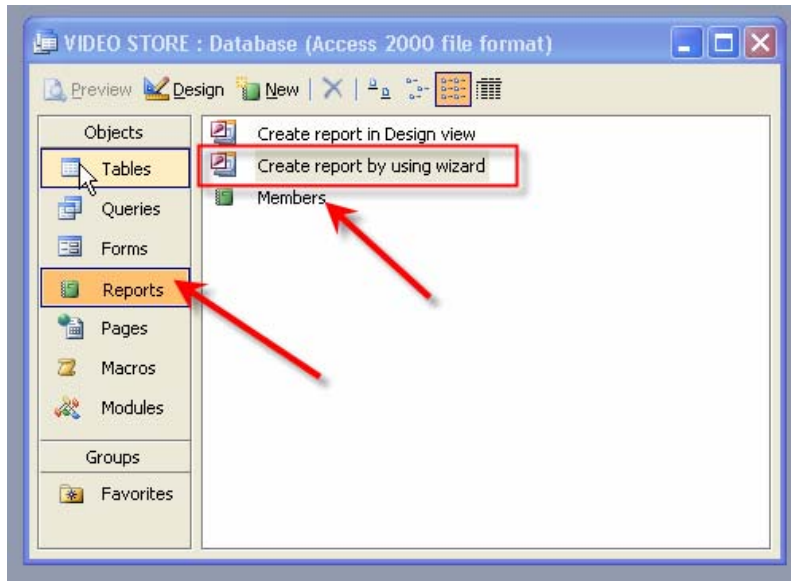


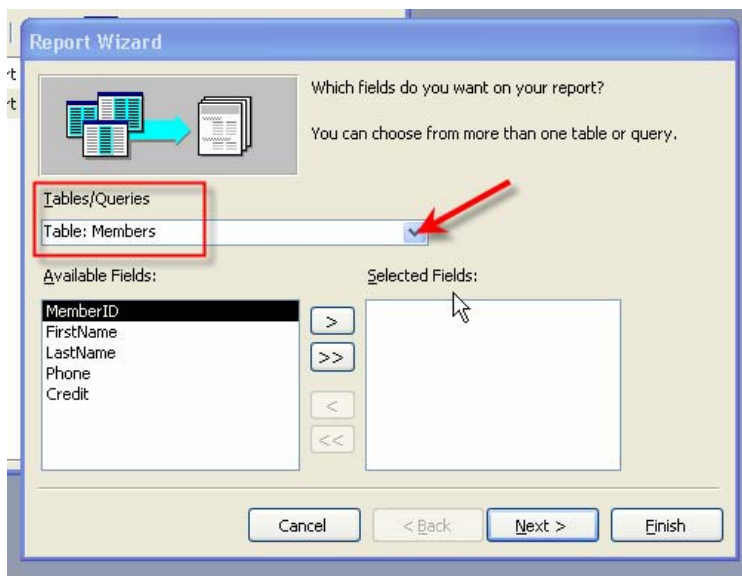
## Creating a Report in Access using the Wizard

It is sometimes easier to create a report for either a table or a query using the Wizard feature in Access. In this case we want to create a report based on our Members Query showing what credit card the member of the Video Store used most frequently.

