
Creating and Modifying a Report

Creating a Report in Report Studio

Validating a Report

Saving a Report

Removing a Column

Query vs. Model

Sorting

Hiding Columns

Rearranging Columns

Adding a Column

Changing the Title

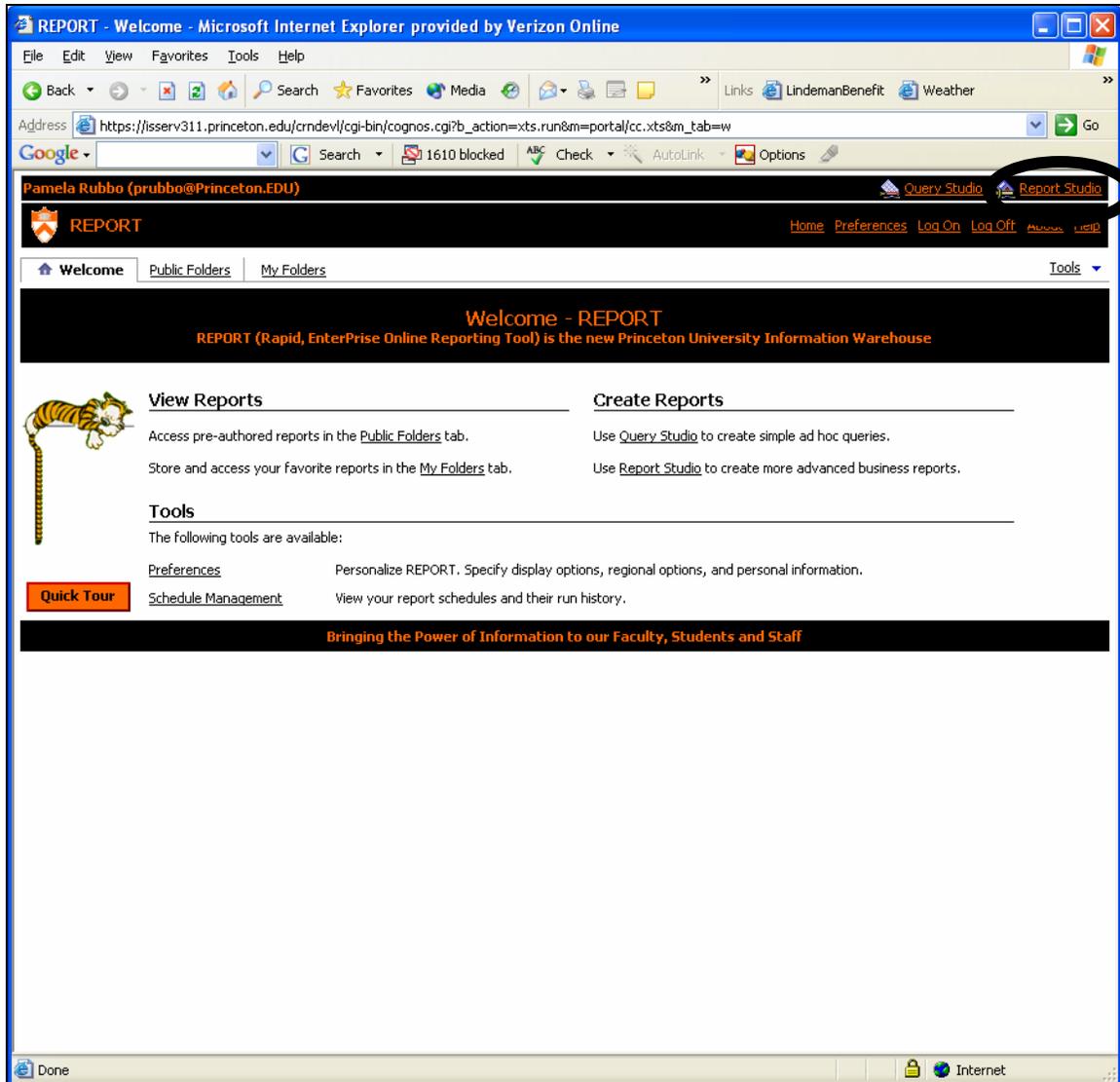
Exercise

Creating a Report in Report Studio

GOAL: To create a new report.

STEPS:

1. From the Cognos Connection Welcome window, click **Report Studio**.



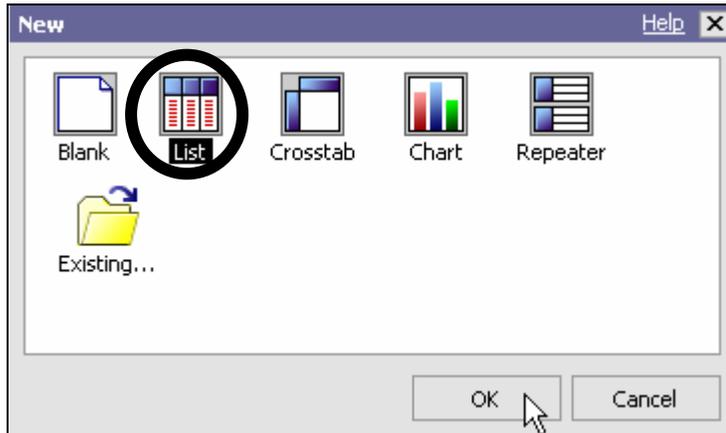
2. Click the **Report Net Training** link.



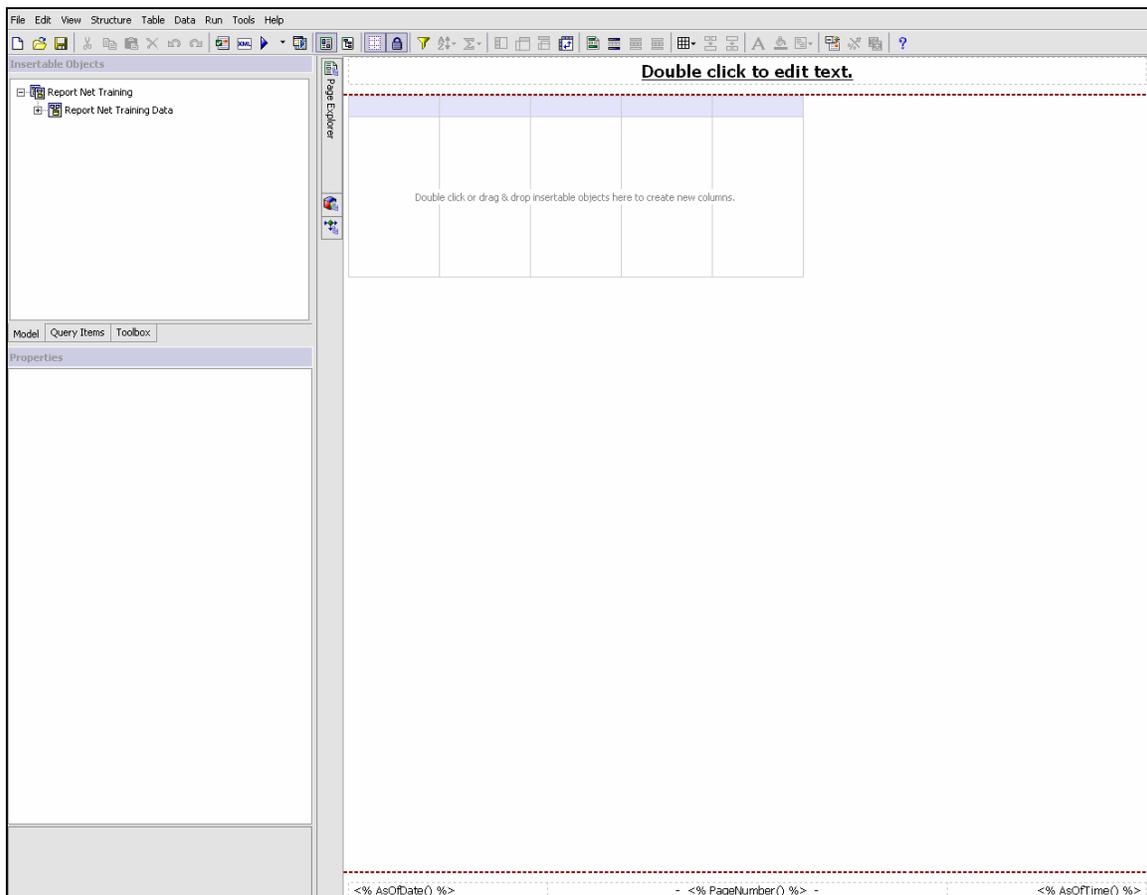
3. In the Cognos Report Studio Welcome window, click **Create a new report**.



