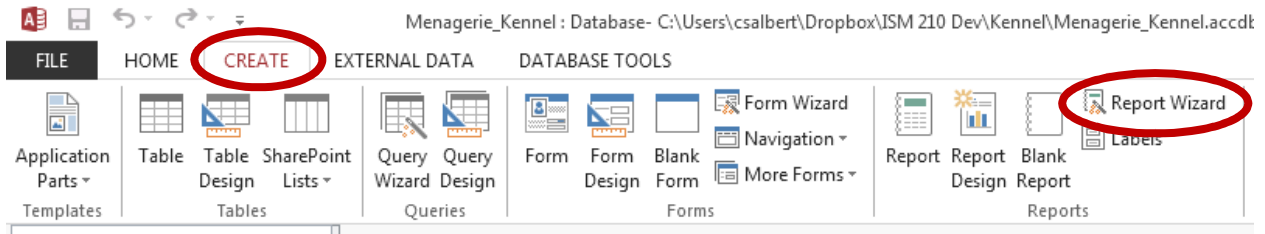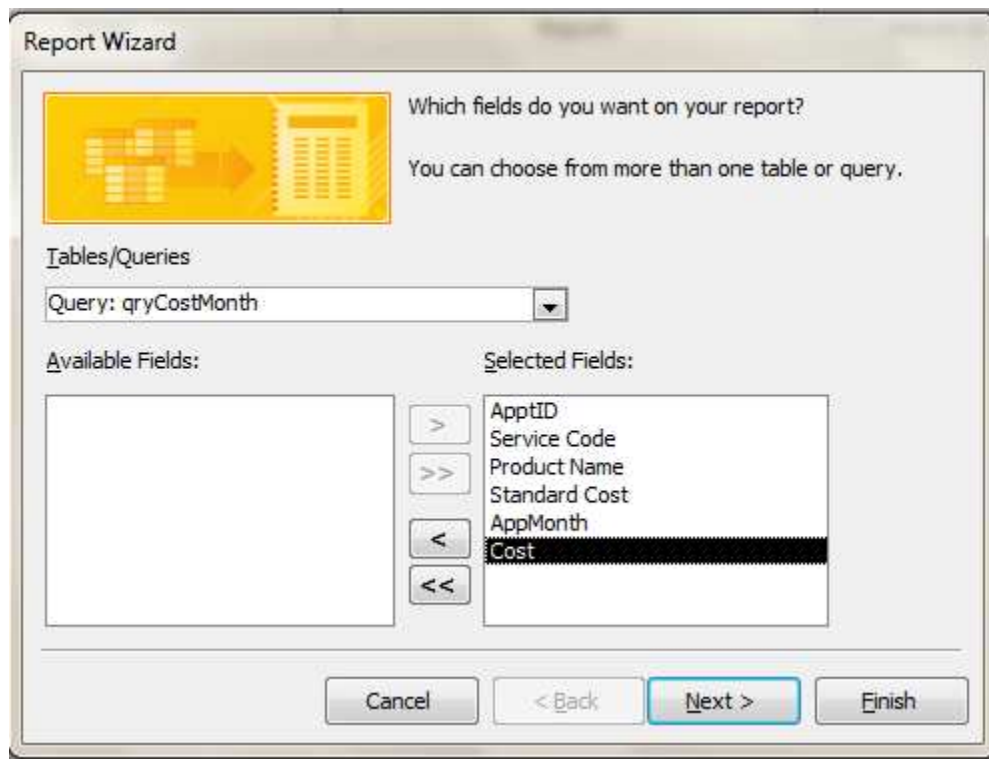**Creating a basic report in the Menagerie_Kennel database using the Wizard**

1. Click the 'Create' tab above the ribbon. Then click on 'Report Wizard'.


2. In the 'Report Wizard' box, select the query on which to base the report from the dropdown box. Select the fields needed in the 'Available Fields' box and use the caret (>) to send them to the 'Selected Fields' box. Click 'Next'.