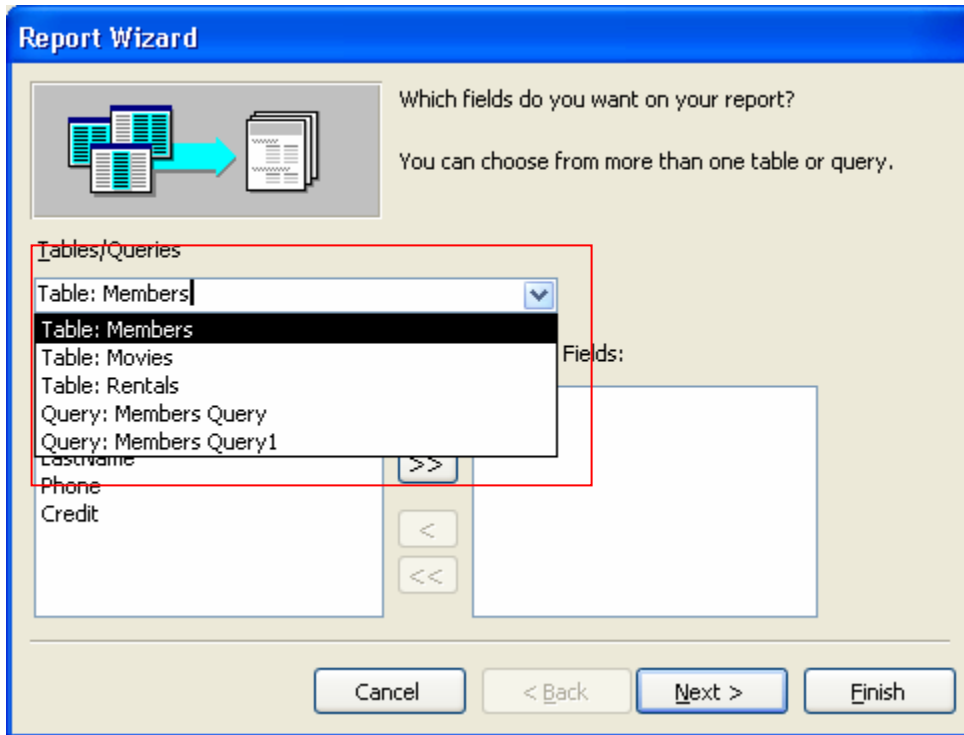
We click on Reports, note that the Members table is listed, and double click Create report by using wizard.



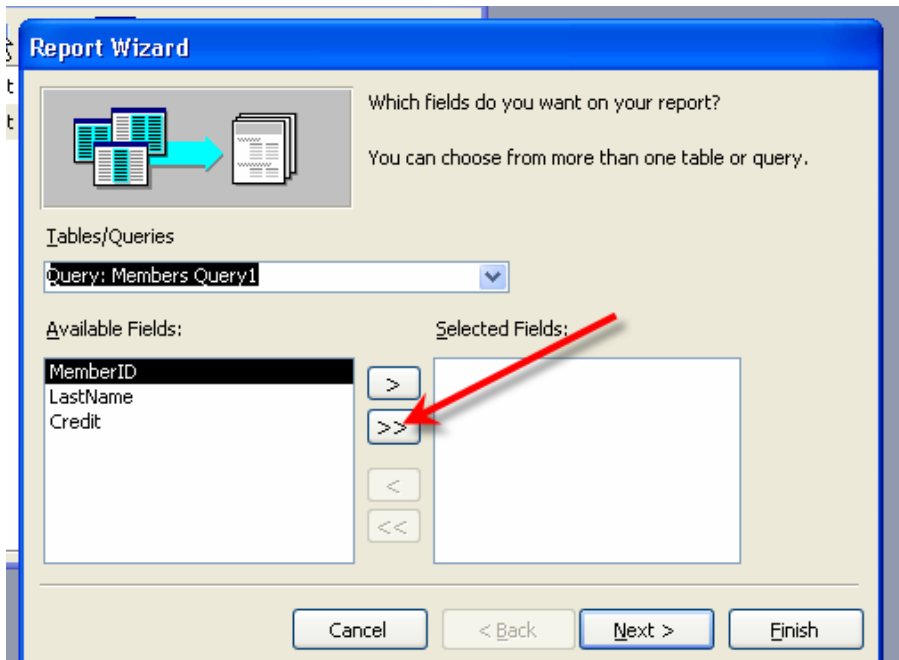
When the window comes up, we see that the Members table is selected:

