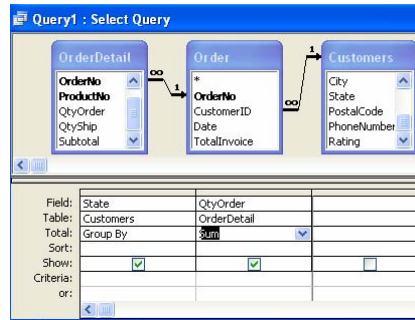


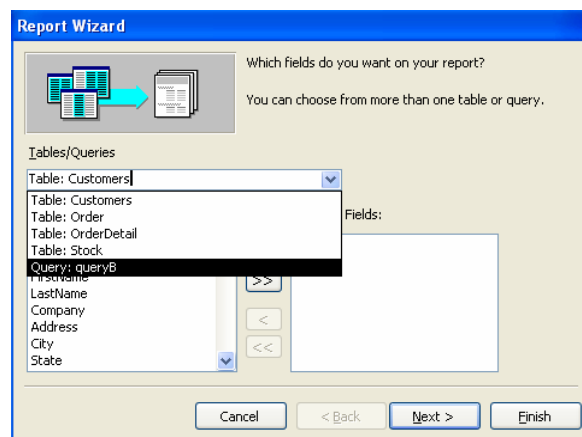
Exercise 10b

Report with Graph -

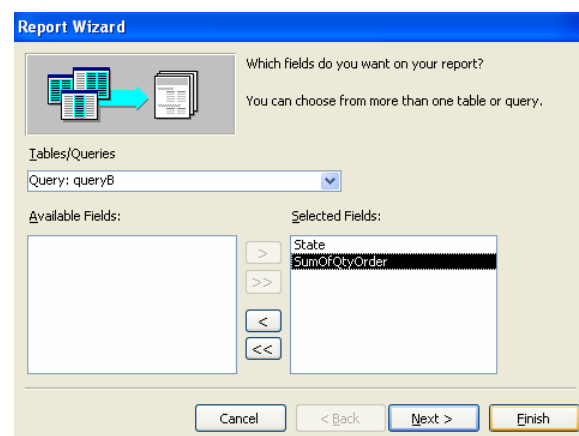
You like to create a report that shows the total number of products sold in each state. In order to do so, you first have to create a query (*queryB*) that summarizes the information.



First on the Database window, select the **REPORT** tag, then click the **Report Wizard** Button and select *queryB*



Choose the fields you want to display on the report, then click **Next>** button.



Pick layers of grouping. In our case, we want grouping by State.

The 'Report Wizard' dialog box is shown. It has a title bar 'Report Wizard'. Inside, there's a text box that says 'To remove a grouping level that you added, click on it, then click <.'. Below this is a list box (empty) and a 'Priority' section with up/down arrows. To the right is a preview window showing a report structure with 'State' as a group and 'SumOfQtyOrder' as a field. At the bottom are buttons: 'Grouping Options ...', 'Cancel', '< Back', 'Next >', and 'Finish'.

Select which field you want to sort by?

The 'Report Wizard' dialog box is shown. It has a title bar 'Report Wizard'. Inside, there's a text box that says 'What sort order and summary information do you want for detail records?'. Below this is a preview window showing a report structure with 'State' as a group and 'SumOfQtyOrder' as a field. To the right, there's a section titled 'You can sort records by up to four fields, in either ascending or descending order.' with four rows, each with a dropdown menu and an 'Ascending' button. Below this is a 'Summary Options ...' button. At the bottom are buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.


You want to select SUMMARY options so as to summarize some of the sub or overall totals

The 'Summary Options' dialog box is shown. It has a title bar 'Summary Options'. Inside, there's a text box that says 'What summary values would you like calculated?'. Below this is a table with columns 'Field', 'Sum', 'Avg', 'Min', and 'Max'. The first row is 'SumOfQtyOrder' with 'Sum' checked. To the right of the table are buttons 'OK' and 'Cancel'. Below these are radio buttons for 'Show' with options 'Detail and Summary' (selected) and 'Summary Only'. There's also a checkbox for 'Calculate percent of total for sums'.


Choose the style you like then give a title to the report. If you want to re-design your form, choose the *Modify the report's design* option. Hit Finish.

