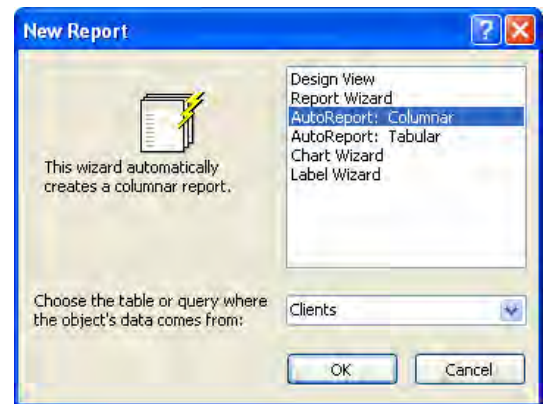


AUTO REPORTS

One of the fastest ways to create a report containing all the data in the table or query is to use the Auto Report feature. When creating an Auto Report, you choose from the two options, Columnar or Tabular, and then choose a table that the information in the report will be based on. The difficulty with these types of reports is that all the fields are included in the report. They don't allow for any flexibility in creating the report.

Creating a Columnar Auto Report

- ❖ Open the database, **Access Training (Chamber)** from the folder where it was stored.
- ❖ In the **Database** window, click the **Reports** icon on the **Objects** bar.
- ❖ Click the **New** button on the **Database** toolbar (see illustration).
- ❖ Choose the **AutoReport: Columnar** option (see illustration at right).
- ❖ Click the drop-down arrow for the box next to **Choose the table or query where the object's data comes from**.
- ❖ Select the **Clients** table for this report. This is the table that the report is to be based on.
- ❖ Click the **OK** button.
- ❖ The report should appear in Print Layout View.
- ❖ While viewing the report, click with the left mouse button to zoom the report so you can see the report in the window.
- ❖ For this report, the labels will appear on the left side of the report and the data will appear to the right of each label.
- ❖ The records will appear in the order they are listed in the table.
- ❖ A footer will appear at the bottom of each page of the report.
- ❖ Click the **Close** button to exit from this report.
- ❖ Click **Yes** when you are asked if you want to save the report.
- ❖ Save the report as **Clients Columnar Report**.



Creating a Tabular Auto Report

- ❖ In the **Database** window, click the **Reports** icon on the **Objects** bar, if necessary.
- ❖ Click the **New** button on the **Database** toolbar.
- ❖ Choose the **AutoReport: Tabular** option (see illustration above).
- ❖ Click the drop-down arrow for the box next to **Choose the table or query where the object's data comes from**.
- ❖ Select the **Payments** table for this report. This is the table that the report is to be based on.
- ❖ Click the **OK** button.
- ❖ For this report, the labels will be in tabular form similar to a table in Word or a worksheet in Excel.
- ❖ The records will appear in the order they are listed in the table.
- ❖ A footer will appear at the bottom of each page of the report.
- ❖ Save the report as **Payment Tabular Report**.
- ❖ Click the **Close** button to exit from this report.