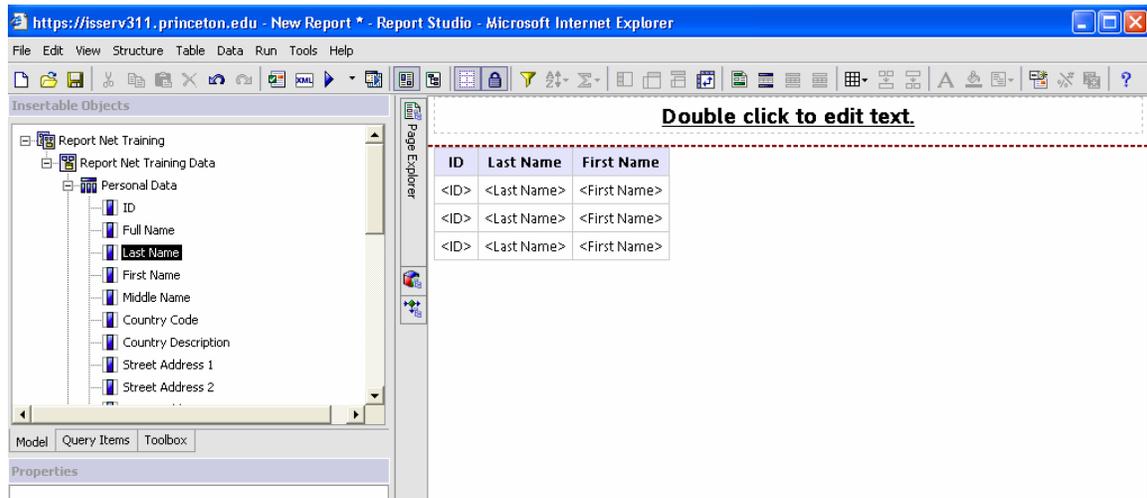
4. Click **List**.



5. Click **OK**.



6. In the **Insertable Objects** window, open **Report Net Training Data** by clicking the plus sign or by double clicking on the name.
7. Open **Personal Data** by clicking the plus sign or by double clicking on the name of the item.
8. Double-click **ID** to add it to the report.
9. Double-click **Last Name** and **First Name**.



10. **Double-click** the following items to add them to the report:

- **Country code**
- **Street Address 1**
- **City**
- **State**
- **Postal Code**
- **Primary University Affiliation Description**
- **Primary University Affiliation Group Description**
- **Primary University Affiliation Status Description**

The screenshot shows a report design tool interface. On the left, there is a list of 'Insertable Objects' including: State, State Description, Postal Code, Phone Number, Gender, Gender Description, Birthdate, Ethnicity Code, Ethnicity Description, Primary University Affiliation, Primary University Affiliation Description, Primary University Affiliation Group, Primary University Affiliation Group Description, Primary University Affiliation Status, Primary University Affiliation Status Description, and Primary University Affiliation Status Date. The main area displays a table with the following columns: ID, Last Name, First Name, Country Code, Street Address 1, City, State, Postal Code, Primary University Affiliation Description, Primary University Affiliation Group Description, and Primary University Affiliation Status Description. The table contains three rows of data, each with placeholder text like '<ID>', '<Last Name>', etc. Above the table, there is a text box that says 'Double click to edit text.' Below the table, there are footer fields: '<% AsOfDate() %>', '- <% PageNumber() %> -', and '<% AsOfTime() %>'.

Validating a report

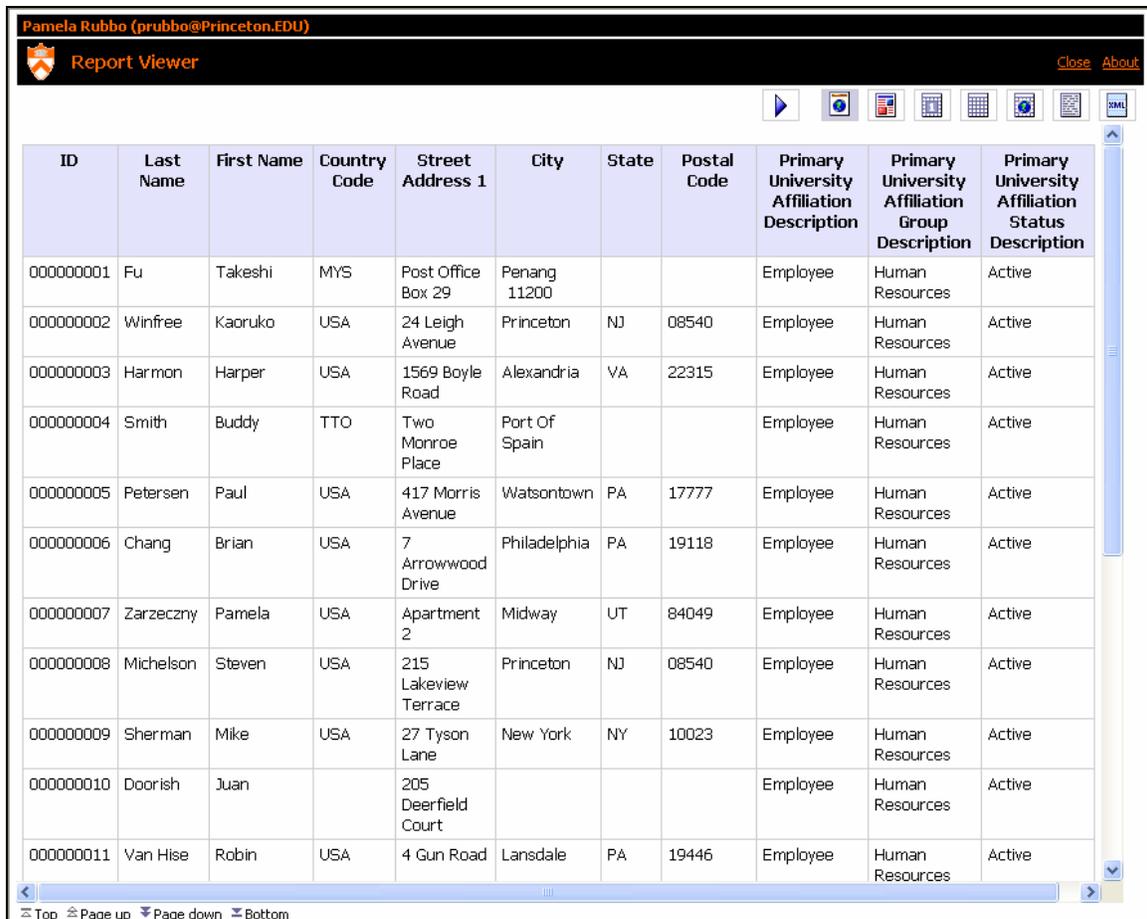
GOAL: To validate report data.

