



Creating New Reports

Lesson 34

Creating New Reports

The ability to create a new report is only available in the Red and Blue levels. Creating a report allows you to define a filter, and to specify the fields to include in the report and how you want the records sorted. You can create table, column, or chart reports.

When creating a table or column report, you will name the report and define a filter, then specify the fields to include and the sort order.

When creating a chart report, you will name the report and define a filter. Next, you'll select the field to form the basis of the chart and whether the chart reports on count or percentage.

Creating a Table Report

1. Click the **Filters** and **Reports** tab.
2. Click the **New Report** button.

The New Report dialog will be displayed.

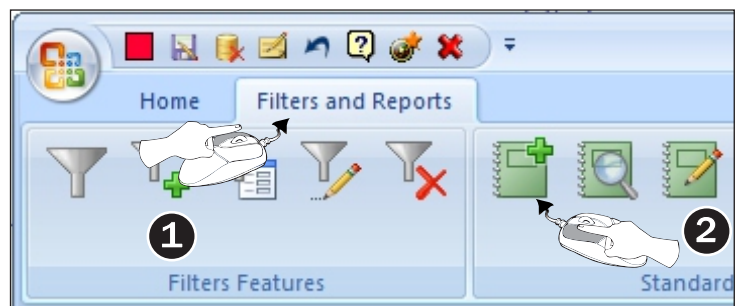
3. Type a name for the Report in the **Report Name** text box.
4. Select a filter from the Filter drop-down list to apply to the report. (optional)

5. Select the **Table** button.

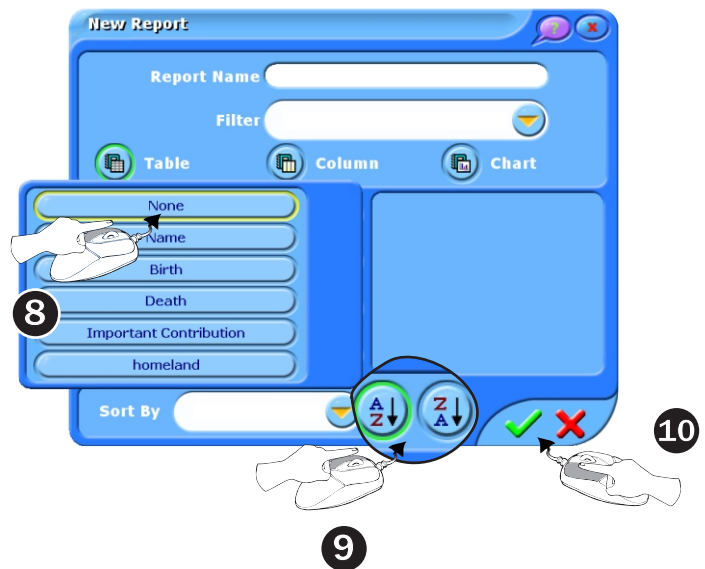
6. Select a field (it will appear with red border).

7. Add it to the report by using the **Move One** button.

Alternatively, add all fields to the report by using the **Move All** button. You can remove fields from the report by using the **Move One** button or the **Move All** button.



8. Select a field from the Sort By drop-down list to sort the records by that field. (optional)
9. Select the **Ascending Sort** button to sort from A to Z or click the **Descending Sort** button to sort from Z to A.
10. Click the **OK** button to run the report.



Creating a Column Report

1. Click the **Filters and Reports** tab.
2. Click the **New Report** button.



The New Report dialog will be displayed.

3. Type a name for the Report in the **Report Name** text box.
4. Select a filter from the Filter drop-down list to apply to the report. (optional)
5. Select the **Column** button.
6. Select a field (it will appear with red border).






7. Add it the report by using the **Move One** button. Alternatively, add all fields to the report by using the **Move All** button. You can remove fields from the report by using the **Move One** button or the **Move All** button.



8. Select a field from the Sort By drop-down list to sort the records by that field. (optional)
9. Select the  **Ascending Sort** button to sort from A to Z or click the  **Descending Sort** button to sort from Z to A.
10. Click the **OK** button to run the report.

