

Creating a report with more choice using the wizard

What benefits do I gain by creating a report using the wizard?

There are a number of benefits when you create a report using the wizard:

- You can base the report on either a table or a query
- You can choose which fields you want to display from the table or query
- You can group pieces of information together
- You can sort the information by a number of fields
- You can choose an appropriate title for the report

Why group your information?

You may have a report with repetitive information in it:

For example, a list of employees showing the department they work in...

Department	Name
Management Team	P Smith
Management Team	K Patel
Management Team	J Monahan
Finance	K Levine
Finance	J Adewole
Finance	H Stewart

You would probably prefer the information to look like this:

Department	Name
Finance	J Adewole K Levine H Stewart
Management Team	J Monahan K Patel P Smith

Creating a report with calculations using the wizard

What extra benefit do I gain by creating a report using the wizard?

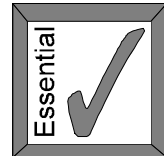
The extra benefit you gain by using the report wizard:

- You can ask the report to calculate totals and work out statistical information

Creating a report with calculations using the wizard

What do I have to do to get my report to calculate?

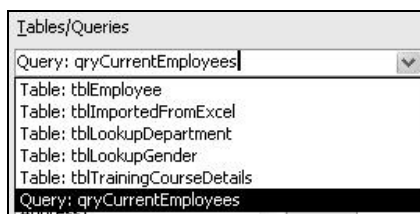
As long as you include a Number or Currency field in the Query or Table that you base your report on, Access will be able to do the calculations for you!



1. Click on the Reports tab  (if required)

2. Double Click on  Create report by using wizard

3. Choose the Query to base your report on (or the Table)



4. Double Click on the Available Fields, to Select the fields you want