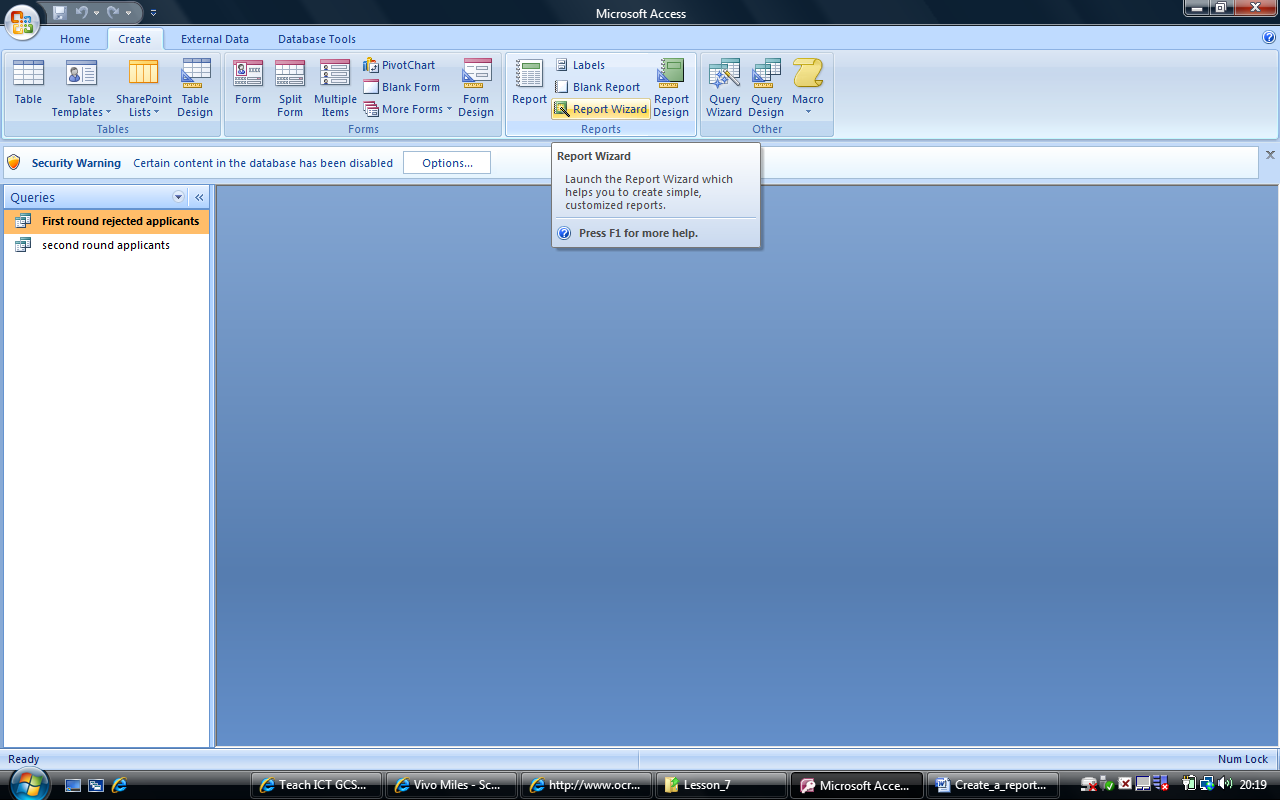
# Create a report

Using your own saved version of **CD Resource 7a – Contestants database**, you are now going to create a report based on the **First round rejected applicants query**.

