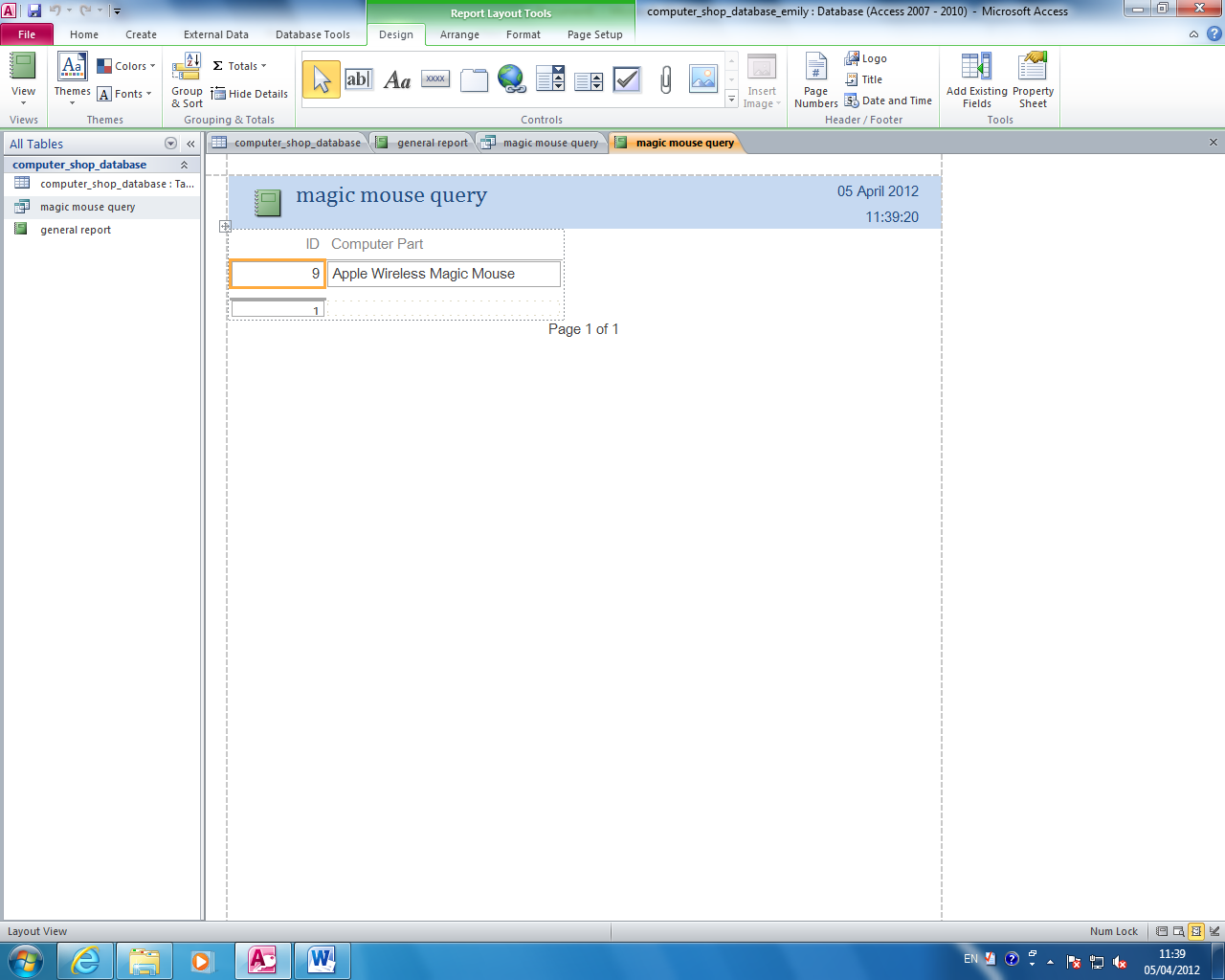


A general report shows everything in the computer shop database.

Always remember to name reports and querys in the database to make sure you remember which one is which.

Query reports help you find things if you have large databases.



Query reports can help you in the workplace like in a computer shop because there will be a lot of items in the stock and it will be easier to find things in a large database. In the assessment I can perform querys, add and delete records and sort records in a database which is level 5. The advantages and disadvantages of using software and hardware in school and in work;

Advantages:   
- if you have a lot of data you can use a query report to help you find things more easily  
- it helps you keep track of your stock and your work and files.  
- In school you can use it to organise your work folders and other work.

Disadvantages:   
-They’re hard to use and you have to be able to access a computer.   
-they don’t always work…