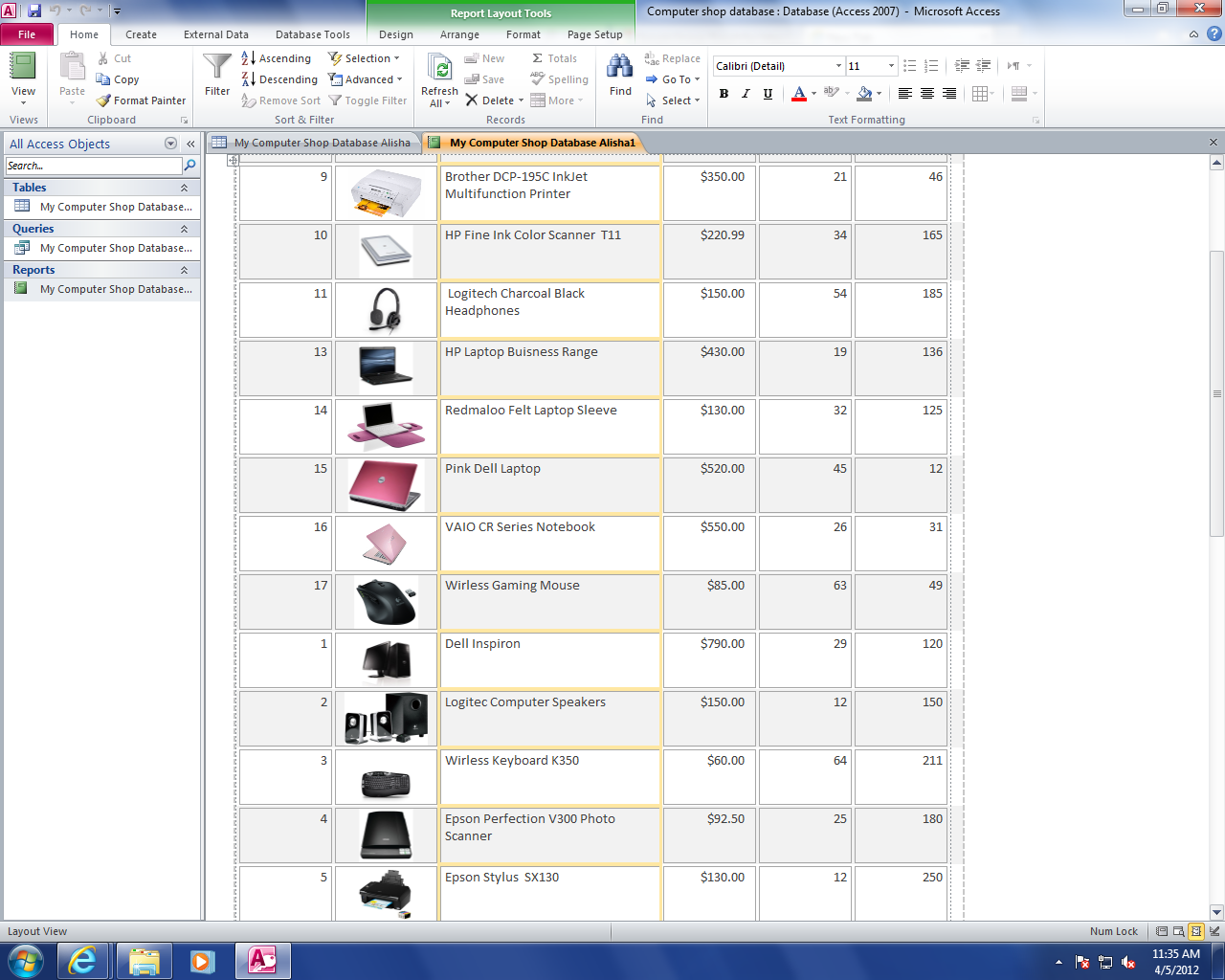
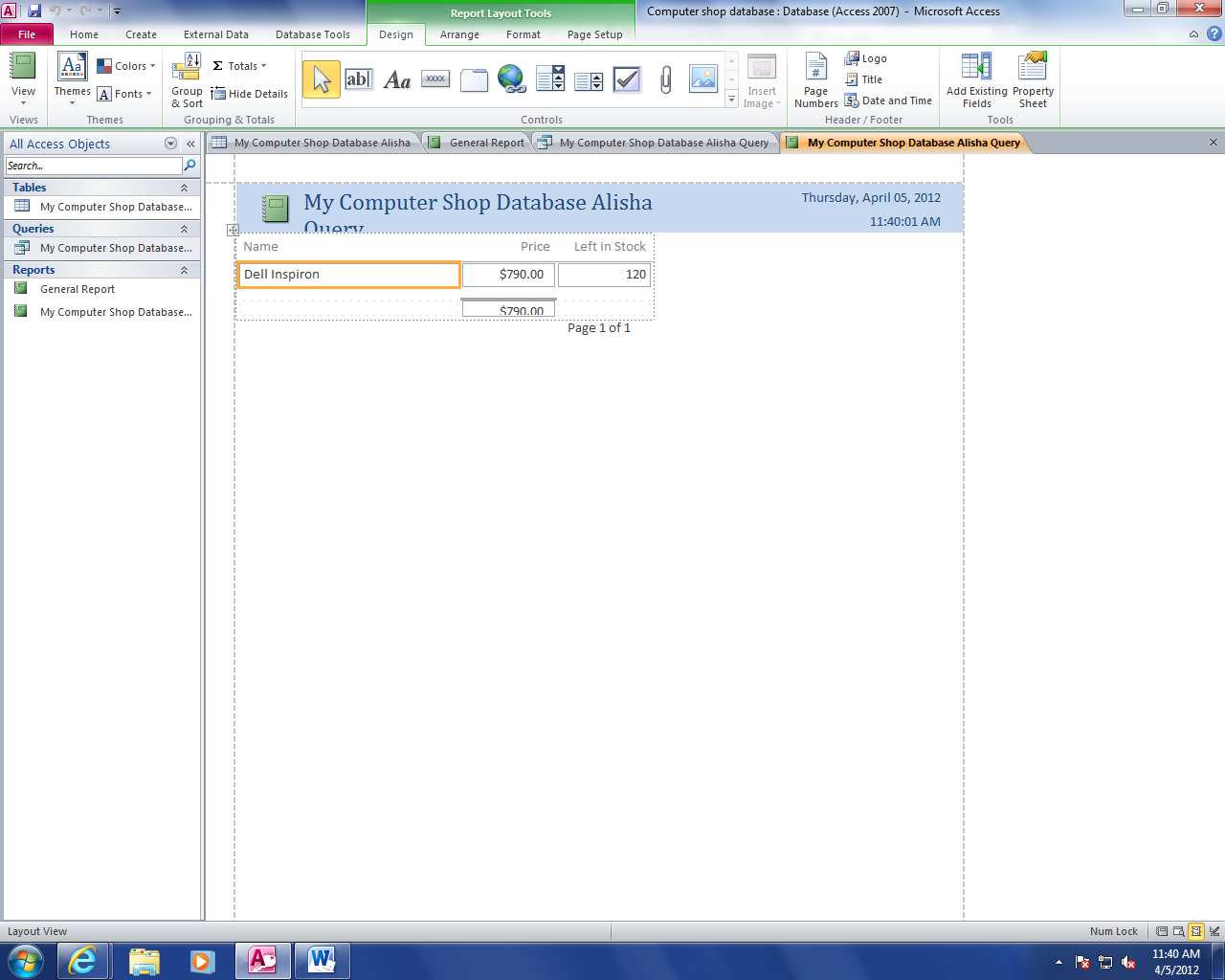
The Query Report makes the data easier to see and handle. Sometimes your database is too large so we have to make a query first, and then make a report from the query.





If the Data is too long, then create a query: Create/Query Wizard/ Put in the useful data/Type in Criteria. When done click “Report” and you’ll have a summarized report of your preference.

Click on the Create tab on your database and then click “Report”