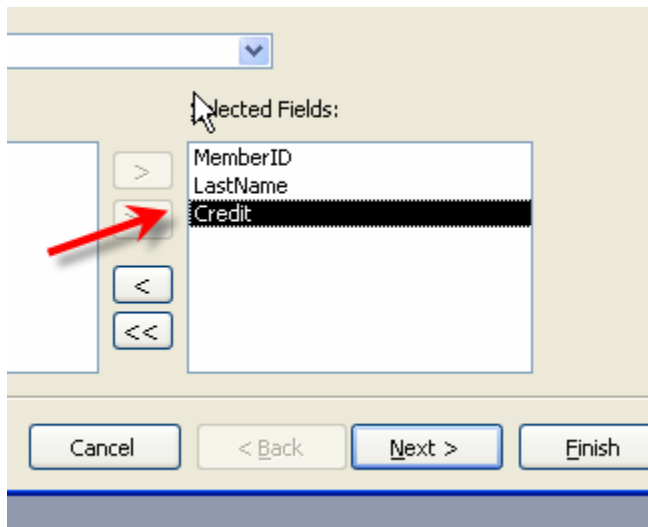


By using the pull-down menu, we can find the query we want to use for our report:

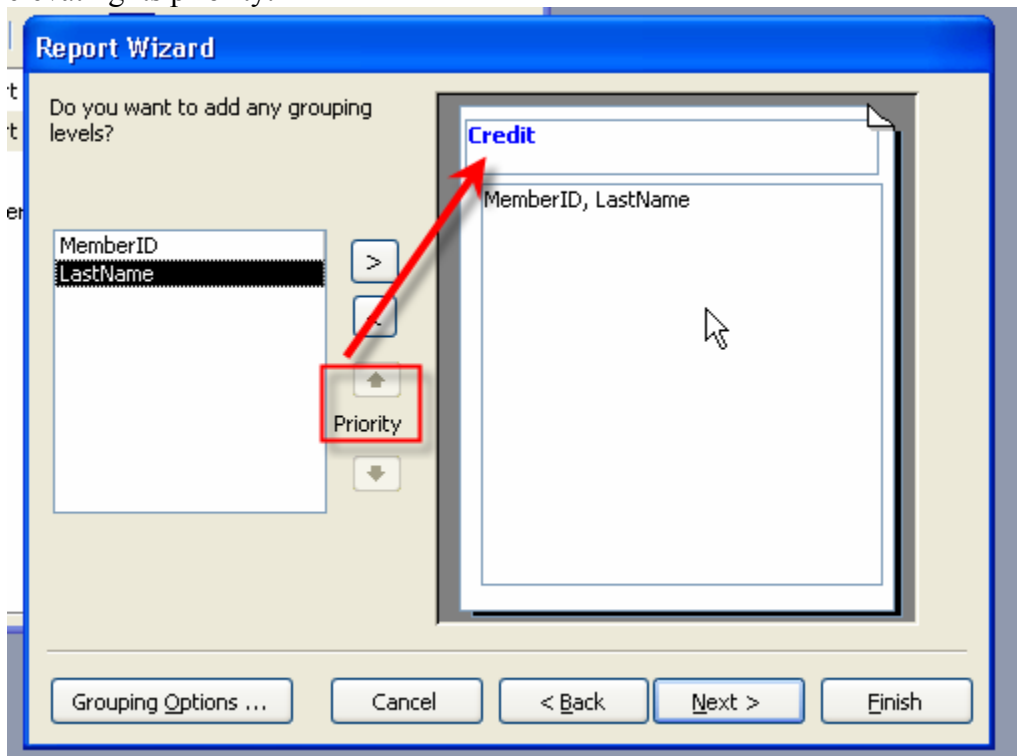


Because the Query has already limited the fields, we can click on the double arrow to select all of the fields at once:

