



INSTANT REPORTS

With this option, it is possible to create a columnar report in an instant. These types of reports do not contain any formatting. They are good reports to use if you just want a proof copy of the report. To create this type of report:

- ❖ Open the database **Access Training (Chamber)** from the folder where the databases were stored.
- ❖ Click the **Tables** option in the **Objects** bar, if necessary.
- ❖ Click the **Employees** table
- ❖ Click the **New Object** list arrow on the toolbar (see illustration at right).
 - The icon on this button will change with each type of object that is selected.
 - The options in this list include Auto Form, Auto Report, plus a listing of all the objects that are on the Objects bar.
- ❖ Click the **Auto Report** option from the list.
 - A new report will be generated.
 - The report will not contain any formatting.
 - This is a good report to use for proofing purposes, but not as a formal report.
- ❖ Click the **Navigation Buttons** at the bottom of the window to move from page to page in the report (see illustration). These buttons are described in the list below. They are listed as they appear from left to right on the **Navigation Bar**.
 - **First Page Button** - Use this button to move to the first page in the report.
 - **Previous Page Button** - Click this button to move to a previous page in the report.
 - **Box in Middle** - To move to a specified page in the report, input a page number and then press Enter.
 - **Next Page Button** - Click this button to move to the next page in the report.
 - **Last Page Button** - To move to the last page in the report, click this button.
- ❖ Close the report without saving the changes.