3. If you know that you want to group the report on a specific field you can add it now. For the current example just click 'Next'.
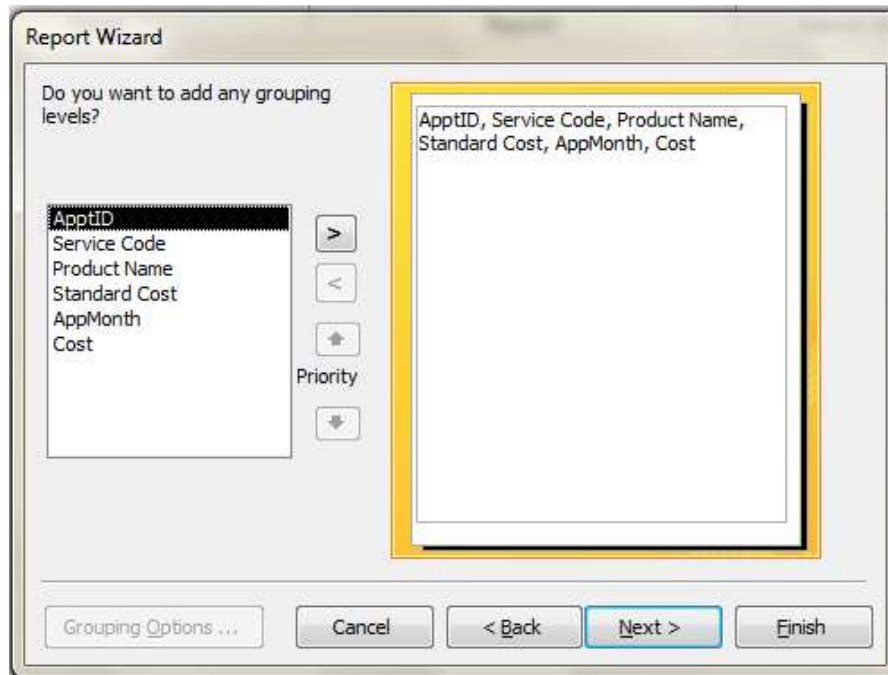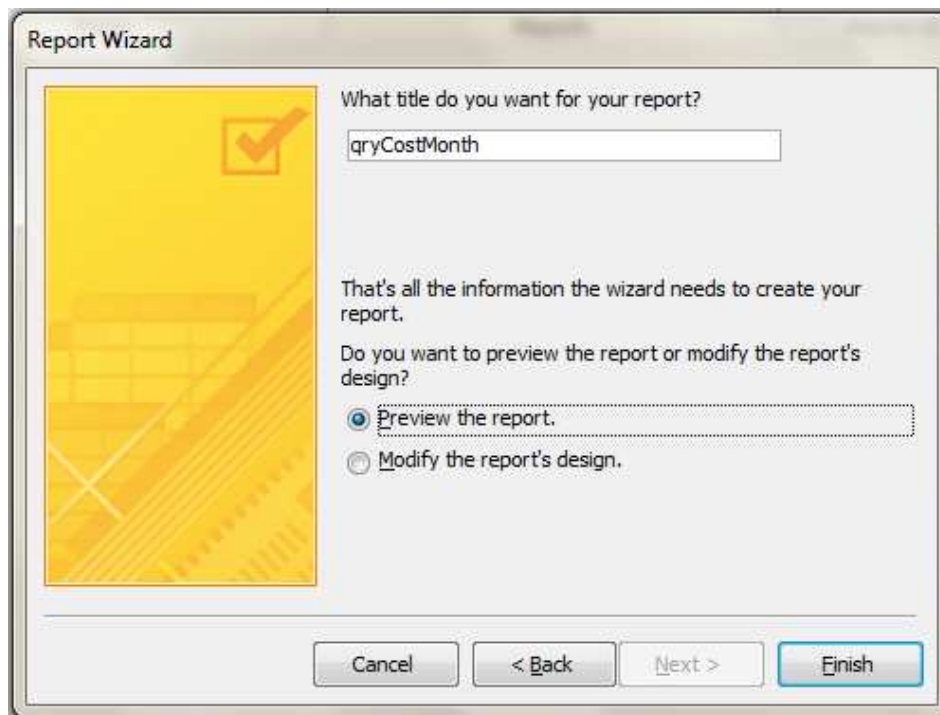

