

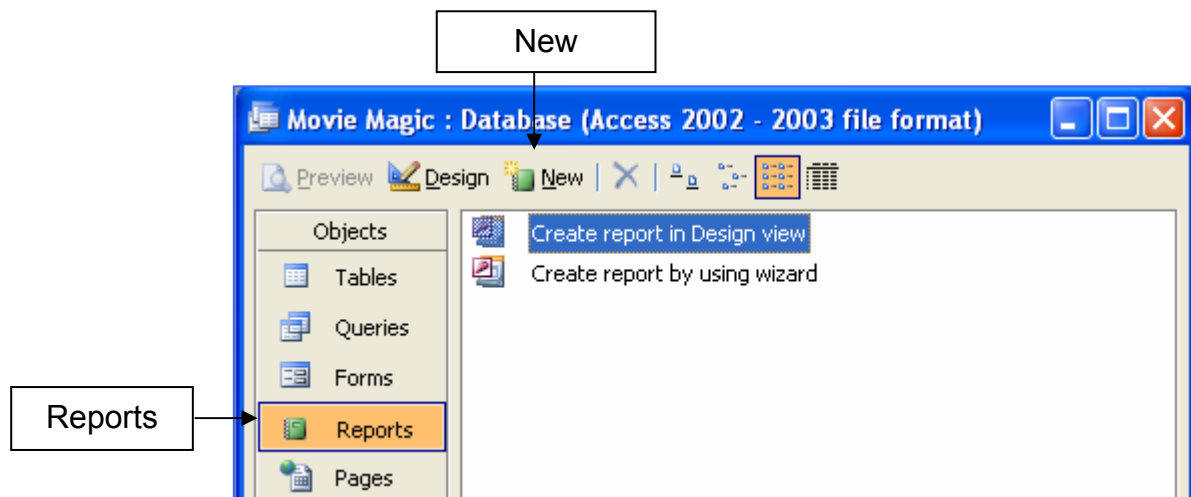
Creating Reports

Reports can be produced on previously created tables or queries. As with other objects in the database a report can be created from scratch or by using a Wizard. Creating a report from scratch is a very long and tedious process. It is much more efficient to create the report using a Wizard and then customise the report to look exactly how we want it.

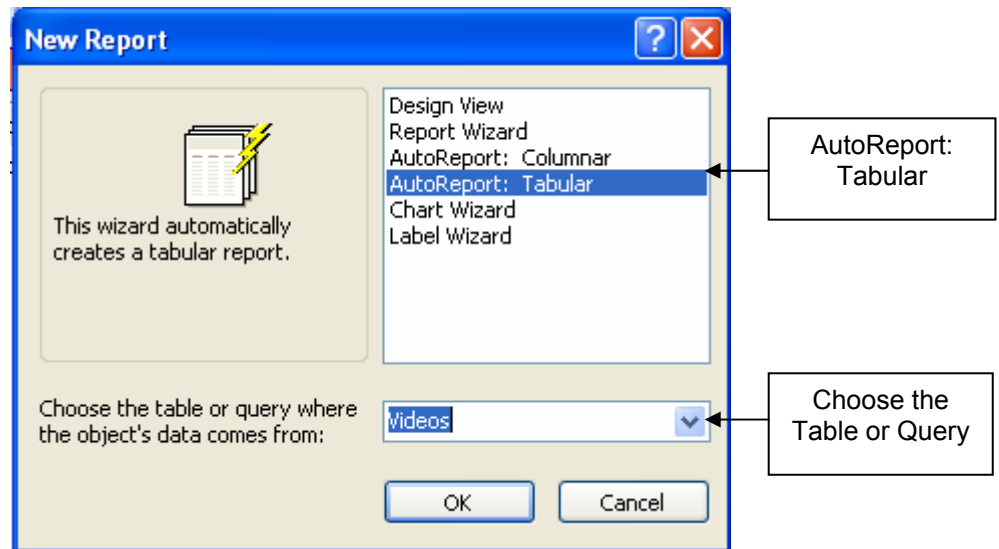
<i>Video ID</i>	<i>Video Title</i>	<i>Category</i>	<i>Classification</i>
1	Titanic	Drama	M
2	The Truman Show	Drama	PG
4	Deep In My Heart	Drama	PG
5	American Beauty	Comedy	MA
6	The Green Mile	Horror	MA
7	Stuart Little	Children	G