STEPS:

1. Click the **Validate**  icon in the toolbar.
2. The following message is displayed.



3. Click the **Run Report** icon  to view the new report.



ID	Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	Primary University Affiliation Status Description
000000001	Fu	Takeshi	MYS	Post Office Box 29	Penang 11200			Employee	Human Resources	Active
000000002	Winfree	Kaoruko	USA	24 Leigh Avenue	Princeton	NJ	08540	Employee	Human Resources	Active
000000003	Harmon	Harper	USA	1569 Boyle Road	Alexandria	VA	22315	Employee	Human Resources	Active
000000004	Smith	Buddy	TTO	Two Monroe Place	Port Of Spain			Employee	Human Resources	Active
000000005	Petersen	Paul	USA	417 Morris Avenue	Watsonstown	PA	17777	Employee	Human Resources	Active
000000006	Chang	Brian	USA	7 Arrowwood Drive	Philadelphia	PA	19118	Employee	Human Resources	Active
000000007	Zarzeczny	Pamela	USA	Apartment 2	Midway	UT	84049	Employee	Human Resources	Active
000000008	Michelson	Steven	USA	215 Lakeview Terrace	Princeton	NJ	08540	Employee	Human Resources	Active
000000009	Sherman	Mike	USA	27 Tyson Lane	New York	NY	10023	Employee	Human Resources	Active
000000010	Doorish	Juan		205 Deerfield Court				Employee	Human Resources	Active
000000011	Van Hise	Robin	USA	4 Gun Road	Lansdale	PA	19446	Employee	Human Resources	Active

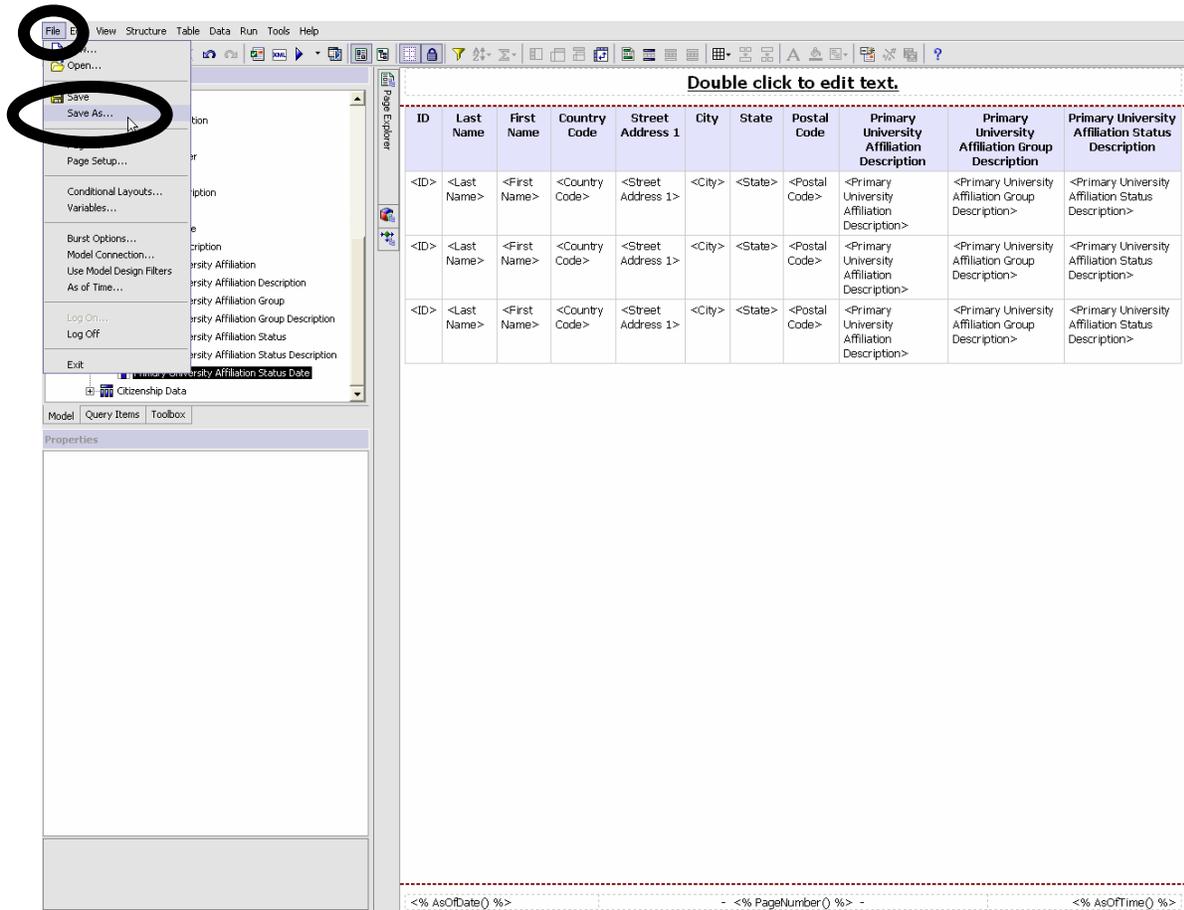
4. Close the Report Viewer window by clicking the **Close** link in the upper right corner.

Saving a report

GOAL: To save the current report.

STEPS:

1. From the File menu, choose **Save As**.



2. Click the **My Folders** icon on the left side of the window.



3. In the Name field, name the report **Personal Data report**, followed by your **initials**.
4. Click the **Save** icon.
5. The report is saved with the new file name.

Removing a Column

Removing a column may be necessary if the information is no longer needed for reporting purposes, or if you want to produce a report but do not want the recipients to see certain details.

GOAL: To remove a column from the report using Delete.

STEPS:

1. Click the **Primary University Affiliation Status Description** column header (the last column).

Double click to edit text.

ID	Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	Primary University Affiliation Status Description
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Primary University Affiliation Status Description>
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Primary University Affiliation Status Description>
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<Primary University Affiliation Status Description>

2. Press the **Delete** key on the keyboard to remove column.

Double click to edit text.									
ID	Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>

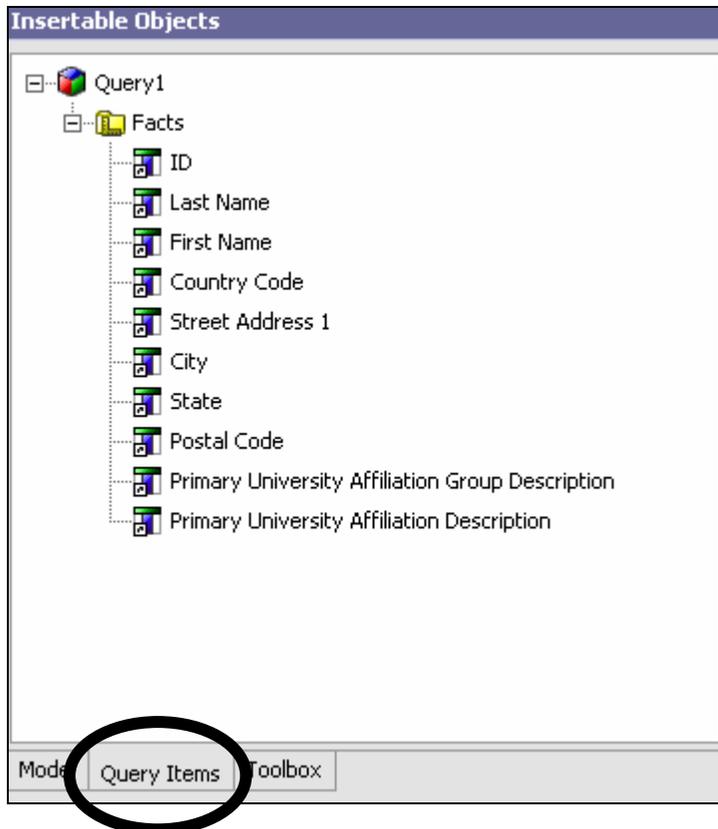
Query vs. Model

As you make changes to the report, the model never changes. The model contains all the data available in the package, whether you use it in your report or not. By contrast, the query represents data used in your report. The query may or may not change as you edit your report, depending on the kind of modification you make. For example, when we used Delete to remove the column above, the column was deleted from the query. Later in this chapter we will learn how to remove a column from the report while keeping it in the query.

