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Creating Reports in OpenOffice.org Base

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Let's face it, databases are only minimally human-readable. Or, at least, that's the case in OpenOffice.org Base, regardless of whether you view a database's tables directly or filter them through a query or form. In fact, to anybody who's not an accountant or a computer geek, reading databases can be downright intimidating. Reports are an effort to manipulate database records into a more friendly form, including preparing them for printing or for insertion into a larger document.

By the standards of other databases, such as MySQL or Oracle, Base has a limited report capacity. The designs of its reports are simple and not overly attractive. However, this limitation is partially compensated by the fact that reports in Base are quick and easy to create and are displayed and printed in Writer, which gives you tools to improve their layout.

Creating a Report

To create a report. open a database and select Reports from the Database pane, then Use Wizard to Create Report, and follow the steps outlined in the Report Wizard. If necessary, you can click the Help button for more information about the steps, although be warned that the help is not very detailed.

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OOo HowTos

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