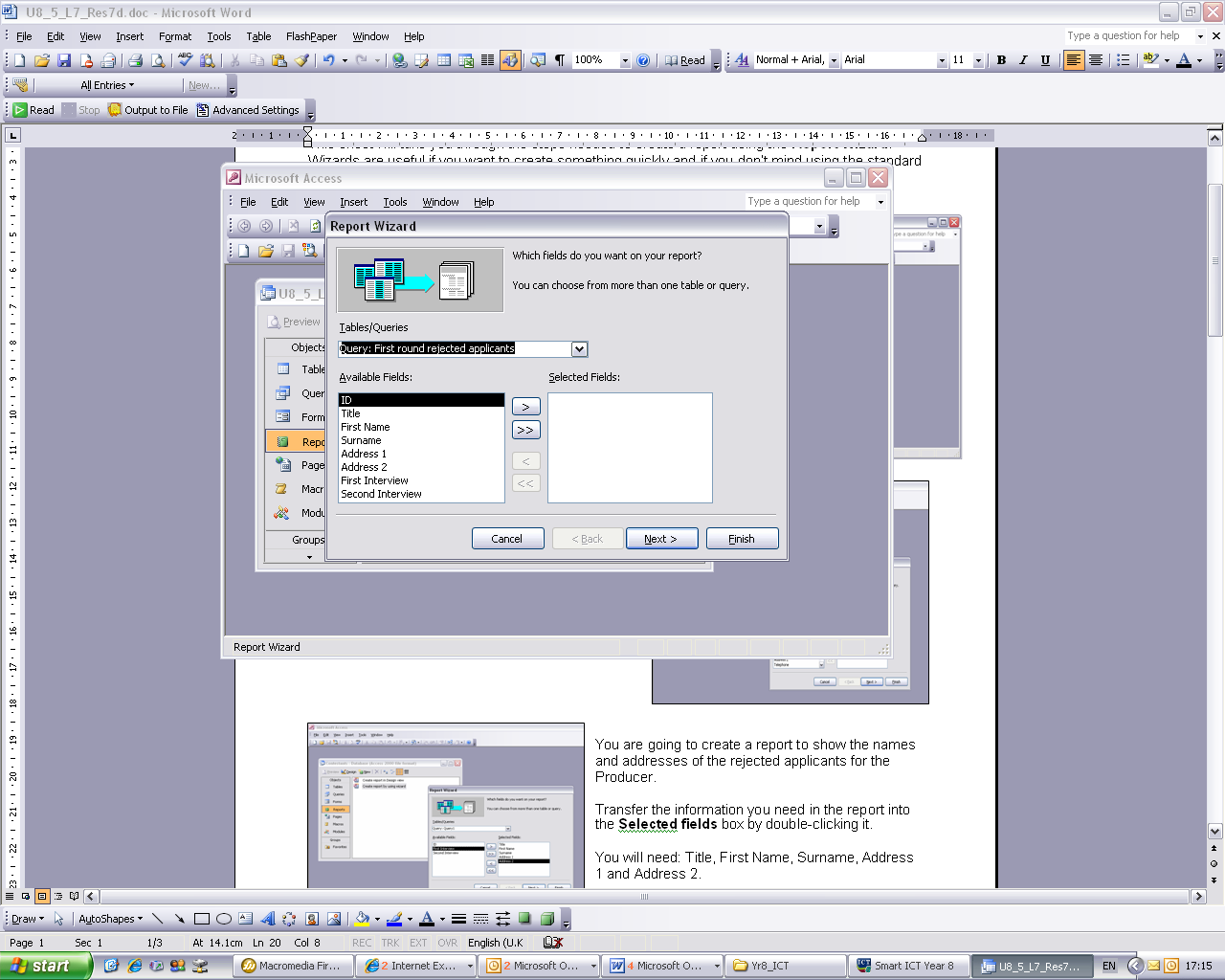
This sheet will take you through the steps needed to create a report using the **Report Wizard**. Wizards are useful if you want to create something quickly and if you don’t mind using the standard design templates. However, you can change report formatting in **Design View** once you have created it, if you want. Remember, a report is specifically intended to be printed out.



### Step 1: Choose Create report by using wizard

Choose **Create** on the top menu in the database window, as shown on the right.