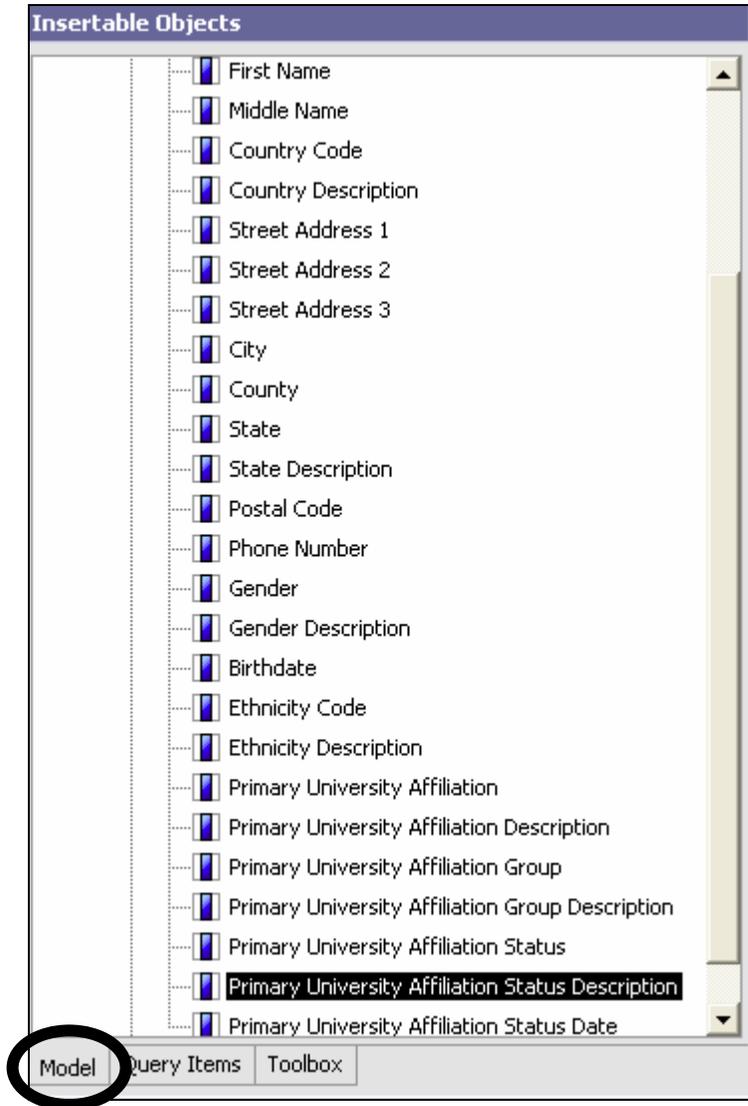
GOAL: To examine the Query vs. the Model.

STEPS:

1. In the **Insertable Objects** window, click on the **Query Items** tab. Examine the Query. Note that the Primary University Affiliation Status Description column that we just deleted is not in the query.



2. Click on the **Model** tab. Scroll down in the Personal Data folder. Note that many items not in the report are still in the model, including the column we deleted from the report.



Sorting

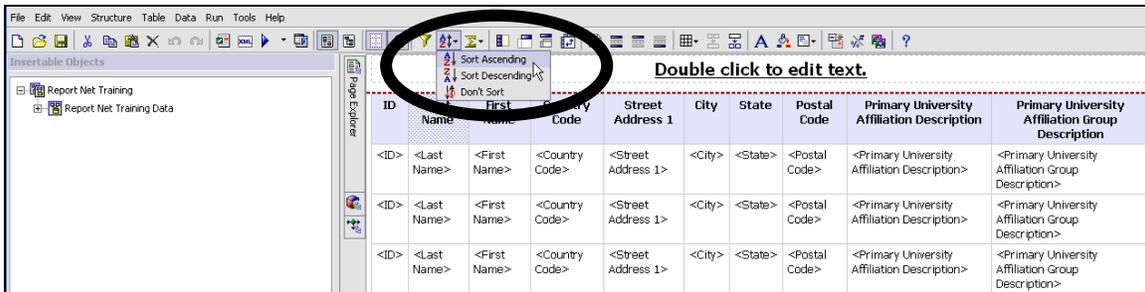
GOAL: To sort report data. To add a multiple sort and to remove a sort.

STEPS:

1. Click on the **Last Name** column heading in the report.

2. From the toolbar, click the **Sort** icon .

3. From the drop down, select **Sort Ascending**.



4. The Sort Ascending icon appears as an up-arrow in the first cell of the Last Name column.

ID	Last Name	First Name	Country Code
<ID>	< ▲ Last Name >	<First Name>	<Country Code>
<ID>	<Last Name>	<First Name>	<Country Code>
<ID>	<Last Name>	<First Name>	<Country Code>

Note: When the point of the triangle points up, the column will be sorted in ascending order, from A to Z, or from smallest to largest for numeric data. When the point is down, the column will be sorted in descending order, from Z to A or from largest to smallest.

5. Click the **Run Report** icon.

6. Notice the sort order for the two rows with the Last Name “Amon.”

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Report Viewer Close About

ID	Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
000000701	Aden	Hitoshi	USA	504 South 4th Avenue	Chester	NJ	07930	Student	Undergraduate
000000779	Adler	Meiko		486 Fairfield Road				Miscellaneous	Miscellaneous
000000230	Agyeman	Annette	USA	19 Shirley Lane	Erie	PA	16505	Employee	Human Resources
000000666	Ahearn	Amy	USA	77 Van Sant Drive	East brunswick	NJ	08816	Student	Undergraduate
000000369	Ahmad	Heinz-Dieter	USA	42 Rolling Lane	Palo Alto	CA	94306	Student	Graduate
000000166	Ahmed	Michael	USA	12 Shell Turn	Salina	KS	67401	Employee	Human Resources
000000039	Aidoo	Roy	USA	99 Chesterfield	Stone Harbor	NJ	08247	Employee	Human Resources
000000060	Alatalo	Thomas		150 Locust Ave.				Employee	Human Resources
000000484	Alexander	Jiping	USA	5 Tanager Lane	Golden Valley	MN	55416	Student	Graduate
000000023	Alyea	Mark	USA	3 Kirk Avenue	Princeton	NJ	08540	Employee	Human Resources
000000905	Amerian	Access	USA	713 Lake Drive	Lawrenceville	NJ	08648	Miscellaneous	Departmental Computer User
000000236	Amobi	Maria	USA	116 Niagara Lane	Bloomfield Hills	MI	48301	Employee	Human Resources
000000791	Amon	Shiren	USA	9 Saylor Court	Woodside	CA	94062	Miscellaneous	Miscellaneous
000000901	Amon	Ze-Ke	USA	36 Juniper Court	Flower Mound	TX	75022	Miscellaneous	Plasma Physics Lab