4. If you know that you want to sort the report on a specific field you can designate that field now. For the current example, just click 'Next'.
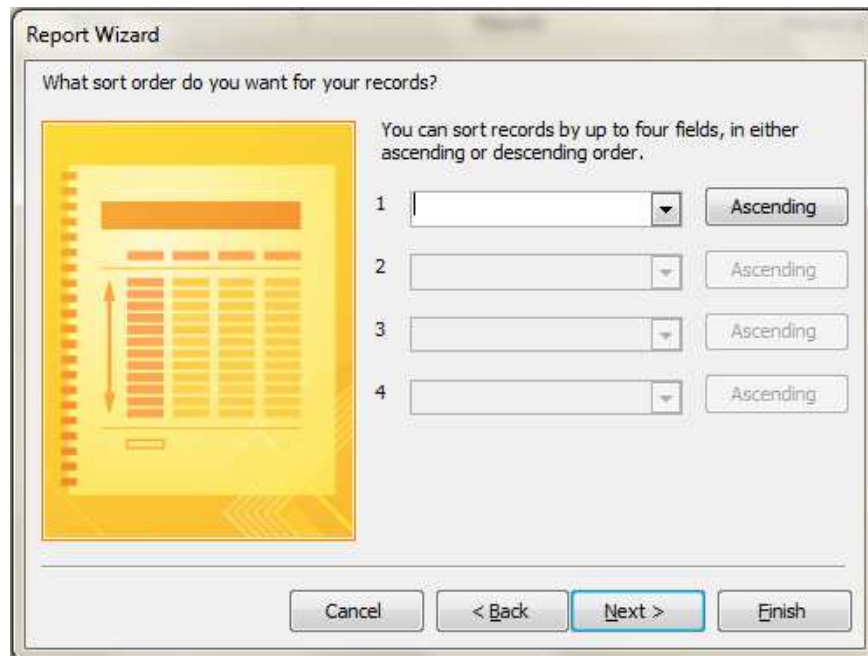
5. Layout options are provided in this box. For the current example leave Tabular as the Layout. Select Landscape as the Orientation. Leave the 'adjust the field width so all fields fit on a page' box checked. Click 'Next'.
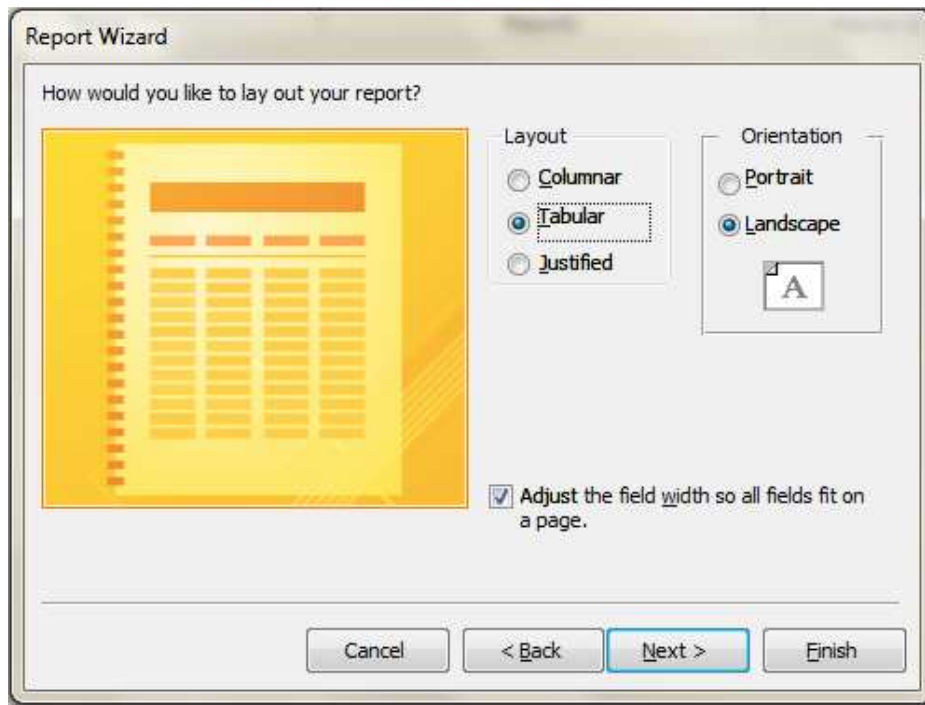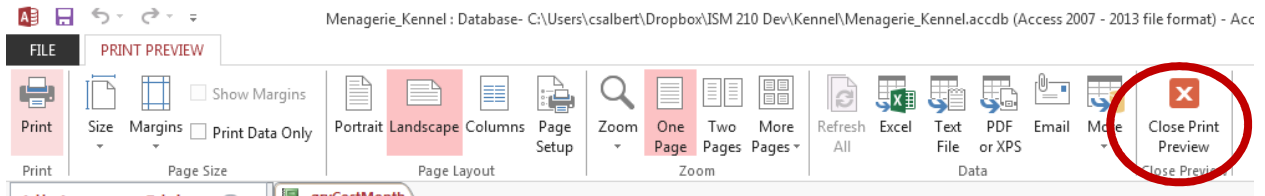