Using the Tabular Report Wizard

1. Open the **Movie Magic** database if necessary
2. Click on the **Reports** button
3. Click on **New**



4. Click on **AutoReport: Tabular**
5. Click on the **Choose the table or query.....** drop list button and click on the **Videos** table



6. Click on **OK**
7. The report is automatically created in **Print Preview View**. You can use **Design View** to further enhance the report.

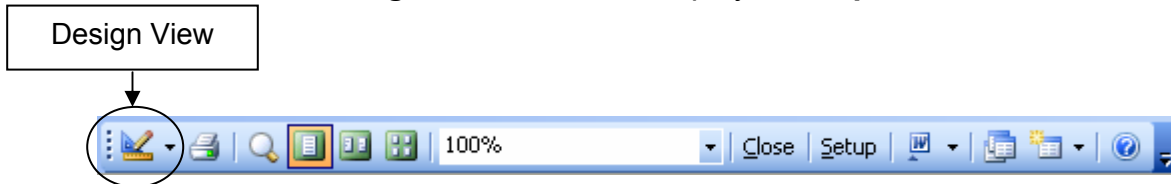
The 'Videos' report is displayed in Print Preview View. The report title is "Videos". The data is presented in a table with the following columns: Video ID, Video Title, Category, Classification, Number in Stock, and Release Year.

Video ID	Video Title	Category	Classification	Number in Stock	Release Year
1	Titanic	Drama	M	5	1997
3	Stuart Little	Children	G	2	2000
4	StarWars II: Attack of the Cl	Fantasy	PG	5	2002
5	Herbie Fully Loaded	Comedy	G	6	2005
6	The Da Vinci Code	Drama	M	4	2006
7	Night at the Museum	Comedy	PG	5	2006
8	License to Wed	Comedy	M	8	2007
9	Shrek the Third	Comedy	PG	5	2007
10	The Simpsons Movie	Comedy	PG	2	2007

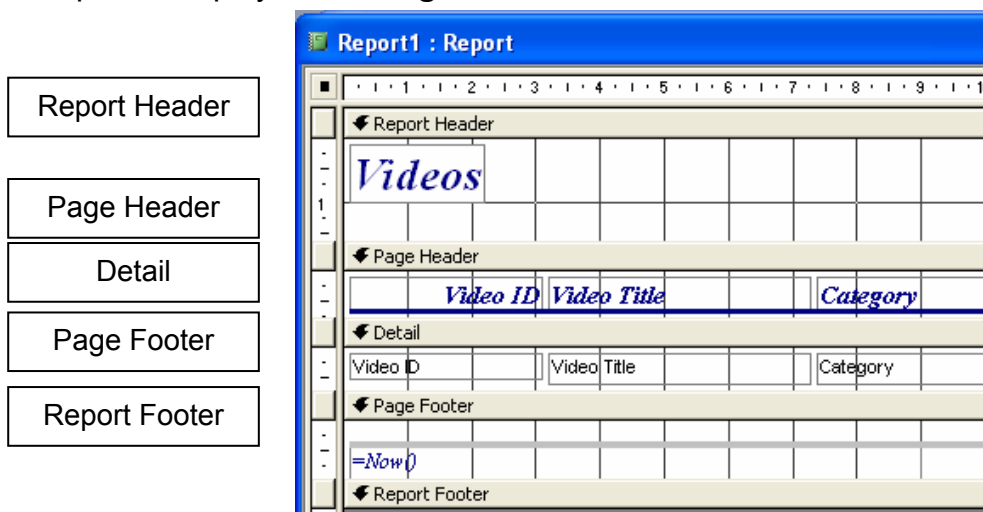
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Designing the Report

8. You can toggle between **Design View** and **Print Preview** of the report. When the report is in **Print Preview** mode the toolbar will display the **Design View** button.
9. Click on the **Design View** button to display the **Report** in that view.