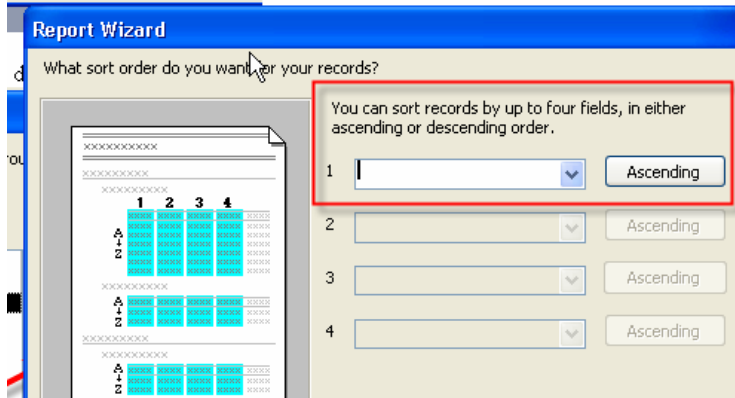




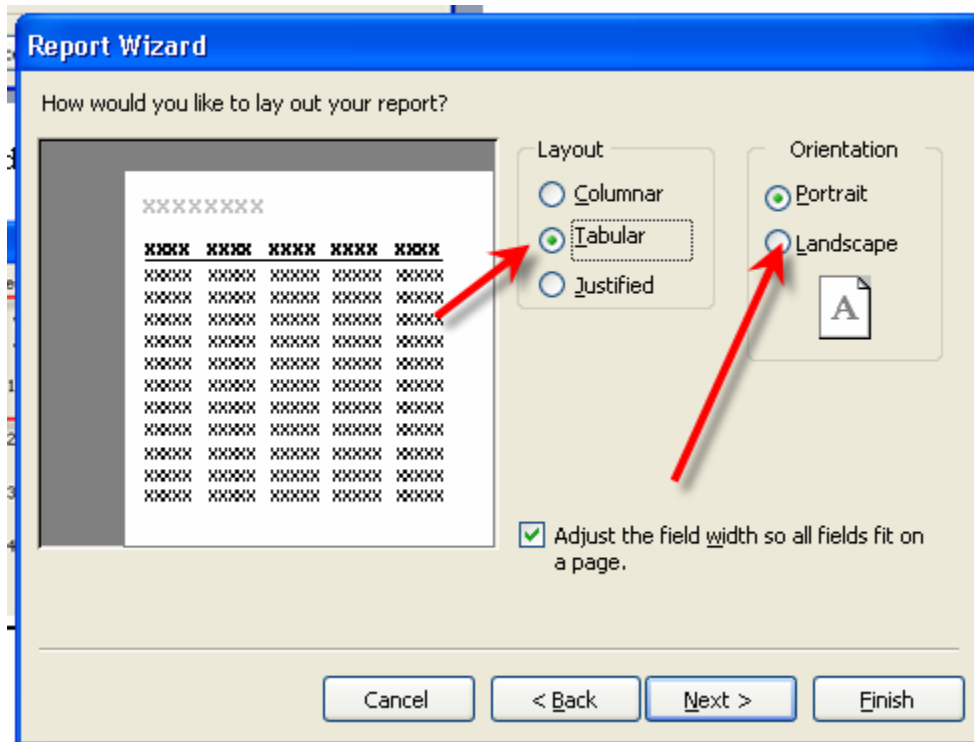
At the next window, we decide to make Credit type the top Grouping level by highlighting it and elevating its priority:



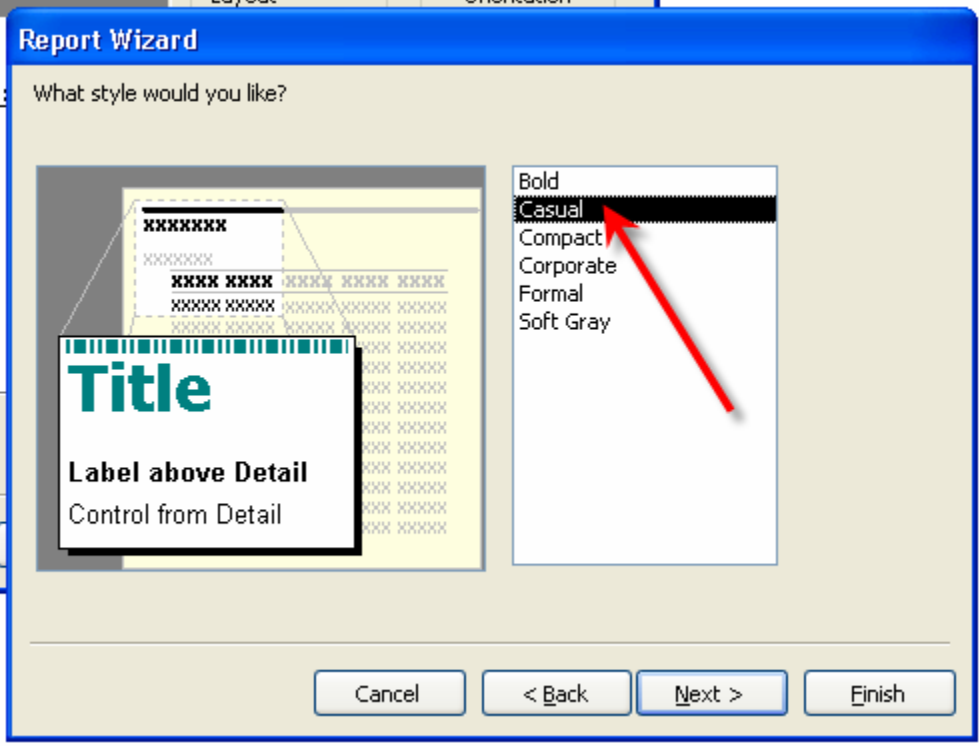
At the next window, we decide how we want our data sorted:



