

18.3 Present Data

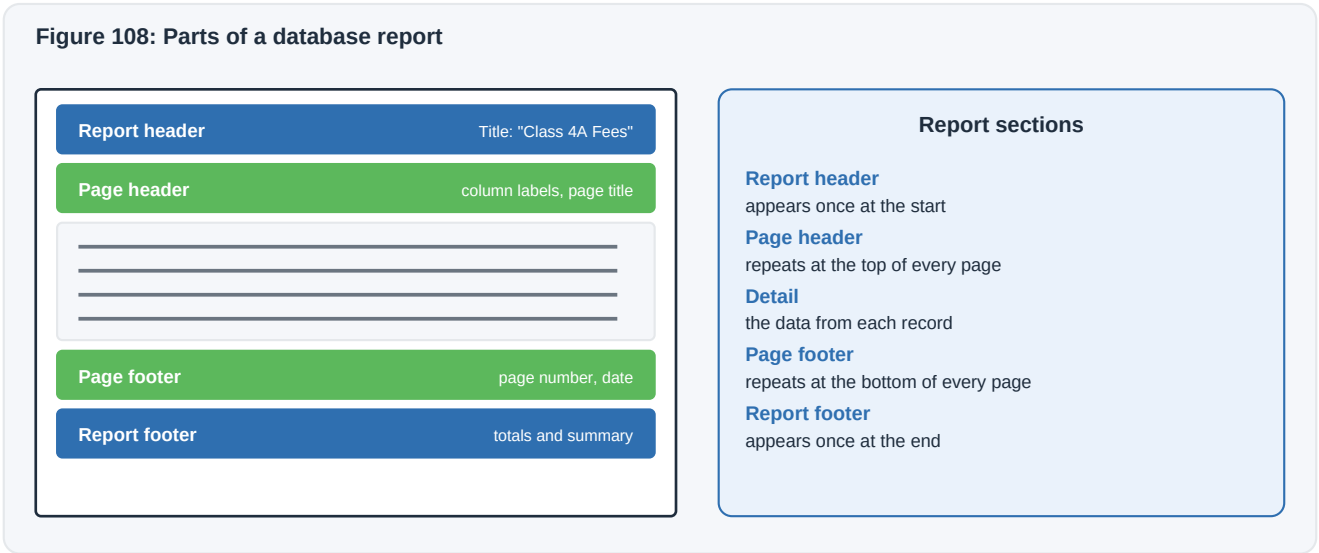
Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

- Produce reports to display data, showing all required data and labels in full
- Use report header, report footer, page header and page footer; set report titles
- Produce tabular or columnar layouts, and control the display of data and labels
- Align data and labels, including right-aligning numeric data and decimal alignment
- Control the display format of numeric data: decimal places, currency symbol, percentage

What a database report is

A **report** is a formatted **output** of data from a table or query, designed for printing or viewing. Unlike a table, a report can group, total and present data clearly with titles, headers and footers.



Section	Content	Appears
Report header	Report title, logo, date	Once, at the start
Page header	Column labels, page title	At the top of every page
Detail	The data from each record	For every record
Page footer	Page number, date	At the bottom of every page
Report footer	Grand totals, summary, count	Once, at the end

Layout, alignment and number formats

Figure 109: Report layout, alignment and number formats

Tabular layout			Columnar layout		Alignment and formats
Name	Class	Fee	Name:	Thandi	
Thandi	4A	250.00	Class:	4A	Numbers: right-aligned, or aligned on the decimal point
Sipho	4B	1,250.50	Fee:	E250.00	Text and labels: left-aligned
Lindiwe	4A	75.25	Paid:	Yes	Decimal places: 2 d.p.
labels across the top, one row each			one record per block		Currency symbol: E250.00
					Percentage: 12.5%
					All labels and data shown in full

- **Tabular layout:** labels at the top and one row per record; good for lists and comparing values
- **Columnar layout:** labels beside the data, one record at a time; good for individual record details
- Make sure **all the required data and labels** are shown in **full**, not cut off
- Control which fields are shown and set a clear **report title**
- **Align** text and labels to the left, and **right-align numeric data** (or align on the decimal point) so digits line up
- Set the **display format** of numbers: a number of decimal places, a currency symbol (E250.00), or a percentage (12.5%)

EXAM TIP

Check that no data or label is **truncated**, that the title and page numbers are present and that numbers are **right-aligned** with the same decimal places. Report headers appear **once**; page headers **repeat** on every page.

Key terms

Term	Meaning
Report	A formatted output of data from a database.
Report header	Appears once at the start of a report.
Page header	Appears at the top of every page.
Page footer	Appears at the bottom of every page.
Report footer	Appears once at the end of a report.
Tabular layout	Data shown in rows and columns.
Columnar layout	One record shown with labels beside the data.
Decimal alignment	Lining numbers up on the decimal point.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State the purpose of a database report.	[1]
2	State two items that could be placed in a page footer.	[2]
3	Describe the difference between a report header and a page header.	[3]
4	Explain why numeric data in a report is right-aligned.	[2]
5	Compare and contrast tabular and columnar layouts.	[4]
6	Suggest the layout and formatting of a report that lists learners and the fees they owe.	[4]
7	Analyse why a report may be better than a table for presenting data to a head teacher.	[4]

Total: 20 marks