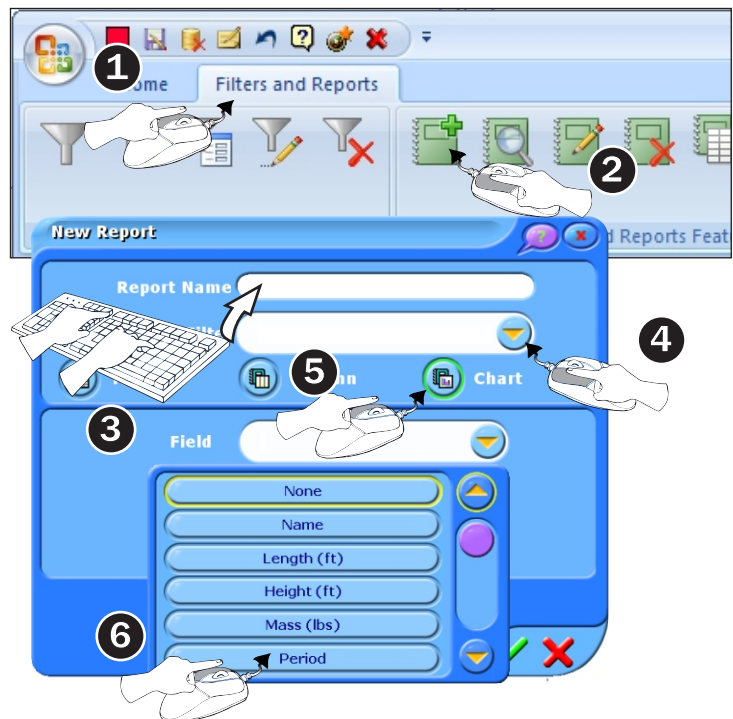


Sample Output →

Image	
Name	Allosaurus
Hip Type	lizard-hipped
Image	
Name	Allosaurus
Hip Type	lizard-hipped
Image	
Name	Baryonyx

Creating a Chart Report

1. Click the **Filters and Reports** tab.
 2. Click the **New Report** button.
- The New Report dialog will be displayed.
3. Type a name for the Report in the **Report Name** text box.
 4. Select a filter from the **Filter** drop-down list to apply to the report. (optional)
 5. Select the **Chart** button.
 6. Select a field on which the chart will be based from the **Field** drop-down list.



The chart will group the records with the same values in that field.

7. Selecting the **Count** Button will display a count of records with the same value in that field.

OR

Selecting the **Percentage** button will display a percentage of records with the same value in that field.

8. Click the **OK** button to run the report.

The Insert Chart dialog will be displayed.

