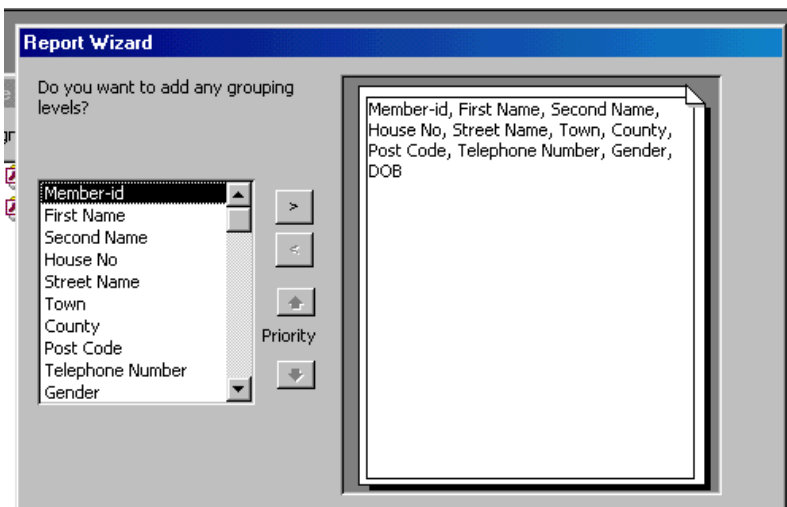


Reports

You can look at your data in your database using the table view or using queries. However if you want to print the information it is better to create a report. Reports create a professional look to the output from your database.

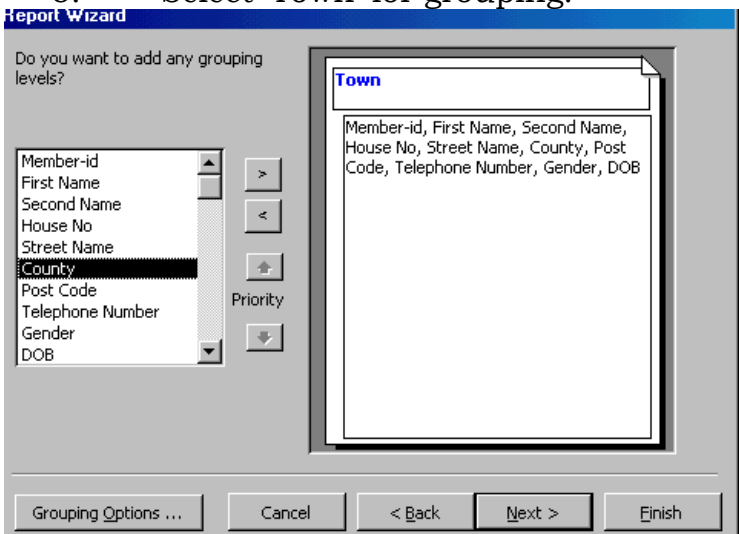
You can produce reports from tables or from queries.

1. First select 'Create report using wizard'
2. Then select the table or query you want to create your report on. Select TblCustomer.
3. Then select the fields you want to see on the report and press NEXT.
4. You will then be asked if you want to 'GROUP' your data.

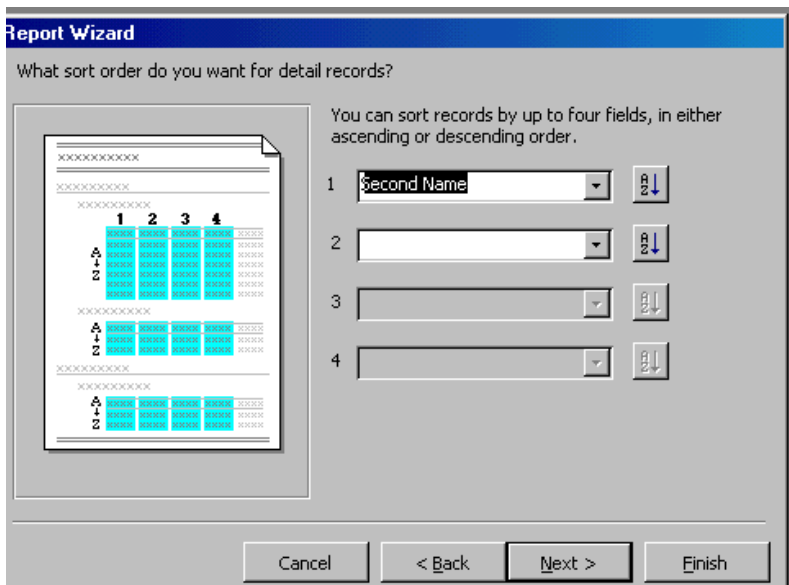


You can group the data using any of the fields in the report. EG. By 'TOWN'. This would produce a report that shows all of the members of the Video library in Town order.

