

Columnar Report Layouts

The purpose of any database is to display its data as clearly as possible so that it can be communicated and understood. The most common reporting layouts are COLUMNAR REPORTS and TABLES, which you briefly looked at in chapter 2.

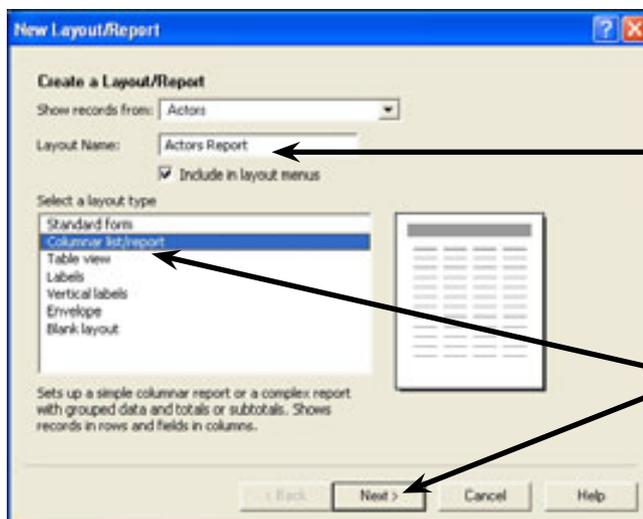
The one database can have several different layouts to suit different requirements. In this chapter you will add a Columnar Report layout to your Actors database.

Creating a Columnar Report Layout

In the previous chapter you displayed the data in a STANDARD FORM layout. A more efficient way of displaying the data is in a layout called a COLUMNAR REPORT where field names appear at the top of columns and the records are listed in rows under those headings. It is similar to displaying data in a table, but with many more formatting options.

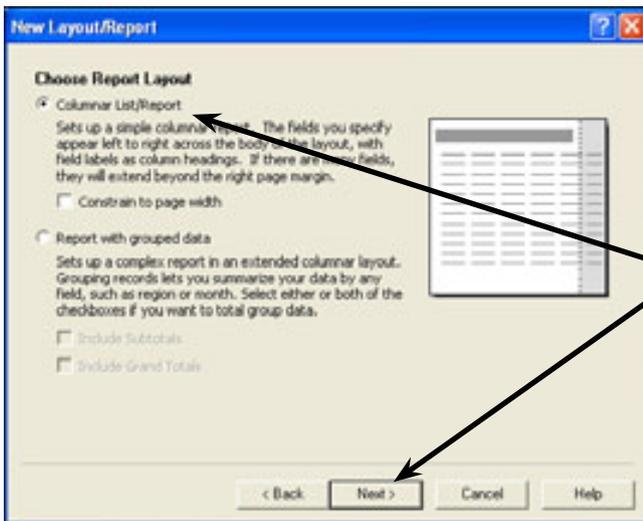
A Creating a New Layout

- 1 Open the ACTORS database.
- 2 Set the screen to LAYOUT MODE (CTRL+L or +L).
- 3 Display the LAYOUTS menu and select NEW LAYOUT/REPORT to receive the NEW LAYOUT/REPORT dialogue box.



4 Enter the layout name:
Actors Report

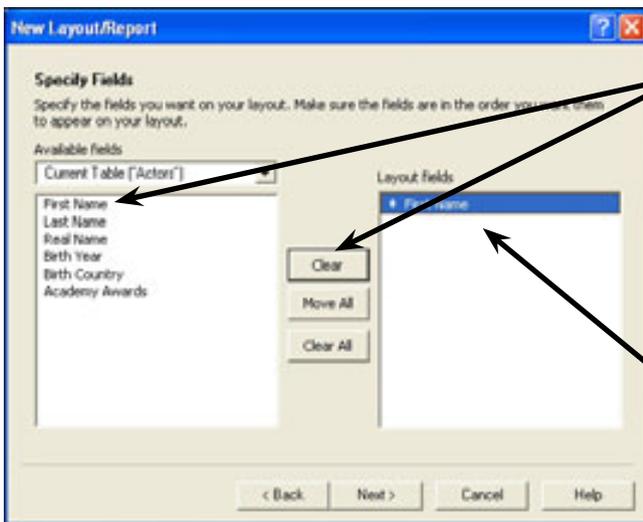
5 Set the LAYOUT TYPE to COLUMNAR LIST/REPORT then click on NEXT.



6 Leave COLUMNAR LIST/REPORT layout selected and click on NEXT.

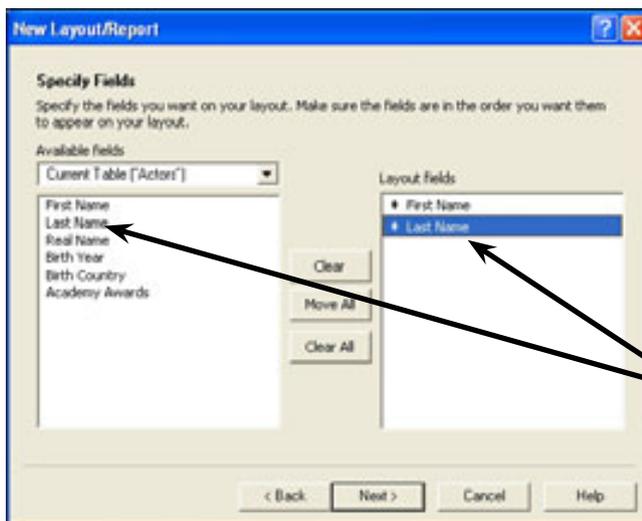
NOTE: Reports with grouped data will be created in a later chapter.