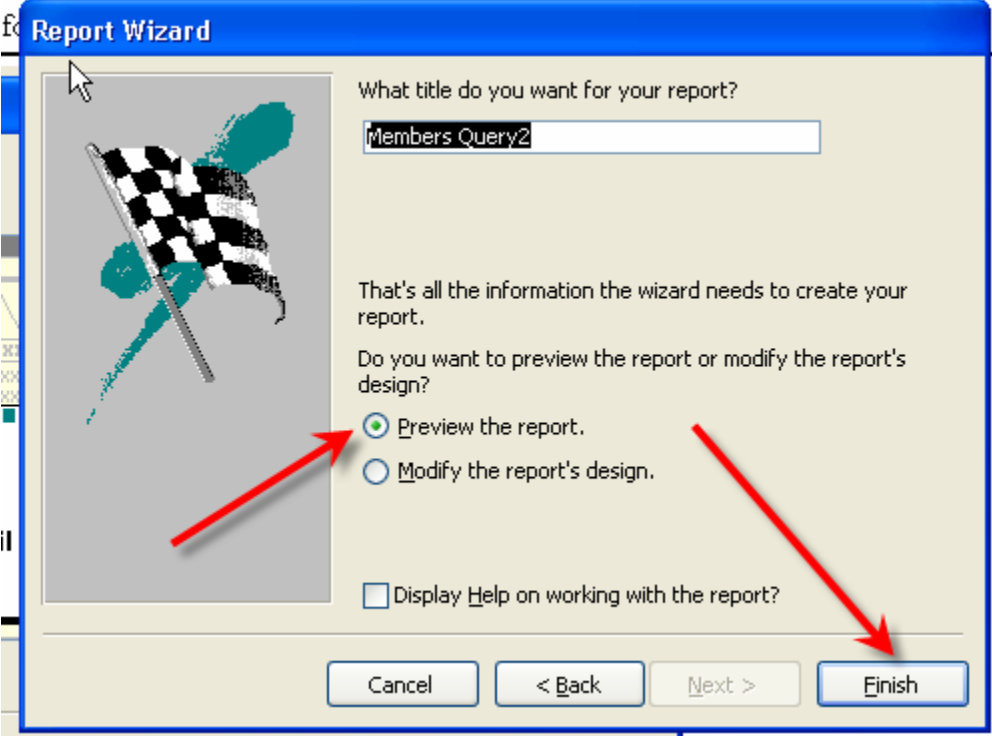
We can make some choices about our design layout:



And also choose a style for our report:



At the last window, we can select preview, help, or modify:



The result is a professional-looking report showing which credit card is used most often by members:

Credit	MemberID	LastName
Discover	LP	Pascal
	JM	Montgolfier
Master Card	RG-2	Greene
	NL	Likorsky
	JS	Santiago
Visa	SN	Name
	RG	Geiger
	JS-2	Smith
	JH	Hollander
	JF	Finelli
	CS	Schmidt