9. Select the type of chart to create and a preview of the chart will be shown.

10. Click the **Chart Labels** button and the Insert Chart dialog box will change to the following dialog box.

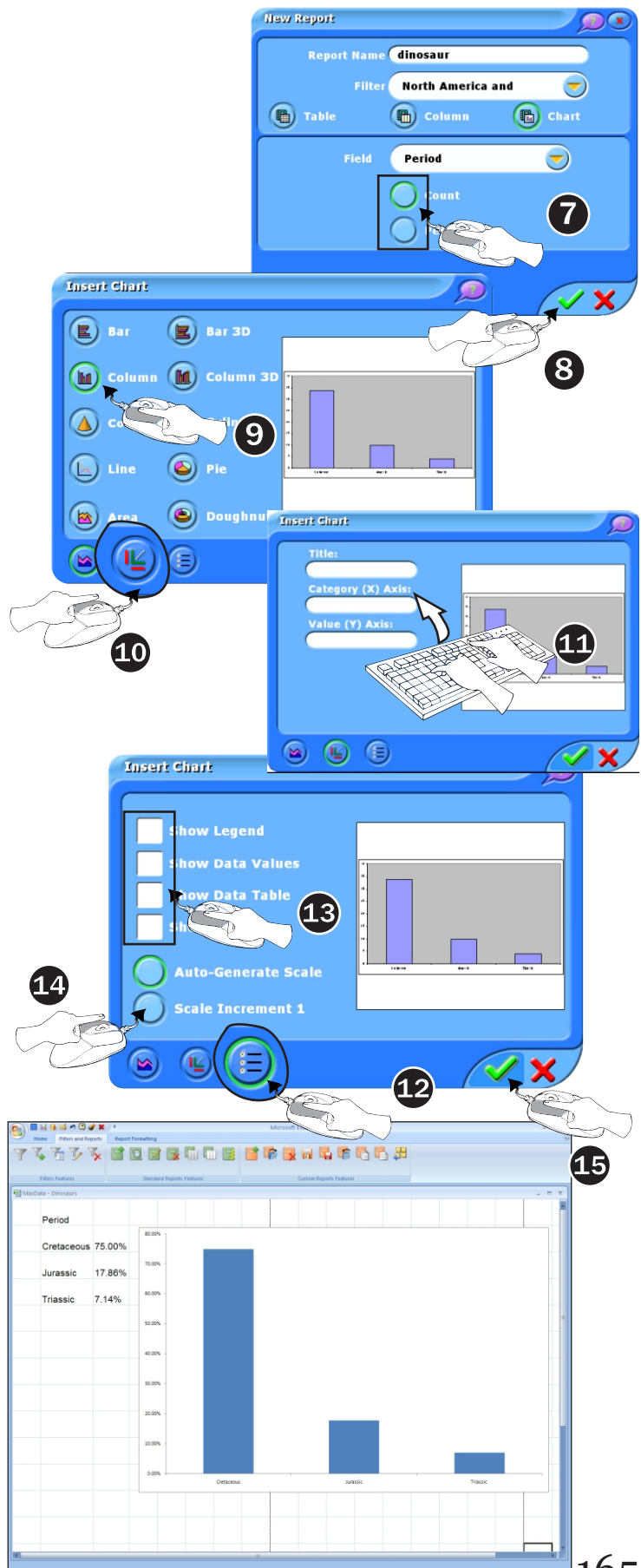
11. Enter the chart Title, Category (X) Axis, and Value (Y) Axis titles in the text boxes.

12. Click the **Chart Options** button and the Insert Chart dialog box will change to the following dialog box.

13. Select any of the check boxes in this dialog to show additional chart features.

14. Select the **Scale Increment 1** button to change the scale to increment in units of 1
OR
Select the **Auto-Generate Scale** button to generate an auto scale for a chart.

15. Click the **OK** button to add the chart to your report.



Reporting Dinos

Creating New Reports

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Score

Activity 110

Directions:

1. Launch MaxData.
2. Open the Dinosaur database.
3. Create a new report with the following specifications.

REPORT NAME: Carnivores

FILTER: Carnivores

FIELDS: All

SORT: Name - descending

4. Save the report as **Reporting DINOs**.

Preview



Image	Name	Length (ft)	Height (ft)	Mass (lbs)	Period	MYA	Type of Feeder	What did it eat?
	Albertosaurus	27.0	10	3,300	Cretaceous	76-74	carnivore	probably plant-eating dinos
	Allosaurus	36.0	15	4,000	Jurassic	156	carnivore	Stegosaurus, Diplodocus,
	Archaeopteryx	2.0	1	1,102	Jurassic	156	carnivore	may have eaten small rept
	Baryonyx	34.0	12	4,000	Cretaceous	120	carnivore	fish, Iguanodon
	Coelophysis	10.0	6	60	Triassic	225	carnivore	vertebrates
	Compsognathus	4.5	3	7	Jurassic	156	carnivore	vertebrates
	Cryolophosaurus	26.0	10	1,102	Jurassic	170	carnivore	other animals
	Deinonychus	10.0	5	130	Cretaceous	113	carnivore	vertebrates, plant-eating d
	Dilophosaurus	19.5	7	1,100	Jurassic	200	carnivore	other animals
	Dromaeosaurus	6.0	3	33	Cretaceous	76-74	carnivore	vertebrates
	Eoraptor	3.0	3	441	Triassic	228	carnivore	vertebrates
	Giganotosaurus	41.0	16	16,000	Cretaceous	112-90	carnivore	other animals

Lizard Hipped Dinos

Creating New Reports

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Score

Activity 111

Directions:

1. Launch MaxData.
2. Open the Dinosaur database.
3. Create a new report with the following specifications.

REPORT NAME: Lizard Hipped Dinosaurs

FILTER: Lizard Hipped

FIELDS: Name, Mass, Period, What Were Its Teeth Like

SORT: Mass - ascending



4. Save the report as **Lizard Hipped DINO's**.

Preview

Image	Name	Length (ft)	Period	What were its teeth like?
	Albertosaurus	27.0	Cretaceous	saw-edged, flesh-slicing teeth
	Allosaurus	36.0	Jurassic	dagger-like with serrated edges
	Baryonyx	34.0	Cretaceous	sharp, finely serrated teeth
	Camarasaurus	59.0	Jurassic	chisel-like, sharp, snapping teeth
	Coelophysis	10.0	Triassic	small and sharp
	Compsognathus	4.5	Jurassic	sharp
	Deinonychus	10.0	Cretaceous	backward-curving
	Diplodocus	89.0	Jurassic	rows of teeth like a comb
	Gallimimus	19.5	Cretaceous	horny beak, no teeth
	Massospondylus	16.5	Triassic	rounded front teeth, flat back teeth
	Oviraptor	6.5	Cretaceous	beak, no teeth
	Troodon	6.5	Cretaceous	curved, flattened teeth with coarse serrations
	Tyrannosaurus	39.0	Cretaceous	60 saw-edged, bone-crushing, pointed teeth
	Amargasaurus	39.0	Cretaceous	teeth for grinding and chewing

Hottest Planets

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Score

Activity 112

Directions:

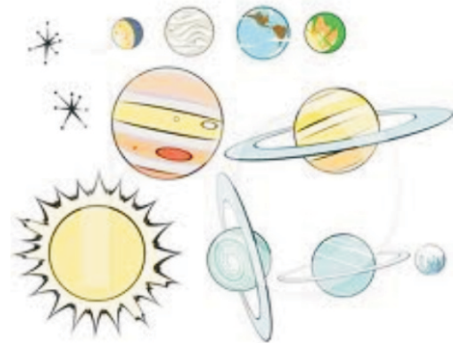
1. Launch MaxData.
2. Open the Planets database.
3. Create a new report with the following specifications.

REPORT NAME : Our Planets

FILTER: None

FIELDS: All

SORT: Distance from the Sun - ascending



4. Save the report as **Hottest Planets**.

Preview

MaxData - Planets - Microsoft Excel						
Home Filters and Reports Report Formatting						
Image	Planet	Distance from Sun (AU)	Orbit Period (Years)	Diameter (Earth = 1)	Volume (Earth)	
	Mercury	0.39	0.24	0.38	0.05	
	Venus	0.72	0.62	0.95	0.88	
	Earth	1.00	1.00	1.00	1.00	

Omnivore Mammals

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Score

Activity 113

Directions:

1. Launch MaxData.
2. Open the Mammals database.
3. Create a new report with the following specifications.



REPORT NAME : Omnivore Mammals

FILTER : all Omnivores

FIELDS : Mammal, Max Life Span, Weight at Birth, Tail Length

SORT : Max Life Span - descending

4. Enhance your report by formatting all the text and adding header and footer.
5. Save the report as **Omnivore Mammals**.

Preview

Image	Mammal	Tail Length (ft)	Weight at Birth (lbs)	Max Life Span	Diet
	Coyote	1.1	0.81	15	omnivore
	Wild Boar	0.9	1.70	21	omnivore
	Bush Pig	1.3	1.75	20	omnivore
	Warthog	1.4	1.50	19	omnivore
	Bush Rat	0.5	0.01		omnivore
	Harvest Mouse	0.2	0.00	4	omnivore
	Striped Field Mouse	0.3	0.00	4	omnivore
	Grey Hamster	0.1			omnivore
	Deer Mouse	0.3	0.00		omnivore
	Muskrat	0.8		4	omnivore
	Raccoon	1.0	0.16	20	omnivore
	Brown Bear	0.4	1.00	30	omnivore
	Polar Bear	0.3			omnivore