B Selecting the Fields

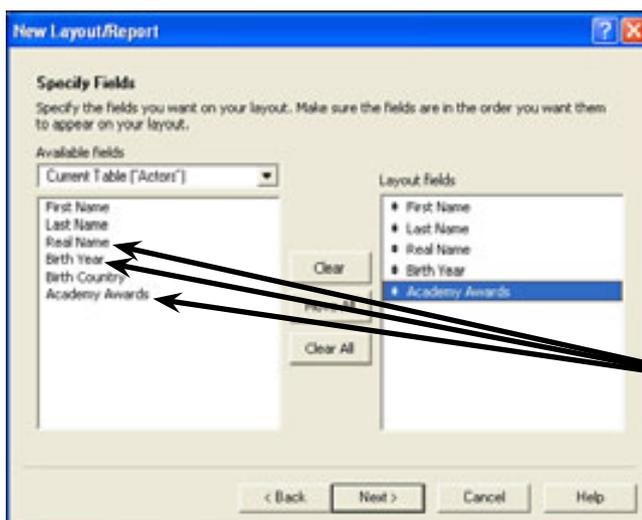


1 Click on the FIRST NAME field then click on the MOVE button.

2 The FIRST NAME field is added to the LAYOUT FIELDS frame.



3 Click on the LAST NAME field and move it into the LAYOUT FIELDS frame.

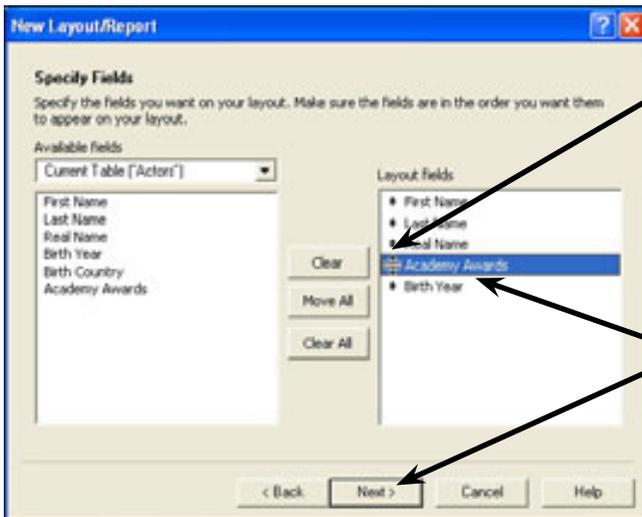


4 Double click on the REAL NAME, BIRTH YEAR and ACADEMY AWARDS fields to move them into the LAYOUT FIELDS frame.

- NOTE:**
- i Double clicking on a field will move it into the LAYOUT FIELDS frame.
 - ii Not all the fields need to be included in a report.
 - iii Fields can be removed from the LAYOUT FIELDS frame by selecting the required field in the frame and clicking on the CLEAR button.

C Changing the Order of the Fields

The arrows next to each field in the LAYOUT FIELDS frame can be used to change the order of the fields.



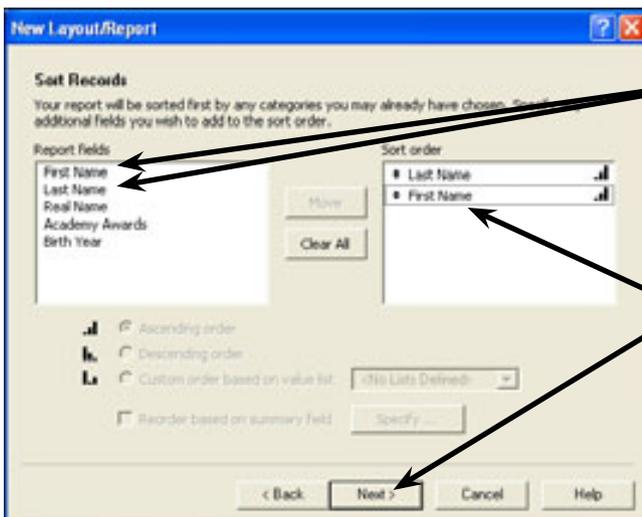
1 Move the pointer over the arrow next to ACADEMY AWARDS.

2 Hold down the mouse button and drag the field above the BIRTH YEAR field, then click on the NEXT button.

NOTE: You can rearrange the order of any of the fields in the LAYOUT FIELDS frame using the arrows next to the field names.

D Sorting the Data

You can set the sort order as the layout is created or when it is in use.



1 Double click on the LAST NAME field then the FIRST NAME field.

2 Both fields are added to the SORT ORDER box, then click on NEXT.