Top Page up Page down Bottom

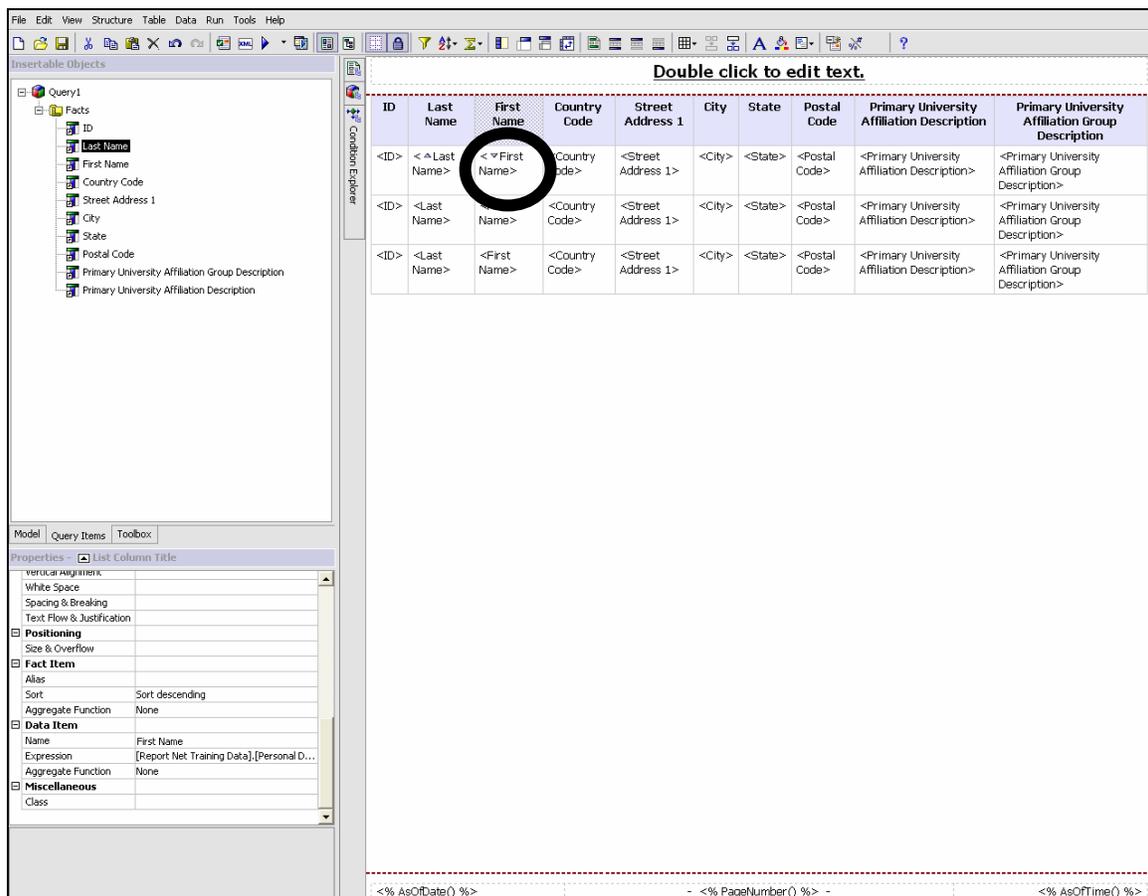
7. **Close** the Report Viewer.

Multiple sorts within a report:

More than one column can be sorted within the same report. Additionally, one column can be sorted in reverse order of the other column(s) if desired. Currently, the primary sort is an ascending sort on Last Name. We will now change First Name to sort in descending order within Last Name.

1. Highlight the **First Name** column heading.

2. Click the **Sort** icon  and select **Sort Descending**.



Double click to edit text.

ID	Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>

Properties - List Column Title

- Vertical alignment
- White Space
- Spacing & Breaking
- Text Flow & Justification
- Positioning
- Size & Overflow
- Fact Item
 - Alias
 - Sort: Sort descending
 - Aggregate Function: None
- Data Item
 - Name: First Name
 - Expression: [Report Net Training Data].[Personal D...
 - Aggregate Function: None
- Miscellaneous
 - Class

<% AsOfDate() %> - <% PageNumber() %> - <% AsOfTime() %>

3. Click the **Run Report** icon . Notice the change for the two rows with the Last Name “Amon.”

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Report Viewer Close About

ID	Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
000000701	Aden	Hitoshi	USA	504 South 4th Avenue	Chester	NJ	07930	Student	Undergraduate
000000779	Adler	Meiko		486 Fairfield Road				Miscellaneous	Miscellaneous
000000230	Agyeman	Annette	USA	19 Shirley Lane	Erie	PA	16505	Employee	Human Resources
000000666	Ahearn	Amy	USA	77 Van Sant Drive	East Brunswick	NJ	08816	Student	Undergraduate
000000369	Ahmad	Heinz-Dieter	USA	42 Rolling Lane	Palo Alto	CA	94306	Student	Graduate
000000166	Ahmed	Michael	USA	12 Shell Turn	Salina	KS	67401	Employee	Human Resources
000000039	Aidoo	Roy	USA	99 Chesterfield	Stone Harbor	NJ	08247	Employee	Human Resources
000000060	Alatalo	Thomas		150 Locust Ave.				Employee	Human Resources
000000484	Alexander	Jiping	USA	5 Tanager Lane	Golden Valley	MN	55416	Student	Graduate
000000023	Alyea	Mark	USA	3 Kirk Avenue	Princeton	NJ	08540	Employee	Human Resources
000000905	Amerian	Access	USA	713 Lake Drive	Lawrenceville	NJ	08648	Miscellaneous	Departmental Computer User
000000236	Amobi	Maria	USA	116 Niagara Lane	Bloomfield Hills	MI	48301	Employee	Human Resources
000000001	Amon	Ze-Ke	USA	36 Juniper Row	Flower Mound	TX	75022	Miscellaneous	Plasma Physics Lab
000000002	Amon	Shiren	USA	9 Saylor Court	Woodside	CA	94062	Miscellaneous	Miscellaneous

Top Page up Page down Bottom

4. **Close** the Report Viewer.

Removing a sort:

1. Click on the **First Name** column heading.
2. Click the **Sort** button and select **Don't Sort**.



3. Click the **Save** button  to save your changes to the report.

Hiding Columns

GOAL: To use Cut to hide a column.

Now we will use Cut from the Edit menu to remove columns from the report. This effectively hides the columns. Although the data is no longer displayed in the report, using Cut still retains the column in the query. This allows us to use the item for other purposes, such as sorting on the hidden column.

STEPS:

1. **Ctrl-Click** on the **Last Name** and **First Name** column headings so that both columns are selected.
2. From the **Edit** menu, select **Cut**.

The screenshot shows a report editor interface. The 'Edit' menu is open, and the 'Cut' option is highlighted with a black circle. The report table below has the following structure:

ID	Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Last Name>	<First Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>

The Properties window on the left shows the 'List Column Title' selected, with various properties like Text Source, Data, General, Box, Color & Background, and Font & Text visible.

3. The Last Name and First Name columns are removed from the report.

Double click to edit text.							
ID	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
<ID>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>

4. In the **Insertable Objects** window, click on the **Query Items** tab. Note that the Last Name and First Name columns are still in the Query.