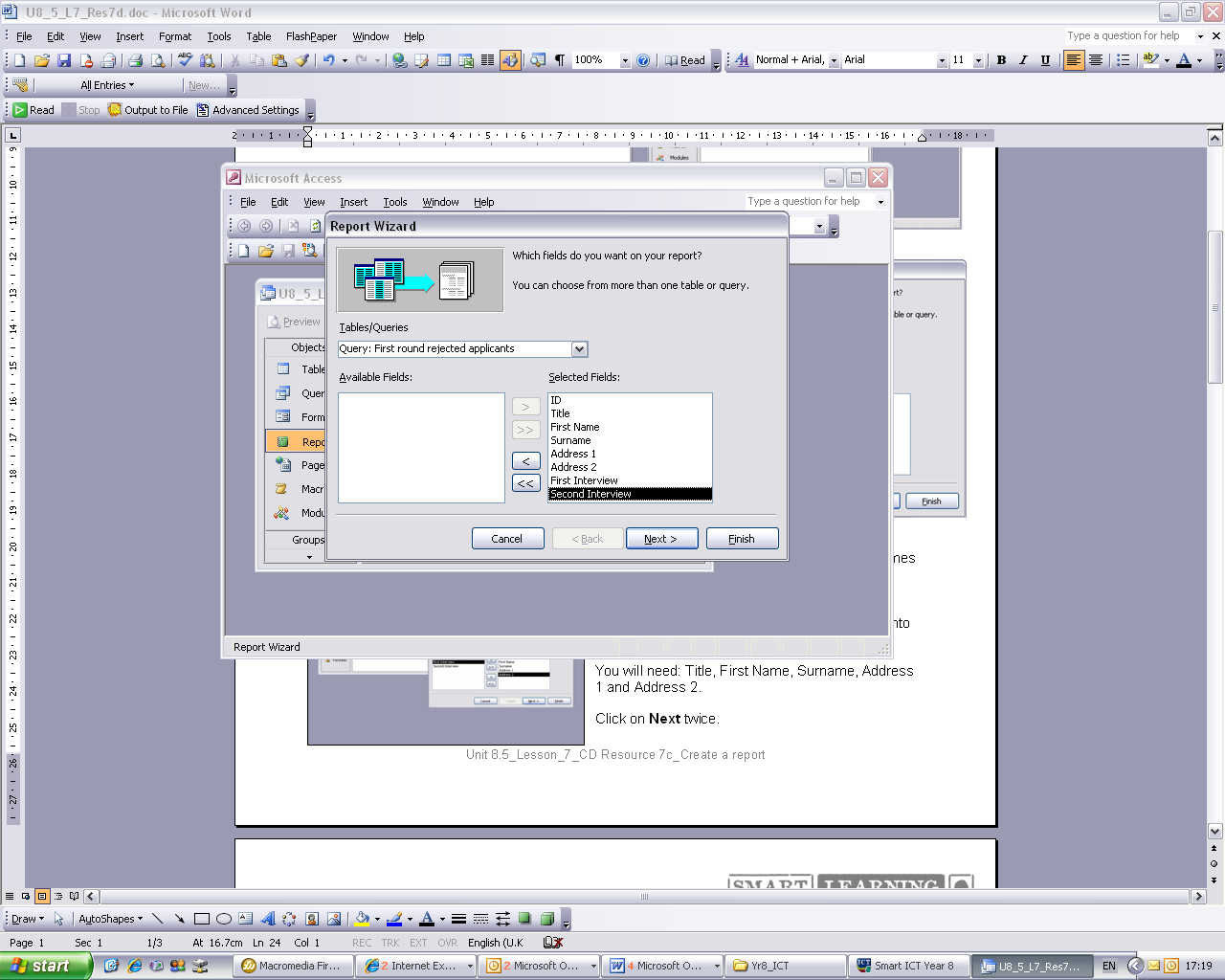
Double-click on the **report wizard**.