The following is a sample of what the report will look like. However, you would like to remove unnecessary fields and text.

| State Product Sale Summary | |
|--------------------------------------------|---------------|
| State | SumOfQtyOrder |
| ID | 125 |
| Summary for 'State' = ID (1 detail record) | |
| Sum | 125 |
| WA | 99 |
| Summary for 'State' = WA (1 detail record) | |
| Sum | 99 |
| Grand Total | 224 |

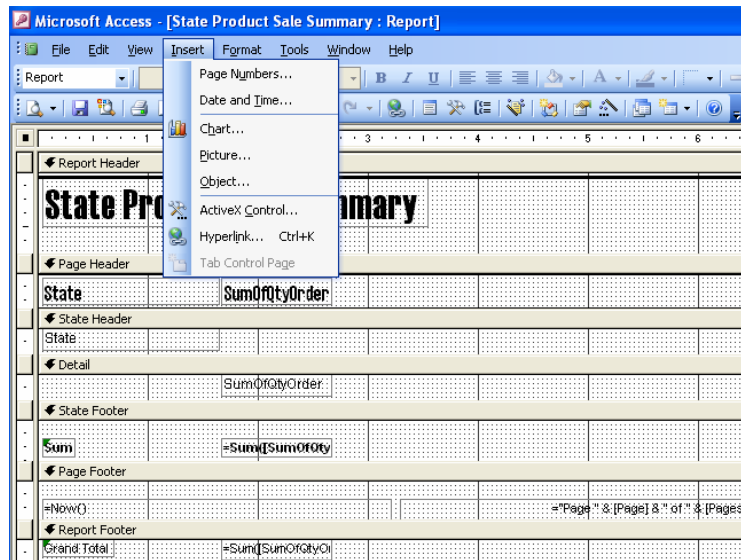
To do so, you need to be in DESIGN mode. Select  to examine the report design and select the fields that you do not want by selecting with mouse and press the delete key.

| State Product Sale Summary | |
|-------------------------------------------------------------------------------------------------------------------|------------------|
| Page Header | |
| State | SumOfQtyOrder |
| State Header | |
| State | |
| Detail | |
| | SumOfQtyOrder |
| State Footer | |
| Summary for " & "State" = " & " & [State] & "(" & Count(") & ")" & If(Count(")=1,"detail record","detail records" | |
| Sum | =Sum([SumOfQty |
| Page Footer | |
| =Now() | |
| Page Footer | |
| =Page " & [Page] & " of " & [Pages] | |
| Report Footer | |
| Grand Total | =Sum([SumOfQtyO] |

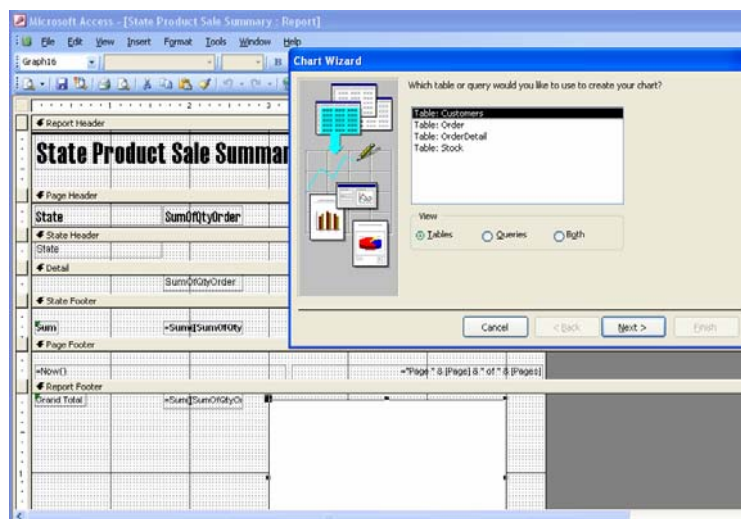
Click  to preview the report, it should look similar to the following.

| State Product Sale Summary | |
|----------------------------|---------------|
| State | SumOfQtyOrder |
| ID | 125 |
| Sum | 125 |
| WA | 99 |
| Sum | 99 |
| Grand Total | 224 |

