

Create a report by using the Report tool

The Report tool provides the fastest way for you to create a report, because it generates a report immediately without prompting you for information. The report displays all the fields from the underlying table or query. The Report tool may not create the final, polished product that you ultimately want, but it is quite useful as a means to quickly look at the underlying data. You can then save the report and modify it in Layout view or Design view so that it better serves your purposes.

1. In the Navigation Pane, click the table or query on which you want to base the report.
2. On the **Create** tab, in the **Reports** group, click **Report**.
3. Access builds the report and displays it in Layout view

Create a report by using the Report Wizard

You can use the Report Wizard to be more selective about what fields appear on your report. You can also specify how the data is grouped and sorted, and you can use fields from more than one table or query, provided you have specified the relationships between the tables and queries beforehand.

- On the **Create** tab, in the **Reports** group, click **Report Wizard**.
- Follow the directions on the Report Wizard pages. On the last page, click **Finish**.

Create labels by using the Label Wizard

Use the Label Wizard to easily create labels for a wide variety of standard label sizes.

1. In the Navigation Pane, open the table or query that will be the record source for your labels by double-clicking it.
2. On the **Create** tab, in the **Reports** group, click **Labels**.
3. Follow the directions on the pages of the Label Wizard. On the last page, click **Finish**.