

ADDING AND REMOVING REPORT HEADER AND REPORT FOOTER SECTIONS

This exercise is a continuation of the Potential Income report that was created in earlier exercises.

- ❖ Open the **Potential Income** report in the **Jobs** database.
- ❖ Click **View** on the **Menu Bar**.
- ❖ Click **Report Header/Footer** from the list of available options.
- ❖ A **Report Header** and **Report Footer** section will appear in the window.
- ❖ Change the height of the **Report Header** section to **zero (0)**.
- ❖ Reduce the height of the **Page Footer** section to **zero (0)**.
- ❖ Reduce the height of the **Detail** section to **2.5-inches**.