Database Test D (Reports)

You work for a company called Hothouse Design. You are going to perform some clerical tasks for this company.

1. Produce a report which:

   - has a page orientation of portrait

   - fits on a single page wide

   - contains a new field called **Income** which is calculated at run-time. This field will calculate *Price* multiplied by *Number*

   - has the *Income* field formatted as currency with 2 decimal places

   - shows only the records where the *Week* is **37**

   - shows only the fields *Staff*, *Date*, *Booking*, Price, Number and *Income*

   - shows this data and the field names in full

   - sorts the data into ascending order of *Date* (with 01/01/2009 at the top)

   - includes the heading **Week 37 Sales** at the top of the page

   - calculates the total value of the *Income* field and displays this at the end of the report under the *Income* field values, formatted as currency with 2 decimal places

   - has the label **Total Income** to the left of the total value of the *Income* field

   - has your name, candidate number and Centre number on the left at the foot of each page.

2. Save and print this report.

3. Produce a report which:

- has a page orientation of portrait

- fits on a single page

- shows only the records where the booking was for holidays in *Week* **35**, the booking *Date* was between **01/01/2009** and **31/01/2009** inclusive, and the *Tour* was **Yes**

- shows only the fields *Staff*, *Booking* and *Number*

- shows this data and the field names in full

- sorts the data into ascending order of *Date* and then ascending order of *Staff*

- includes the heading **Mini tours booked** at the top of the page

- calculates the average number below *Number* field

- has the average number formatted to standard with 2 decimal places

- has the label **Average Number** to the left of the average number

- has your name, Centre number and candidate number on the right in the footer.

4. Save and print this report.