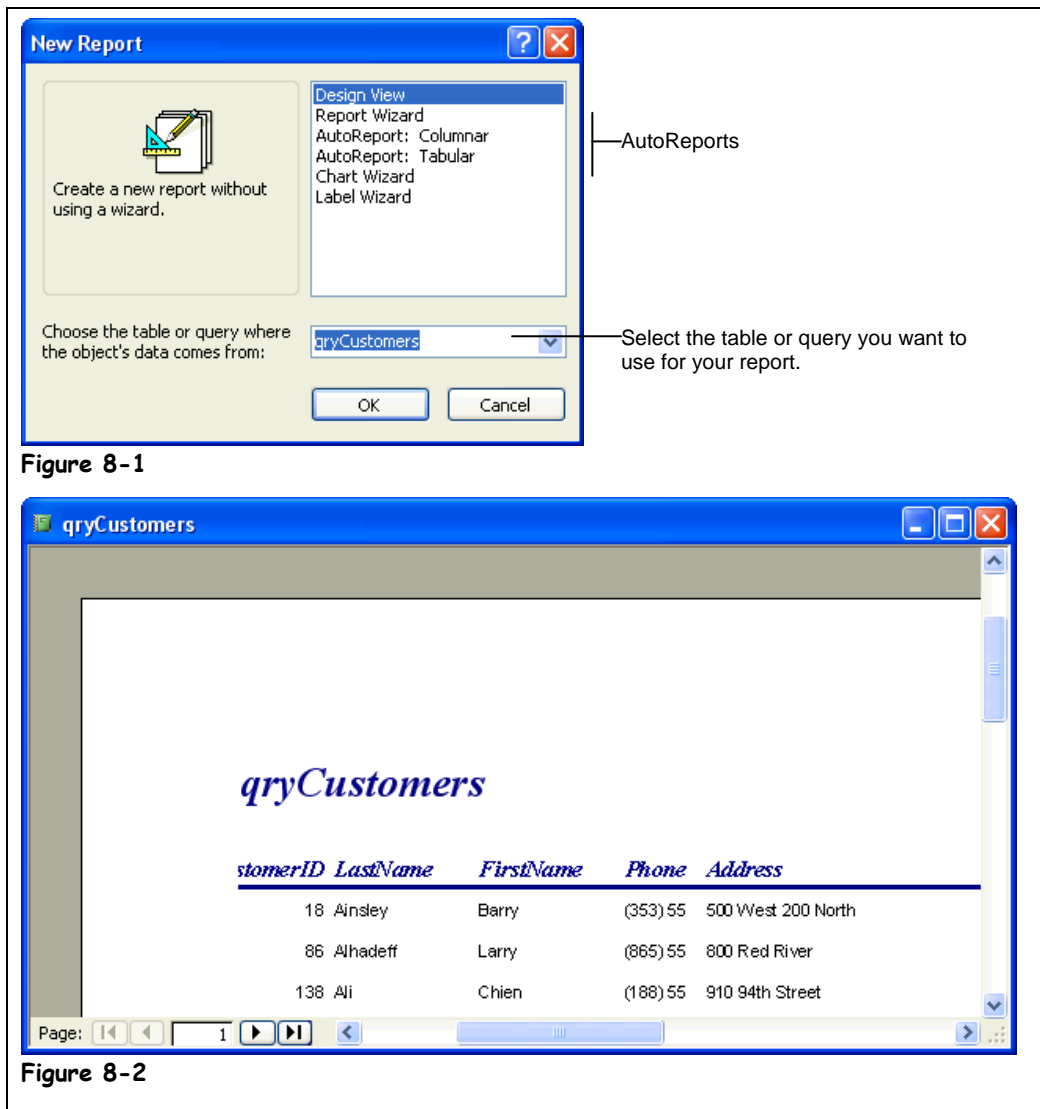
Lesson 8-1: Creating a Report with AutoReport

Figure 8-1

The New Report dialog box.

Figure 8-2

A Tabular report created by the AutoReport Wizard.



The fastest and easiest way to create a simple report in Access is with the AutoReport Wizard. The AutoReport Wizard can automatically create a report by arranging all the fields from a table or query into a neatly formatted report.

The AutoReport Wizard is easy to use, but limited—it only works with one table or query and there are only two types of reports that it can create, as shown in Figure 8-1. Of course, you can always modify a report created by using the AutoReport Wizard.

In this lesson you will learn how to create a report using an AutoReport Wizard.

1. Open the **Lesson 8** database.

In the Database window, you need to select the Reports icon in the Objects bar.

2. Click the **Reports icon** in the Objects bar, then click the **New button**.

The New Report dialog box appears, as shown in Figure 8-1. You can create a report with the AutoReport Wizard by selecting one of the two AutoReport Wizards...

3. Select **AutoReport: Tabular** from the list.

... and the table or query you want to use for your report.

4. Click the **Choose the table or query where the object's data comes from: list arrow** and select **qryCustomers** from the list.

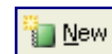
That's all the information the AutoReport Wizard needs to create your report.

5. Click **OK** to create the tabular report.

Access takes all the fields in the qryCustomers query, arranges them, and creates a report similar to the one shown in Figure 8-2. Yuck! Ugly-looking report, isn't it?

6. Close the report without saving your changes.

The reports created by the AutoForm Wizards aren't very pretty to look at, but they're fast and easy to create. If you want to have more control over what appears on your report, use the Report Wizard. Either way you will probably want to do some clean-up work, such as renaming the report's column headings and moving/resizing its controls.



New button

Table 8-1: Available AutoReport Layouts

Report Layout	Description															
<p>Customers</p> <p>LastName <input type="text" value="Ainsley"/></p> <p>FirstName <input type="text" value="Barry"/></p> <p>Phone <input type="text" value="(353) 555-6960"/></p> <p>Address <input type="text" value="500 West 200 North"/></p> <p>City <input type="text" value="Dorval"/></p> <p style="text-align: center;">Columnar</p>	Displays each record's data vertically. Each field of each record appears on a single line by itself.															
<p>Customers</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>Ainsley</td> <td>Barry</td> <td>(353) 555-6960</td> </tr> <tr> <td>Alhadeff</td> <td>Larry</td> <td>(865) 555-8921</td> </tr> <tr> <td>Ali</td> <td>Chien</td> <td>(188) 555-6869</td> </tr> <tr> <td>Aquino</td> <td>Kathleen</td> <td>(642) 555-3297</td> </tr> </tbody> </table> <p style="text-align: center;">Tabular</p>	Last Name	First Name	Phone	Ainsley	Barry	(353) 555-6960	Alhadeff	Larry	(865) 555-8921	Ali	Chien	(188) 555-6869	Aquino	Kathleen	(642) 555-3297	Displays each record's data horizontally. Each field appears in a column.
Last Name	First Name	Phone														
Ainsley	Barry	(353) 555-6960														
Alhadeff	Larry	(865) 555-8921														
Ali	Chien	(188) 555-6869														
Aquino	Kathleen	(642) 555-3297														

Quick Reference

To Create a Report with AutoReport:

1. In the Database window, click the **Reports icon** in the Objects bar and click the **New button**.
2. Select one of the following:
AutoReport: Columnar
AutoReport: Tabular
3. Select the table or query you want to use for the report from the drop-down list.
4. Click **OK**.