

## Report

A report is an output of data arranged in the order you specify. Reports can perform calculations and display the results. Reports can be used to print data.

To view data using a form:

- Click the **arrow** to open the navigation pane
- Double-click on the report name

| Name                        | Faculty ID | Faculty Type | Office | Business Phone | E-mail Address                                       |
|-----------------------------|------------|--------------|--------|----------------|--|
| <a href="#">Jones Sandy</a> | 251        |              |        |                | <a href="mailto:siones@fgcu.edu">siones@fgcu.edu</a> |
| <a href="#">Smith Jane</a>  | 247        |              |        |                | <a href="mailto:jsmith@fgcu.edu">jsmith@fgcu.edu</a> |
| Subtotal                    |            |              |        |                | 2  |
| Total                       |            |              |        |                | 2  |