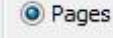

Printing a selection of the pages

To print just a SELECTION of the pages:

1. Click on Print



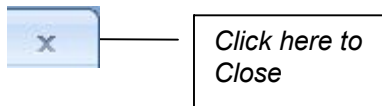
2. Click on 

3. Enter the range of pages
4. Click on OK

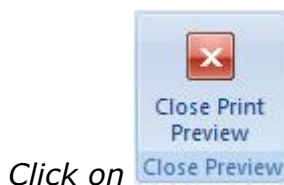
From: To:

Closing a report

Click the Close button on the report window



Or



Click on

Creating a quick report

To create a quick and simple report

Creating a quick Report

1. Click on the table or query you want to base your report on (you don't need to open it).
2. Click on the Create tab on the ribbon
3. Click on the report button



4. A new report will open in Layout View

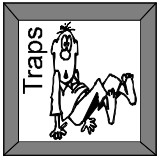
Report in layout view

Grouping, Sorting and Totals can be created here

My report looks too crowded!

By default Access will include ALL the fields in your table or query and fit them all onto your report. It will also name your report after the table or query it was based on.

Luckily, layout view makes it easy to change your report!



Editing your report in Layout View

No matter how you have created your report, layout view makes it easy to edit and change the look of your report.

In layout view you can:

- Format text
- Add and remove fields
- Change titles and headings
- Add grouping
- Sort
- Add totals
- Automatically format your report

Don't forget to look for the extra tabs on the ribbon when in layout view!

