^The picture is showing what reports look like^

**Reports**

Reports are one of the ways to represent data; it’s easier for customers/boss too see what’s the product is about. Another advantage is that you can see pictures directly from the report unlike in the table where you have to click on it.

Query reports are also very useful for customers because you can show specific information in the report.

For example: You could make a report to your boss showing what to buy next, this will make it easier for your boss because he could see the pictures and know which one to buy.

It could also be used in school; ICT teachers would make report for the teachers to give grades to the students. They basically set criteria for letter graders (A-E) and effort grades (1-5).