

Creating a Report

There are two quick ways to create a report:

- **The Report Wizard** is a good choice if you want to create a report from more than one table, or if you want to influence the design of the report while you create it.
- **The Report button** instantly creates a report based on the currently selected table or query.

We've covered the Report Wizard in another lesson, so we'll look at the Report button here.

Create a report with the Report button

You can instantly create a report with the Report button.

1. Select the table or query you want to base the report on.

You can select the table or query either in the Navigation pane or, if the table or query is already open, in the database window.

2. Click the **Create** tab on the Ribbon and click the **Report** button in the Reports group.

A report is instantly created based on the active table or query, and appears in Layout View.

Other Ways to Create a Report:

You can also create a blank report. Click the **Create** tab on the Ribbon and click either the **Blank Report** button (to create and display the report in Layout View) or the **Report Design** button (to create and display a blank report in Design View).

Exercise

- **Exercise File:** Report.accdb
- **Exercise:** Use the Report button to create a report based on the qryCustomers query. Save the report as "rptCustomers".

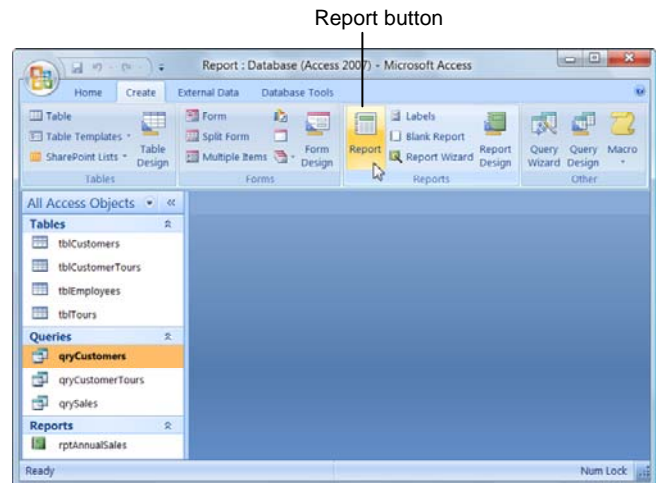


Figure 9-1: Creating a report based on the qryCustomers query with the Report button.