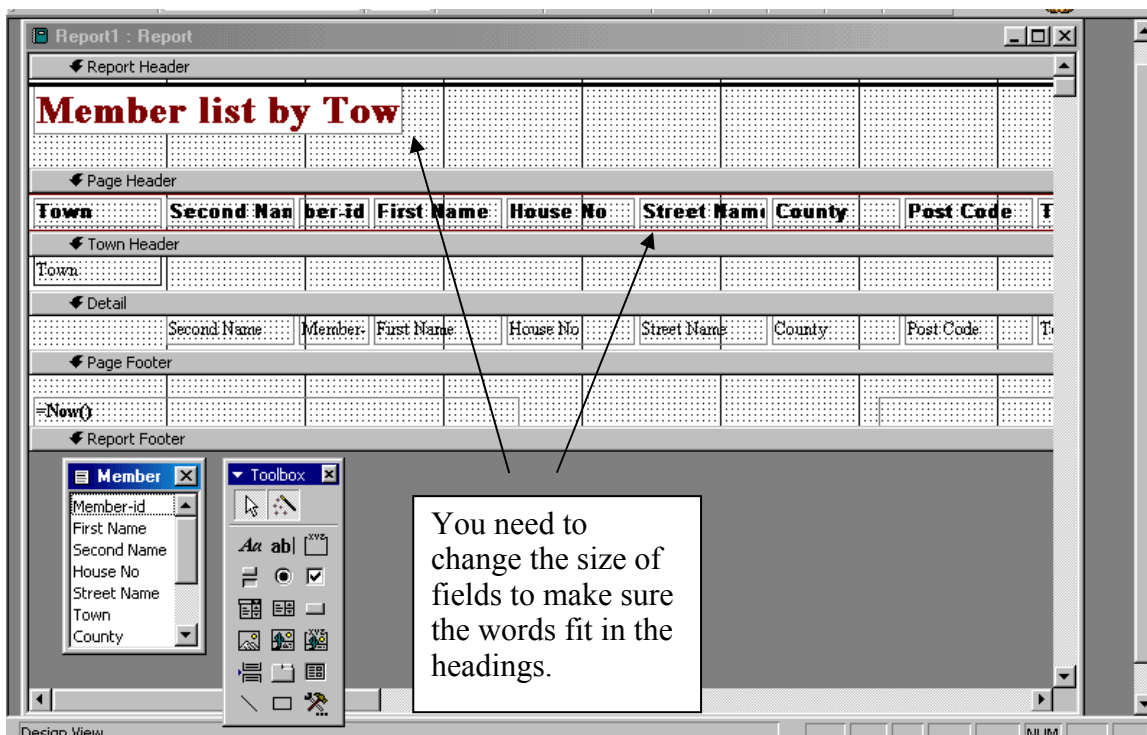
5. Select 'Town' for grouping.



6. Then select a field to sort the data on. Select 'Second Name'.



7. Then select the layout and orientation (choose 'Landscape') for your report and press NEXT.
8. Then select the style for the report and press NEXT.
9. Then put in a name for your report 'Member list by Town', select 'modify the reports design' and press FINISH
10. Your report design can then be edited. Make sure that all of the headings have full words and that everything fits correctly across the page.



11. Then look at the report view to see what the report looks like. If you are happy with the report, put your name in the 'Footer' of the report and print it.

Member list by Town

Town	Second Name	ID	First Name	House No	Street Name	County	Post Code	T
Hanley	Nichols	2	Ross	45	Grange Close	Staffs	ST8 3pr	
	Nichols	1	Janet	45	Grange Close	Staffs	ST1 3pr	

12. Now produce the following reports using one table, use different styles and layouts, and make sure that all of the words fit correctly in the fields. Put your name at the bottom of the reports and print them. :

- A list of all of the videos grouped by 'Vid_rating'
- A list of all of the Rentals grouped by 'Cust-ID'
- A list of all of the Rentals grouped by 'Date of rental'
- A list of all of the Members grouped by 'DOB'

13. Now produce the following reports using one or more tables, work out which tables you need to get the information required. Try changing the layout and moving the fields around. Also change the text colour, size etc. Put your name at the bottom of the reports and print them:

- A list of rentals showing when they were rented and the name of the person that rented them – Grouped by 'Surname'.
- A list of rentals grouped by 'Certificate' – Grouped by 'Certificate'
- A list of all of the video's showing who rented them and when they were rented – grouped by 'Video'.

Activity 12

Individually think of at least 2 more reports to use in the video database. Create a document explaining what the reports are, what they will be used for and what information they will contain. Create and test the reports in the database (you may need to input more data for this.)