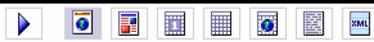
Note: You may also use the following methods to hide a column and sort on it even though it is not in the report.

- Query Explorer :** Do not add the column to the report. Instead, click the Query Explorer bar and then click Query 1. From the Insertable Objects window, drag and drop the column into the Facts window. Highlight the column in the Facts window and change the Sort order in the Properties window.
- Properties window/ Box Type:** Add the column to the report and sort on it. Then highlight the column heading AND the column itself, and in the Properties window and select Box Type as None. This will also hide the column so it is not in the report.

5. **Run** the report. The report is still sorted by Last Name even though the column has been hidden.

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Report Viewer Close About



ID	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
000000701	USA	504 South 4th Avenue	Chester	NJ	07930	Student	Undergraduate
000000779		486 Fairfield Road				Miscellaneous	Miscellaneous
000000230	USA	19 Shirley Lane	Erie	PA	16505	Employee	Human Resources
000000666	USA	77 Van Sant Drive	East brunswick	NJ	08816	Student	Undergraduate
000000369	USA	42 Rolling Lane	Palo Alto	CA	94306	Student	Graduate
000000166	USA	12 Shell Turn	Salina	KS	67401	Employee	Human Resources
000000039	USA	99 Chesterfield	Stone Harbor	NJ	08247	Employee	Human Resources
000000060		150 Locust Ave.				Employee	Human Resources
000000484	USA	5 Tanager Lane	Golden Valley	MN	55416	Student	Graduate
000000023	USA	3 Kirk Avenue	Princeton	NJ	08540	Employee	Human Resources
000000905	USA	713 Lake Drive	Lawrenceville	NJ	08648	Miscellaneous	Departmental Computer User
000000236	USA	116 Niagara Lane	Bloomfield Hills	MI	48301	Employee	Human Resources
000000762	USA	9 Saylor Court	Woodside	CA	94062	Miscellaneous	Miscellaneous
000000981	USA	36 Juniper Row	Flower Mound	TX	75022	Miscellaneous	Plasma Physics Lab
000000120	USA	70 Clay Street	New York	NY	10022	Employee	Human Resources
000000235	USA	Post Office Box 261	Minersville	PA	17954	Employee	Human Resources
000000817	USA	133 Green Avenue	Huntington Station	NY	11746	Miscellaneous	Miscellaneous
000000272	USA	Post Office Box 5863	Newberry	SC	29108	Student	Graduate

Top Page up Page down Bottom

6. **Close** the Report Viewer.

Note: Delete vs. Cut

- **Deleting** a column by clicking the **Delete** icon removes the column from the report and the data item from the query.
- **Cutting** a column by clicking the **Cut** icon removes the column from the report, but leaves the data item in the query.
Use **Cut** for those times when you need to leave an item in the query, but do not wish to show it in the report.

Rearranging Columns

After running a report, or just viewing the query, it is easy for the user to change the way the columns appear in the report.

GOAL: To move the ID column.

STEPS:

1. Click the **ID** column heading to highlight it.
2. **Drag** the highlighted **ID** column heading to the end of the report, after Primary University Affiliation Group Description.

Double click to edit text.

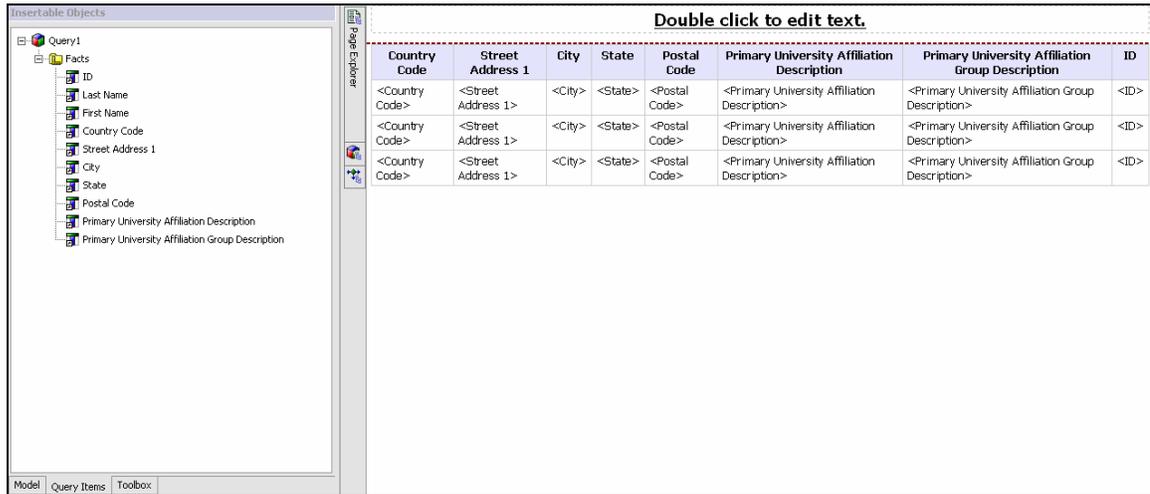
ID	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description
<ID>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>
<ID>	<Country Code>	Address 1>	City	State	Code>	Description>	Group Description>
<ID>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>

Properties - List Column Title

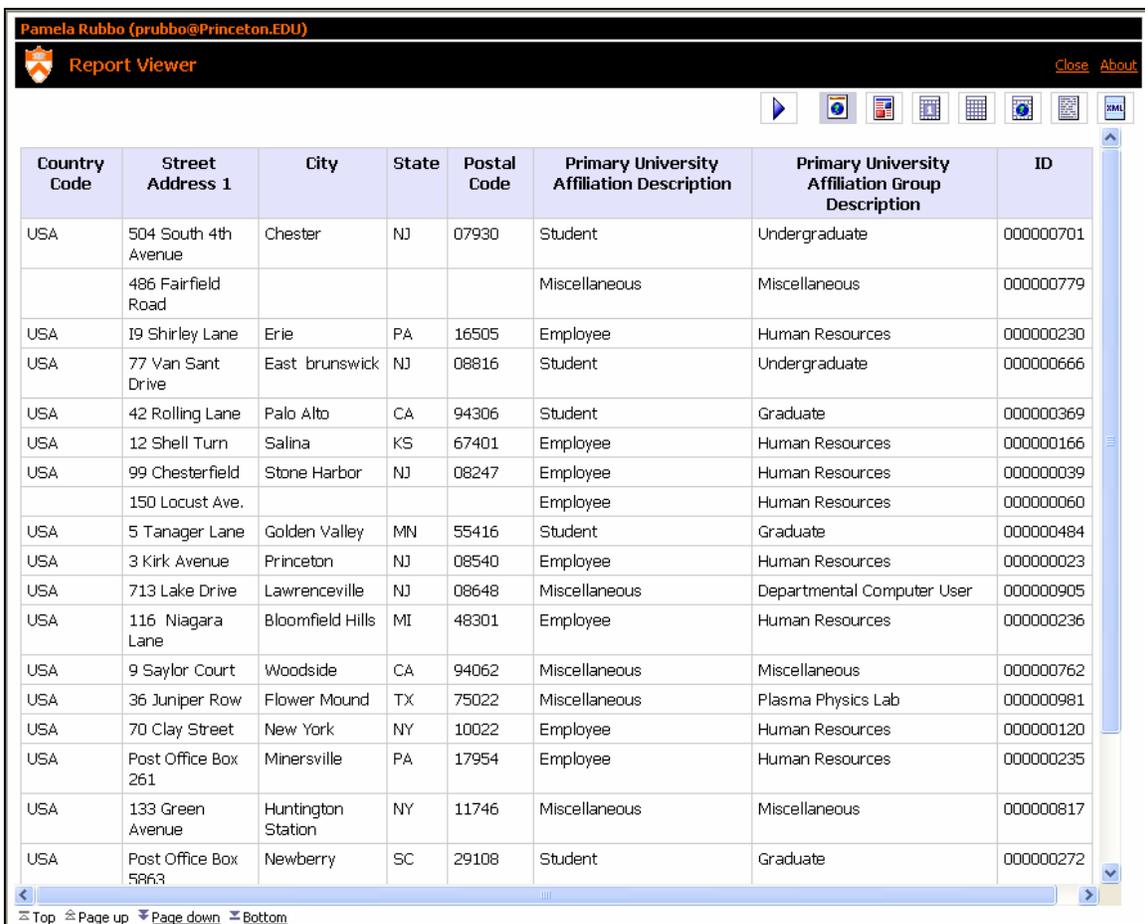
- Text Source
 - Text
 - Query Item: ID
 - Report Expression
- Data
 - Data Format
 - Drill Throughs
 - Level Span
 - Content: Label
- General
 - Conditional Style
 - Conditional Text
- Box
 - Border
 - Padding
 - Box Type
- Color & Background

