

1. Open the database **TEXTILE.mdb** from the folder **C:\GROUPFOLDER\YOURNAME\MSACCESS**.

*[Run Ms Access, From the Access Dialog box, Select open an existing file, From the recently used database files list, select **TEXTILE.mdb** and Click on OK button.]*

2. Create a new report under the name **Employees Report** using report wizard.

*[Click on the Report Object button, Double click Create Report using wizard, Select the **Table: Employee** from the Tables/Queries box, Click on the >> button to select the whole available fields, then Click on next button to continue the wizard:*

*Select the field **Sex** as a group level then click on > button, then click on next button to continue the wizard.*

*Select the field **First Name** from the 1<sup>st</sup> sorting box, then select the field **Last Name** from the 2<sup>nd</sup> sorting box then click on sort button to sort it Descending, then click on next button to continue the wizard.*

*Select Outline 1 Layout for your report, select Portrait from the Orientation options, and then Click on next button to continue the wizard.*

*Select Bold as the reports style and Click next to continue the wizard.*

*Take the name given as it is as the reports title and click on Finish button.]*

3. Close the preview of **Employee** Report. *[Click on the Close button.]*

4. Create a new report **Copy of Employees Report** using the table **EmpCop** using report wizard.  
*[Repeat steps in No. 2 and 3.]*

5. Create a new report using Auto Report for the table **Employee** and save it under different name.  
*[Click on Table object tab, Select the table **Employees**, Click on Insert menu, and click on Auto Report.]*

## Summary

- Creating a Report using wizard.
- Creating a report using Auto Report