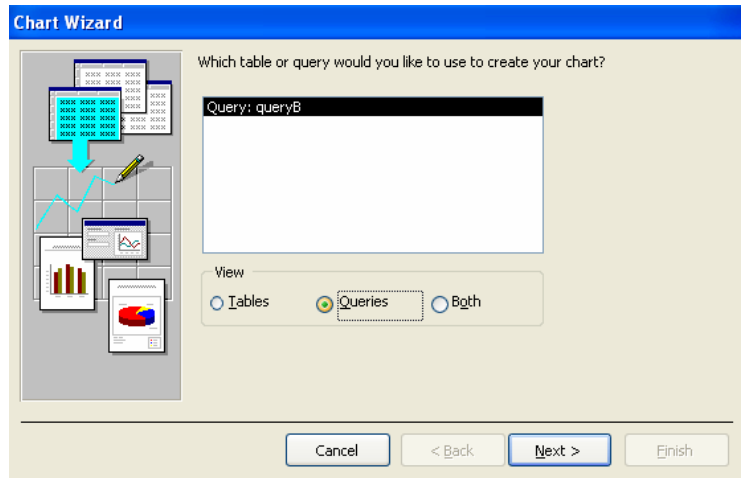
In order to add graphs to the report that you just created. Select the Insert Chart from the Insert Menu.



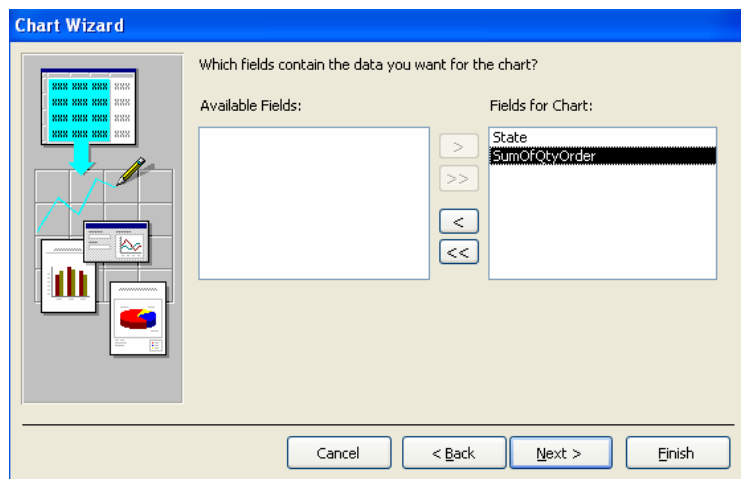
After you select the Chart option, move your mouse inside the Report Footer area and click anyway. If you put the graph in the Report Footer, the graph will be displayed at the very end of the report. Do not put it in the Detail area.



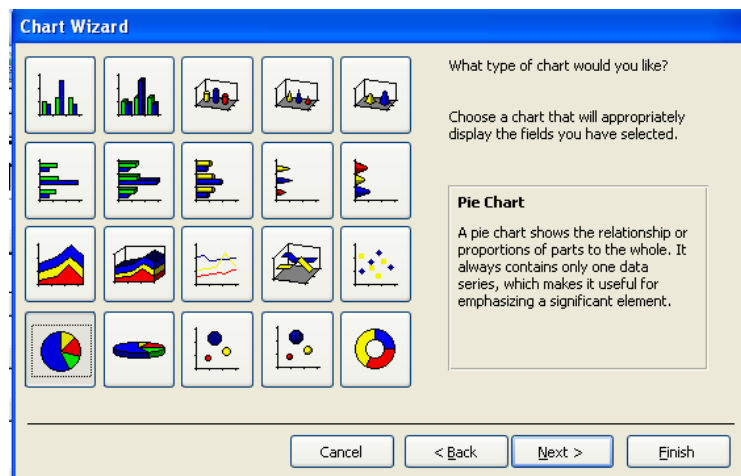
Which table do you like to use to create the chart? You want to select first the Queries option and then select queryB.



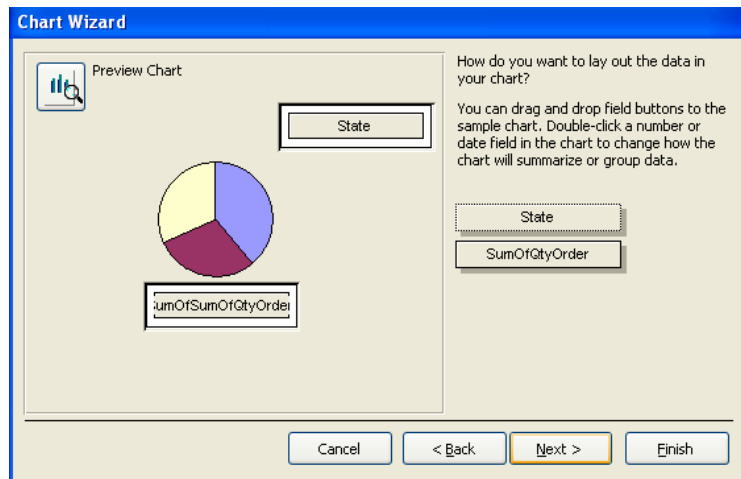
You want to include all the fields.