6. Leave the report title as it is. Leave 'Preview the report' selected. Click 'Finish'.

7. The screen should look similar to this:

8. On the ribbon click 'Close Print Preview'.

9. The screen should now look like this:

10. On the ribbon click the arrow under the word 'View' and select 'Layout View'.
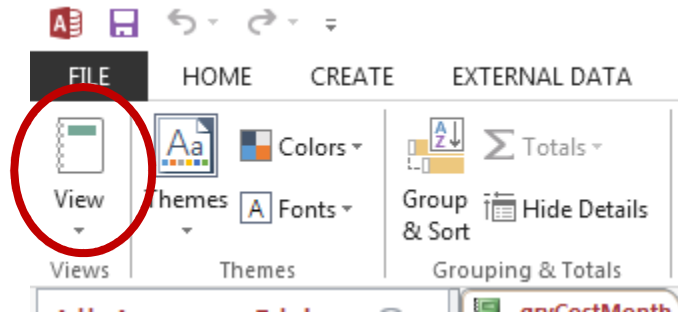
11. The screen should now look like this:

12. Click the 'X' circled in red above to close the Field List
13. In this view you can
    a. Click on fields, resize them, move them left/right in order to make the layout of the report easier to read.
    b. Double click in the title and change it to something meaningful without affecting the name of the report in the Navigation pane
    c. Use the Report Layout Tools: Format ribbon to change the font, center the data in the fields, set the number format, etc.
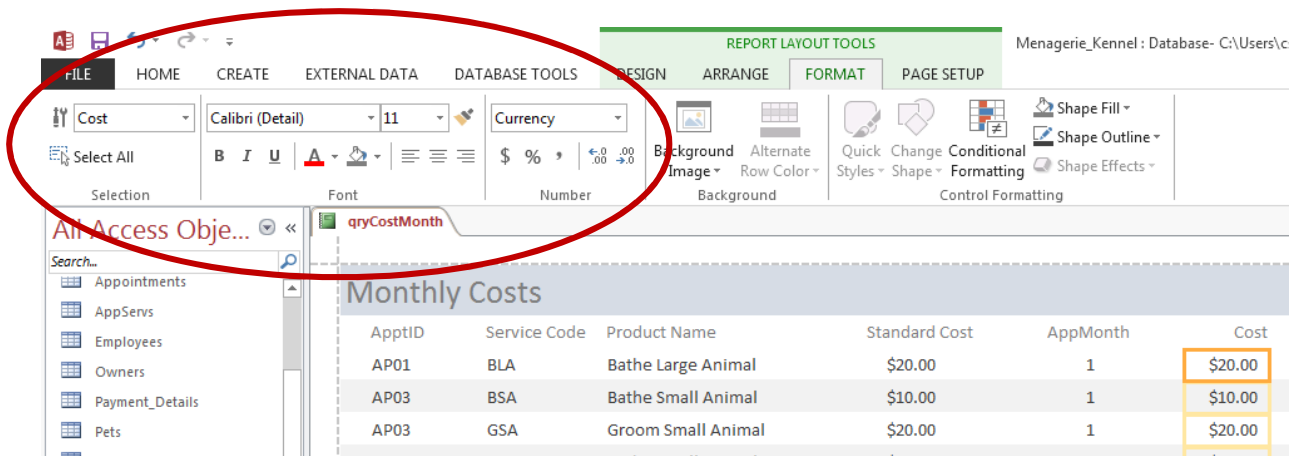
14. Repeat these steps to create the following reports:
    - rptAmountDue   (based on qryAmountDue)
    - rptCostMonthAverages   (based on qryCostMonth)
    - rptCostWeeksAverages   (based on qryCostWeeks)
    - rptLargeAnimals   (based on qryLargeAnimals)
    - rptMediumAnimals   (based on qryMediumAnimals)
    - rptPetPhoneNumbers   (based on qryPetOwnerVet)
    - rptSmallAnimals   (based on qrySmallAnimals)

Note Do not worry about grouping or totals at this time.