

## BASIC REPORTS EXERCISE

1. Build a report to display one of your queries. Change the column headings so that they better represent your data element names. Adjust spacing as necessary to make the report look attractive.
2. Place the file name, date, and time printed on each page footer of the above report. You will need to use some of the capabilities of the tool box. There are date functions that you can use for the date the report is printed.
3. Place a count of records included in the report in the report's footer. There are functions that will count, sum, and perform numerous other tasks. Experiment by adding some additional items to the footer.
4. Build a report that shows records in the small and large categories and are grouped by state. Base this report on one of your previously built queries. Count the number of records in each group.
5. Produce a report based upon a query that shows each state's data and includes a sum total for each state's excess. Place a total count of the number of all records in the report footer
6. Build a report that a user can use to select a specific state that year she is interested in and prints all records in the database for that state. (The user should be prompted to enter the state for the report.)
7. Select different report format options for the above two reports and be prepared to explain the differences.