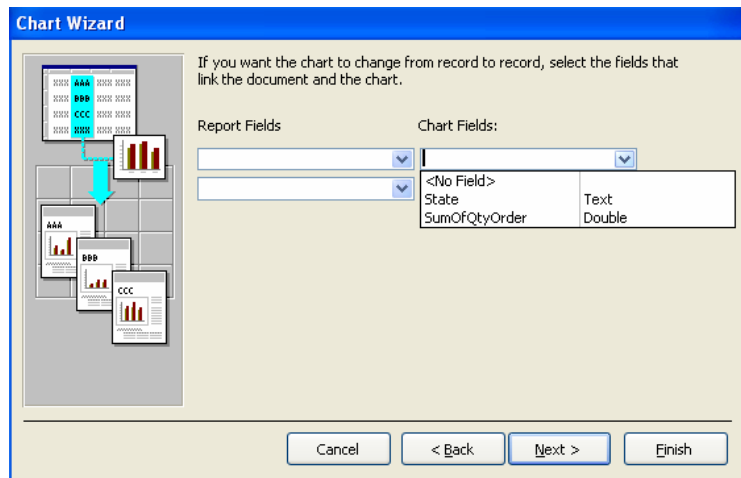
In this case you want to select the PIE chart ie. the chart that is at the bottom left hand corner.



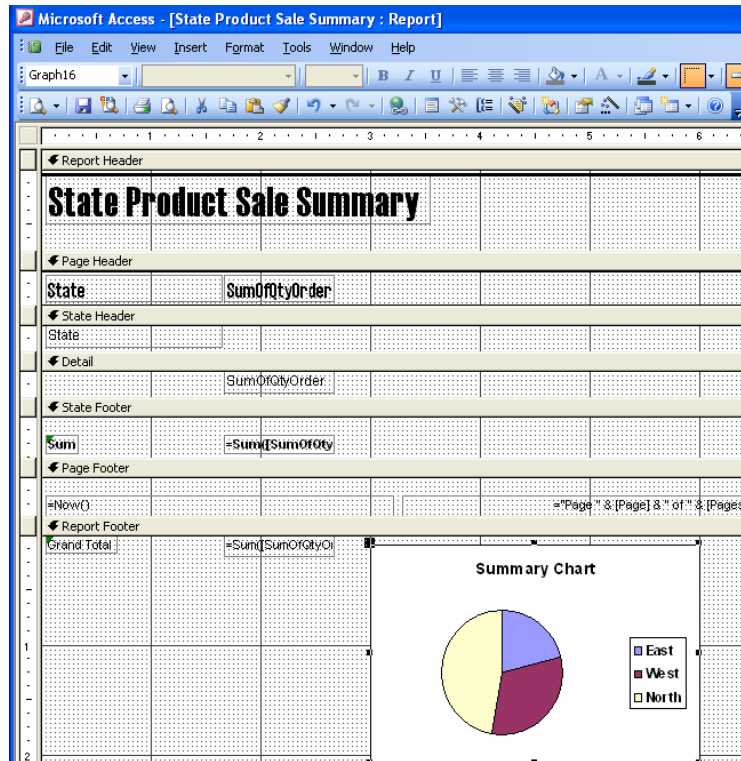
You want the different colors to represent the state and the size of the chart showing the sum of the Qty Order as shown in the default here. You can switch the fields by dragging and dropping the buttons to the sample chart (as shown in the instruction)




You do not want the chart to change from record to record, so select **NO FIELD** and then NEXT >



Give your graph as title, and once you are done with the wizard, you will be shown the report design. Note that the graph shown during the "design mode" is not showing the exact graph generated from the data. Notice the location of the graph. You can adjust the size and location (footer area) of the graph. If you want to change anything on the graphs, just click on the object you want to change, e.g. if you want to modify the margins (for bar and x-y charts) of the y-axis. Click on the y-axis.



Click  to preview the report and you can see that the pie chart is dominated by sales conducted in ID which is what the data indicated (125 in ID and 99 in WA).