<% AsOfDate() %> - <% PageNumber() %> - <% AsOfTime() %>

3. **Release** the mouse.



4. **Run** the report to view the new report layout.



5. **Close** the Report Viewer and then Save the report.

Adding a Column

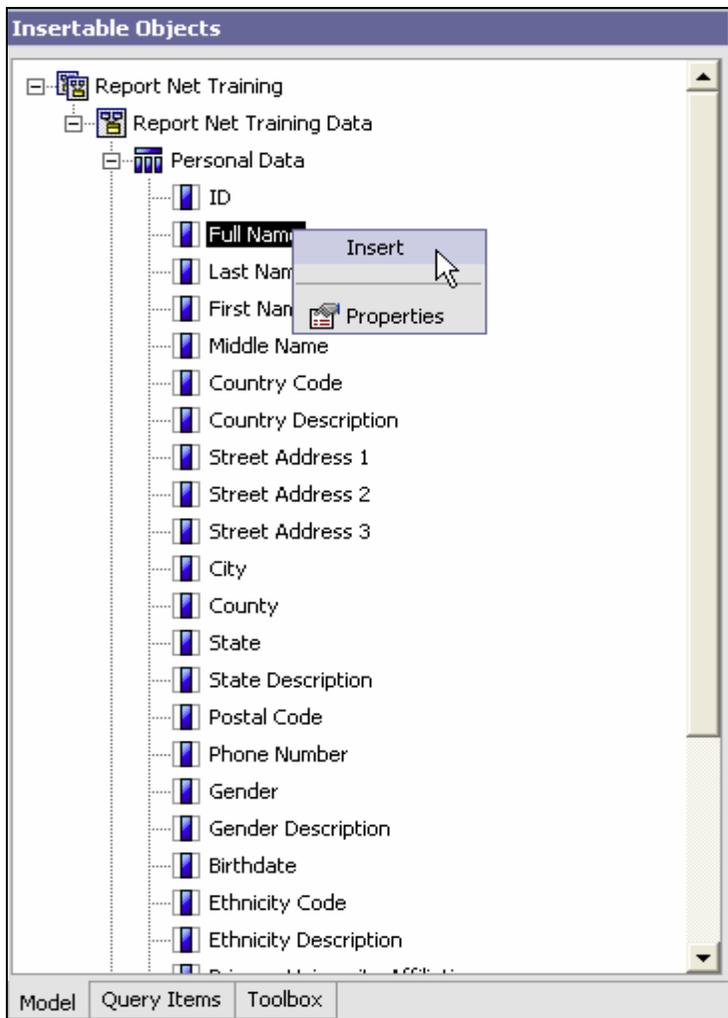
Increasing the information in a report is easily accomplished by adding new columns to the report. There are several ways to add columns to a report:

- Double-clicking on the item.
- Right-clicking on the item and choosing Insert.
- Or clicking and dragging the item to the report.

GOAL: To add “Full Name” to the report.

STEPS:

1. Make sure the **Country Code** column heading in the report is highlighted.
2. In the Insertable Objects window, in the Model tab, under Personal Data, locate **Full Name**.
3. Right-click on **Full Name** and click **Insert**.



4. Full Name has been added as the first column in the report.

Double click to edit text.

Full Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	ID
<Full Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<ID>
<Full Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<ID>
<Full Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<ID>

5. Click Run.

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Report Viewer Close About

Full Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	ID
Aden,Hitoshi	USA	504 South 4th Avenue	Chester	NJ	07930	Student	Undergraduate	000000701
Adler,Melko		486 Fairfield Road				Miscellaneous	Miscellaneous	000000779
Agyeman,Annette R.	USA	19 Shirley Lane	Erie	PA	16505	Employee	Human Resources	000000230
Ahearn,Amy B.	USA	77 Van Sant Drive	East brunswick	NJ	08816	Student	Undergraduate	000000666
Ahmad,Heinz-Dieter	USA	42 Rolling Lane	Palo Alto	CA	94306	Student	Graduate	000000369
Ahmed,Michael D.	USA	12 Shell Turn	Salina	KS	67401	Employee	Human Resources	000000166
Aldoo,Roy	USA	99 Chesterfield	Stone Harbor	NJ	08247	Employee	Human Resources	000000039
Alatalo,Thomas		150 Locust Ave.				Employee	Human Resources	000000060
Alexander,Jiping	USA	5 Tanager Lane	Golden Valley	MN	55416	Student	Graduate	000000484
Alyea,Mark	USA	3 Kirk Avenue	Princeton	NJ	08540	Employee	Human Resources	000000023
Amerian,Access	USA	713 Lake Drive	Lawrenceville	NJ	08648	Miscellaneous	Departmental Computer User	000000905
Amobi,Maria I.	USA	116 Niagara Lane	Bloomfield Hills	MI	48301	Employee	Human Resources	000000236
Amon,Shiren	USA	9 Saylor Court	Woodside	CA	94052	Miscellaneous	Miscellaneous	000000762
Amon,Ze-Ke	USA	36 Juniper Row	Flower Mound	TX	75022	Miscellaneous	Plasma Physics Lab	000000981
Andler,Gregory G.	USA	70 Clay Street	New York	NY	10022	Employee	Human Resources	000000120
Andrews,Waka	USA	Post Office Box 261	Minersville	PA	17954	Employee	Human Resources	000000235
Ang,Gerald N.	USA	133 Green Avenue	Huntington Station	NY	11746	Miscellaneous	Miscellaneous	000000817
Angelo,Christian M.	USA	Post Office Box 5863	Newberry	SC	29108	Student	Graduate	000000272
Anglin,Bryan R.	USA	11 Edgehill Street	Houston	TX	77024	Student	Undergraduate	000000647
Anker,Katsuaki	USA	2334 Strawberry Court	Woodstock	MD	21163	Employee	Human Resources	000000121

Sep 28, 2005 - 1 - 3:57:24 PM

Top Page up Page down Bottom

6. Close the Report Viewer and Save the report.

Note: The new column will be placed before the highlighted column. If no column is highlighted the new column will be placed at the end of the report.

