

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.

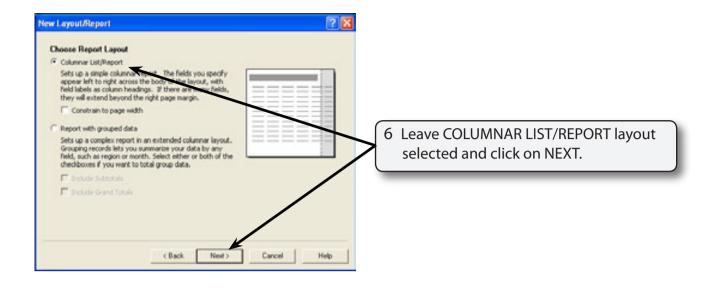
Creating a Columnar Report Layout

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.

Create a Layout/ Show records from:		-	A Fratewith a law over the areas
Layout Name:	Actors Report		4 Enter the layout name:
	Include in layout menus		Actors Report
Standard form Columnae Ist/webs Table view Labels Vertical labels Envelope Blank layout			5 Set the LAYOUT TYPE to COLUMNAR
with grouped data a	mnar report or a complex report nd totals or subtotals. Shows fields in columns.	L	LIST/REPORT then click on NEXT.

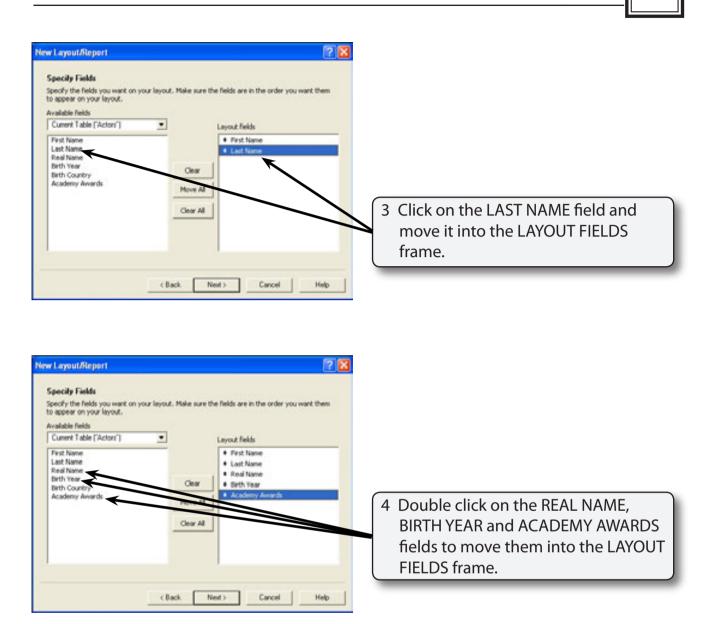


NOTE: Reports with grouped data will be created in a later chapter.

B Selecting the Fields

New Layout/Report Specify Fields Specify Fields you want on your layout. Make sure the fields are in the order your want them to appear on your layout. Available fields	1 Click on the FIRST NAME field then click on the MOVE button.
Current Table ("Actor")	2 The FIRST NAME field is added to the
<back next="" =""> Cancel Help </back>	2 The FIRST NAME field is added to the LAYOUT FIELDS frame.

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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.
	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.

ew Layout/Report Specity Fields Specity the fields you want on your la to appear on your layout. Available fields	yout. Make sure the fields are in the order you want them	1 Move the pointer over the arrow next to ACADEMY AWARDS.
Current Table ["Actors"] First Name Last Name Real Name Birth Year Birth Year Birth Country Academy Awards	Leyout fields First Norce Logical fields First Norce Logical fields First Norce More All Clear All	2 Hold down the mouse button and drag the field above the BIRTH YEAR field, then click on the NEXT button.
	<back next=""> Cancel Help</back>	1

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.

New Layout/Report Sott Records Your report will be sorted first by any categories you additional fields you wish to add to the sort order. Report fields	nay already have chosen. Source	1 Double click on the LAST NAME field then the FIRST NAME field.
First Name Lest Name Real Name Academy Awards Birth Year Clear All	Let Name A Frit Name A	2 Both fields are added to the SORT
A Consider particle A Constanting order A Constanting order Constant on some fait Fill Reporter based on summary field Const.		ORDER box, then click on NEXT.