

Query a Database and Plan/Design an Attractive Report

A report is an attractive printout of data selected and arranged from the database. Complete the following activity to assist in planning an attractive report for a database stored on the student's disk. Activities to plan a report include deciding which fields will be used; filtering/querying the database to select the desired records; and finally designing the actual report. Follow these steps as explained:

Step 1: Open the **Activity G701-10** database. Open the **PlacesStudent** table and notice that there are numerous fields and records in this database. The report, however, will focus on displaying only three selected fields. Close the PlacesStudent table and return to the **Activity G701-10** Objects Window.

Step 2: Choose the **Query Object**, and then select "Create Query in Design View" to open the Query Window. Click to "Add" the PlacesStudents table to the Window, and close that dialog box.

Step 3: Complete the Query Window so that it contains information similar to the table below. These directions instruct the database to find all Buildings added to the National Historical Register after 1980. The query lists one condition and one sort.

Field:	YearAdded	BuildingName	County
Table:	PlacesStudent	PlacesStudent	PlacesStudent
Sort:			"Ascending"
Show:	Yes	Yes	Yes
Criteria:	>1980		
Or:			

Instruct the computer to "run" the query by clicking the appropriate tool on the toolbar (RED Exclamation Point). Close and name the query **NewestAdditions**. This query is saved and added to the Objects Window.

Step 4: Click the **Reports Object**, and then select "Create Report by Using Wizard" to open the step-by-step wizard. Note that the QUERY Newest Additions is listed in the window to use. Move the fields to the right in this order: **Year**, **County**, and **Building** and click next.

Step 5: Do not group this report. (Grouping places "like items" in categories together.) The next dialog box will ask "What sort do you want for your records?" Complete a complex sort by choosing to **SORT** the Year Added field in **descending** order and the County field by **ascending** order. Next, choose the tabular setup and an appropriate heading style. Title the report "**Newest Additions to Historical Register.**"

Databases

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Step 6: Preview the report and notice that spacing errors will appear in the title and column headings. To edit/correct these errors, go to the Design View and insert spaces between the heading labels *in the page header line*. Spaces should be added for “Year Added” and “Building Name.”

Note: *Do not change the “detail” line. This is the line that instructs the computer which field to use.*

Step 7: In the Design View, add a graphic. Using the toolbox, click the **image** icon, which looks like a mountain scene, to insert a graphic box. Insert an appropriate picture. Hint: Use the Internet to locate a picture of one of the historical places on your report list. Preview your report again closely! Check to see that the “Building Name” column shows the full name of the building. If not, go back to the design view and use the “hand” to widen the “Building Name” field in the details section. Also, the blue border line under the column heading will need to be lengthened to match the columns. Make these changes and preview for the report’s attractiveness again.

Step 8: Print the “Newest Additions to Historical Register” report and save to the **Activity G701-10** database.

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