Creating the report based on the query
In this activity you will learn how to:

- create totals of columns of numbers using **SUM**.

1. Load the database software and open the file **Personnel_database** if it is not already open.
2. Click on Create and then on **Report Wizard** and select the query called 'Query Pay rise' created in the last activity. Add all the fields to the Selected Fields area as shown:

3. The next window appears. Check that by employees is selected and click Next.
4. The next window appears to ask if you want to add any grouping. No grouping is needed here so click on Next.
5. The next window appears where you can sort the data. Sort the Salary field into descending order:

   Click on Next.
6 The next window appears. Make all the changes so it is the same as that shown here:

Click on Next.

7 A window appears where you can choose a style. Choose the Office style and then click Next.

8 The next window appears where you should change the title to Report Pay rise

Click on Modify the report’s design and then click Finish.

9 Adjust the fieldnames so that all the data is shown when viewed.

10 Stretch the box containing the text ‘Report Pay rise’ so that fits to the right margin of the report like this:
Change the title of the report in the Report Header to ‘Report showing a 5% pay rise for all employees’ and click on to centralize it in the box like this:

11 You are going to put some calculations in the Report Footer section of the report.

Click on the horizontal line at the end of the Report Footer section and you will see the double headed arrow. Drag this down until it looks like this:

Click on Design and then on and drag it to produce a text box below the Salary column. It needs to look similar to this:

There are actually two boxes here although they are shown on top of each other. One box is used to hold text explaining what the contents of the other box represents.

Click on the small brown box and keeping the left mouse button pressed down, drag to the right until the two boxes appear like this:

Now stretch the text box to the right so that it appears like this:
The box on the right is called a control and this will be used to work out the total of the old salary for all the employees.

Right-click on the label (i.e. the box on the left) and you will see a list appear from which you need to select Properties. You will notice the Property Sheet appear down the left-hand side of the screen.

Check that the All tab has been selected in the Property Sheet.

In the Caption box, type the text ‘Total of old salary’:

```
<table>
<thead>
<tr>
<th>Property Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection type: Label</td>
</tr>
<tr>
<td>Name: Label16</td>
</tr>
<tr>
<td>Caption: Total of old salary</td>
</tr>
</tbody>
</table>
```

Click on the Controls box (i.e. the box containing the text Unbound) to select it like this:

```
<table>
<thead>
<tr>
<th>Report Footer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of old salary</td>
</tr>
</tbody>
</table>
```

Select the Data tab of the Property Sheet like this:

```
<table>
<thead>
<tr>
<th>Property Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection type: Text Box</td>
</tr>
<tr>
<td>Control Source: SUM([Salary])</td>
</tr>
<tr>
<td>Text Format: Plain Text</td>
</tr>
<tr>
<td>Input Mask: Yes</td>
</tr>
</tbody>
</table>
```

In the Property Sheet section in the box to the right of Control Source enter the following formula:

```
=SUM([Salary])
```

Notice the following:

- The formula starts with an equals sign.
- The formula is enclosed between two curved brackets.
- Any fields to which the formula refers must be in square brackets.

Click on Enter and you will see the formula inserted in the control box like this:

```
Sum([Salary])
```

Create two similar text boxes with the following text and formulae:

Total cost of pay rise =SUM([Pay rise])
Total of new salary =SUM([New salary])

They should appear like this:
12 Click on Report View to see the results of the report. The totals are shown but they are not in currency format.

Click on Design View. If the Property Sheet is not shown on the right then right-click on the first control containing the formula and select Properties from the list.

Click on and make the following changes:

Repeat this process so that all the controls are formatted to Euro and 0 decimal places.

Click on Report View and you will see all the totals correctly formatted:

| Total of old salary | €1,415,700 |
| Total cost of pay rise | €70,785 |
| Total of new salary | €1,486,485 |

13 Save your report using the filename Report Pay rise.

14 You have been asked to provide evidence of the design of your report.

Click on Design View so that you are looking at the design of your report.

Take a screen shot of the entire screen by pressing the Prt Scrn key (you will need to press the shift key first).

Load Microsoft Word and create a new document.

Position the cursor a couple of lines down from the top of the blank document and click on .

You will see the screenshot inserted into the document like this:

You cannot see the formulae easily so it is necessary to crop the image (i.e. only use part of it) and then enlarge the remaining part.

Left-click on the image (i.e. the screenshot) to select it.

Click on and you will see the picture formatting toolbar.
Click on `Crop`.

Drag the black handles so that only the report design part of the image is shown like this:

```
Report showing a 5% pay rise for all employees

<table>
<thead>
<tr>
<th>Salary</th>
<th>Employee No</th>
<th>Surname</th>
<th>Description</th>
<th>Pay rise</th>
<th>New salary</th>
</tr>
</thead>
</table>

**Page Footer**

```
Report Footer

Total of old salary = Sum(Salary)
Total cost of pay rise = Sum(Pay rise)
Total of new salary = Sum(New salary)
```

Add your name to the document and then save it using a suitable file name. Print a copy of this document.