### Step 2: Add fields to a report

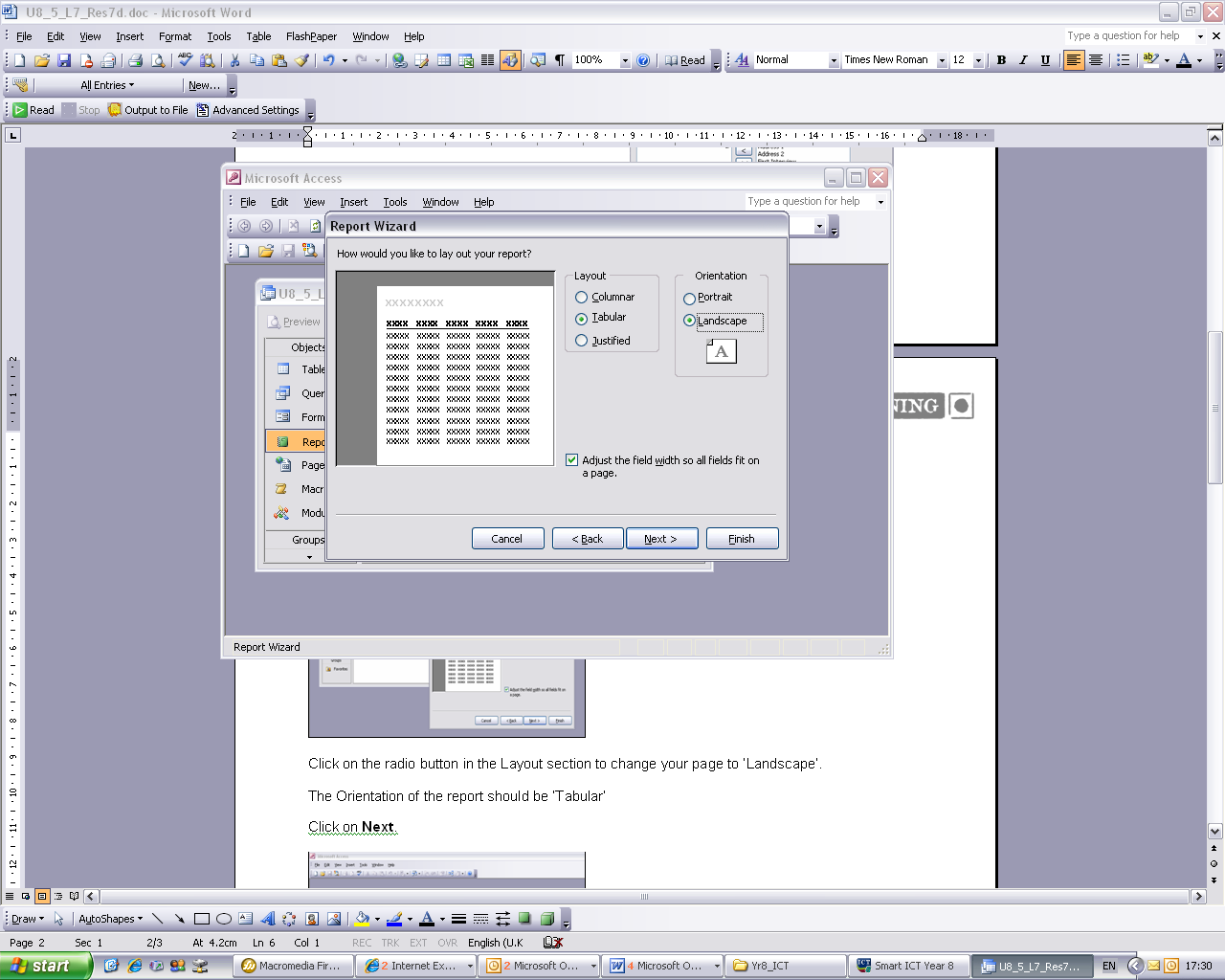
Under **Tables/Queries**, select **Query: First round rejected applicants** from the dropdown menu.

Then move the fields you want to include from the left-hand pane (Available fields) to the right-hand pane (Selected fields). You can move them all across using the double **>>** button, or move them one at a time using the single **>** button.



You don’t need the **First Interview** and **Second Interview** fields, so move these back across using the **<** button.

Then click on **Next** three times.

 **Step 3: Set layout and orientation**

In order to fit all your information on the page, you need to set **Layout** to **Tabular** and set **Orientation** to **Landscape** by clicking in the radio buttons.