The report is displayed in **Design View**.



The Design of a Report

Each Report contains the following elements

A Report Header - located at the top of the first page of the report. It includes the title of the report and subtitle if any. The date could also be entered here.

A Page Header - located at the top of every page of the report that displays the heading for each column of data. The date could also be entered here so it appears on every page.

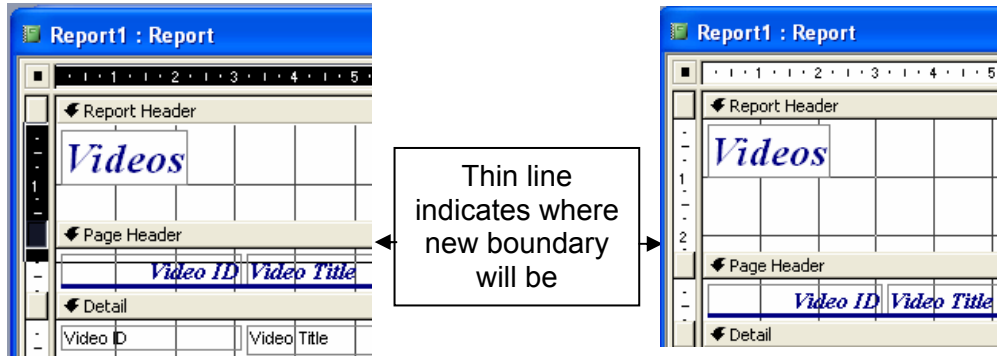
The Detail Area - appears between the page header and the page footer, displays the records from the Videos table in this instance.

A Page Footer- appears at the bottom of every page of the report - in this instance the data and page number.

A Report Footer - at the end of every report. Page numbers can be entered here.

Resizing a Report Area

You can increase the size of the **Report Header** so a subheading can be including



1. Move the mouse pointer over the boundary of the **Page Header** border until it changes to a double headed arrow and click, hold and drag down to required width



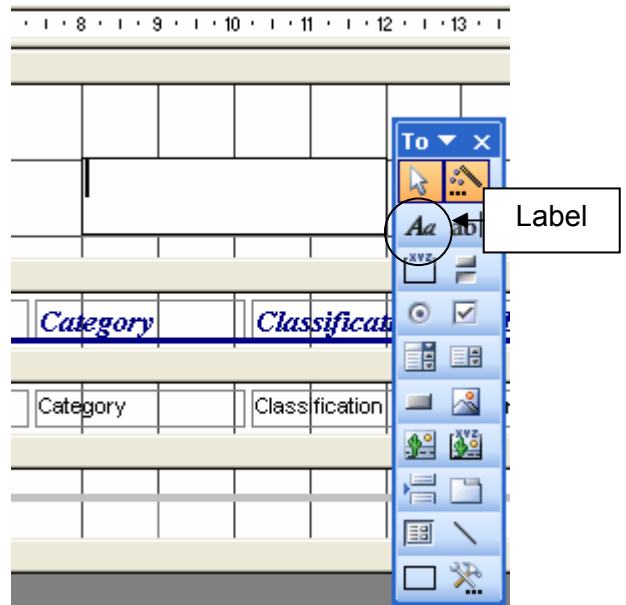
2. Release the mouse and the **Report Header** space will be increased as shown to the right

Now you have room to add a **Label** box for the **Report Subheading**.

Adding a Text box

In **Design View** there should be a **Toolbox** toolbar floating around as shown below (if you cannot see it click on **View > Toolbox** in the **Menu** bar)

1. Click on the **Label** button in the toolbox
2. Click on the grid where the top left corner of the label will be then drag across and down to create a rectangle for the subheading text



A cursor will be flashing in the **Label** box.

Type the subheading text **Video List**

