

Student Name _____ Period _____ Date _____

INDEPENDENT PRACTICE: REPORTS

In this activity, **you will work independently** to create two reports. Once you have created the report, add enhancements that make the form attractive and user-friendly.

You will need the **Pet Registry** database to complete this report.

The Moore County Animal Shelter wants to view a report of all adoptions in the database to analyze the data and determine when and what kind of dogs are most often adopted.

1. Create a query saved as **Report Query** that is sorted according to the following criteria:
 - a. PetOwners table
 - i. Owner ID
 - ii. Name
 - iii. Street
 - iv. City
 - v. State
 - vi. Zip
 - b. Pet Roster table
 - i. Pedigree
 - ii. Adoption Date
2. Create a report using all of the fields in the query.
 - a. The report should be grouped by Pet Roster first and Adoption Date second.
 - b. Sort the data by adoption date and sorted by Pedigree and Owner Name, both in ascending order.
 - c. Format the report to print in landscape view.
 - d. Key Adoption Trends as the header of the report and save it by the same.