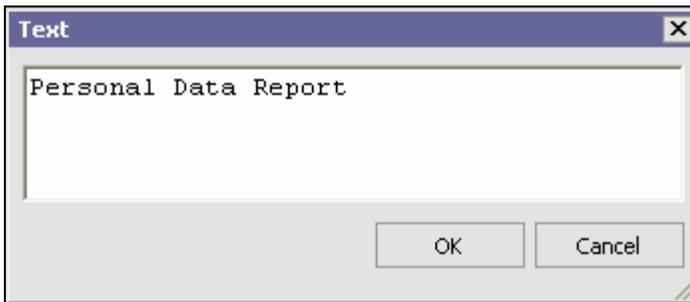
Changing the Title

The title area of the report is easily altered as the reporting changes are made within the body of the report. The title shows in the Report Viewer and also when the report is printed.

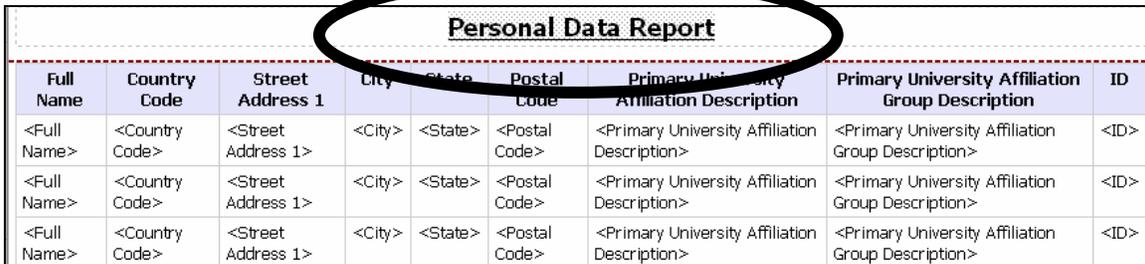
GOAL: To change the title.

STEPS:

1. In the Title area, double-click the **Double click to edit text** link.
2. In the Text window, type **Personal Data Report**.



3. Click **OK**.

A screenshot of a report preview. The title 'Personal Data Report' is centered at the top and is circled in black. Below the title is a table with 9 columns and 4 rows. The columns are: Full Name, Country Code, Street Address 1, City, State, Postal Code, Primary University Affiliation Description, Primary University Affiliation Group Description, and ID. The rows contain placeholder text for each field.

Full Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	ID
<Full Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<ID>
<Full Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<ID>
<Full Name>	<Country Code>	<Street Address 1>	<City>	<State>	<Postal Code>	<Primary University Affiliation Description>	<Primary University Affiliation Group Description>	<ID>

4. Run the report.

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Report Viewer Close About

Personal Data Report

Full Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	ID
Aden,Hitoshi	USA	504 South 4th Avenue	Chester	NJ	07930	Student	Undergraduate	000000701
Adler,Meiko		486 Fairfield Road				Miscellaneous	Miscellaneous	000000779
Agyeman,Annette R.	USA	19 Shirley Lane	Erie	PA	16505	Employee	Human Resources	000000230
Ahearn,Amy B.	USA	77 Van Sant Drive	East brunswick	NJ	08816	Student	Undergraduate	000000666
Ahmad,Heinz-Dieter	USA	42 Rolling Lane	Palo Alto	CA	94306	Student	Graduate	000000369
Ahmed,Michael D.	USA	12 Shell Turn	Salina	KS	67401	Employee	Human Resources	000000166
Aidoo,Roy	USA	99 Chesterfield	Stone Harbor	NJ	08247	Employee	Human Resources	000000039
Alatalo,Thomas		150 Locust Ave.				Employee	Human Resources	000000060
Alexander,Jiping	USA	5 Tanager Lane	Golden Valley	MN	55416	Student	Graduate	000000484
Alyea,Mark	USA	3 Kirk Avenue	Princeton	NJ	08540	Employee	Human Resources	000000023
Amerian,Access	USA	713 Lake Drive	Lawrenceville	NJ	08648	Miscellaneous	Departmental Computer User	000000905
Amobi,Maria I.	USA	116 Niagara Lane	Bloomfield Hills	MI	48301	Employee	Human Resources	000000236
Amon,Shiren	USA	9 Saylor Court	Woodside	CA	94062	Miscellaneous	Miscellaneous	000000762
Amon,Ze-Ke	USA	36 Juniper Row	Flower Mound	TX	75022	Miscellaneous	Plasma Physics Lab	000000981

Top Page up Page down Bottom

5. Close the Report Viewer and Save the report.

Exercise

- Using the current report, delete the **Full Name** column.
- Add **Birthdate** and make it appear as the second-to-last column in the report.
- Add **Last Name** and **First Name** back in as the first two columns in the report.
- Remove the Sort on **Last Name**.
- Instead Sort Ascending on **Birthdate**.
- Hide the **Birthdate** column.
- Change the title to **Personal Data report exercise**.
- Save the Report as **Personal Data report exercise**.
- Run the Report.

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Report Viewer Close About

Personal Data Report exercise

Last Name	First Name	Country Code	Street Address 1	City	State	Postal Code	Primary University Affiliation Description	Primary University Affiliation Group Description	ID
Kramer	Katherine	USA	280 Prospect Avenue	Chicago	IL	606145215	Student	Undergraduate	000000569
Stanley	Ichiro	USA	9 Maclean Street	Richmond	VA	23233	Student	Undergraduate	000000523
Zhu	Shunji	USA	18 Wooded Run Drive	Hicksville	NY	11801	Miscellaneous	Miscellaneous	000000759
Manna	Richard	USA	34 Benjamin Rush Lane	Cranbury	NJ	08512	Student	Graduate	000000377
Esquerra	Mansur	USA	13 Scott Avenue	Gladwyne	PA	19035	Employee	Human Resources	000000212
Mohta	Andrew	USA	Apartment 1, 1st Floor	Vairico	FL	33594	Employee	Human Resources	000000191
Christian	Douglas	USA	25 Nordacs Place	Chalfont	PA	18914	Student	Undergraduate	000000574
Marx	Leigh	USA	4 Amsterdam Road	Honolulu	HI	96822	Student	Graduate	000000434
Eager	Linda	USA	31 Sunset Boulevard	Mukilteo	WA	98275	Miscellaneous	Departmental Computer User	000000924
Comfort	Andrew	USA	240 Somerset Street	Geneseo	NY	14454	Student	Undergraduate	000000597
Sejnoski	David	USA	200 Bollen Court	Huntingdon Valley	PA	19006	Employee	Human Resources	000000199
Reddy	Mieko	USA	Apartment 127	Alexandria	VA	22305	Student	Undergraduate	000000557
Farley	Margarita	USA	Dillon Gym Tower	Stow	MA	01775	Student	Undergraduate	000000536
Cornibe	Bruce	USA	266 Pennington-Harbourton Road	Branford	CT	06405	Employee	Human Resources	000000251
Golden	Richard	USA	25 Kinney Drive	Somerville	NJ	088763720	Student	Graduate	000000265
Lester	Bingyan	USA	107 Monte Carlo Drive	Bethesda	MD	20816	Miscellaneous	Departmental Computer User	000000863
Gleicher	Galal	USA	871 Sandy Road	Philadelphia	PA	19128	Employee	Human Resources	000000158
Amerian	Access	USA	713 Lake Drive	Lawrenceville	NJ	08648	Miscellaneous	Departmental Computer User	000000905
Pitsher	Towa	USA	34 Southern Way	Teaneck	NJ	07666	Employee	Human Resources	000000136
Purdham	Vita	USA	79 Columbia Avenue	Hanover	VA	23069	Student	Graduate	000000477

Oct 3, 2005 - 1 - 10:21:07 PM

Top Page up Page down Bottom