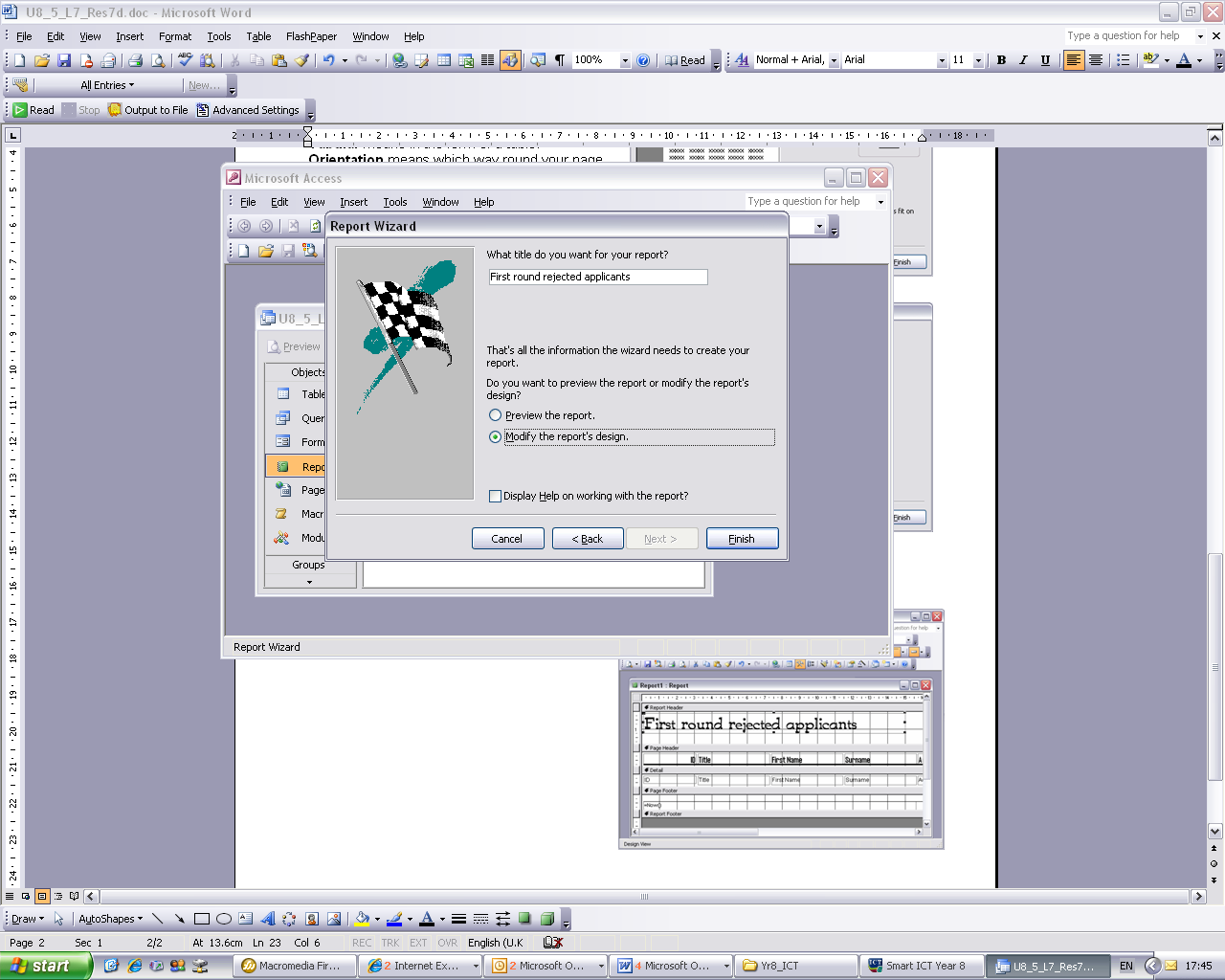
**Tabular** means in the form of a table. **Orientation** means which way round your page will be printed.

Click on **Next**.

### Step 4: Select from pre-designed styles

Select style of report you prefer. You can click through the styles to get a preview of what each will look like.

Click on **Next**.

**Step 5: Preview or change the report design**

In the next screen, click on **Finish** to get a preview of your report, or choose **Modify the report’s design** if you want to change any formatting, such as font or colour.

### Step 6: Change formatting in Design View

This isn’t essential, but you might be able to raise your level if you can show you have done that little bit more to your report!

In **Design View**, you can click on different parts of the report, for example, the title, and change the font, font colour and background colour amongst other things.

This means that you can tailor it to audience and purpose much more closely.