

ADDING A DOMAIN AGGREGATE FUNCTION

The Domain Aggregate Function provides statistical information about a set of records. The set of records can be those defined in a table or query. These types of functions are used when the fields for the function appear in a table or query recordset. For this lesson, we will calculate the total potential income amount by using the DSum domain aggregate function. This function will be placed in a text box in the Report Footer section.

- ❖ Open the **Potential Income** report from the **Jobs** database in **Design** view.
- ❖ Click the **Text Box** tool on the toolbox.
- ❖ Position the pointer in the **Report Footer** section.
- ❖ Click when the pointer's plus (+) symbol is at the top of the **Report Footer** section and approximately at the **3.5-inch mark** on the **Horizontal** ruler.
- ❖ A text box with an attached label box will be added to the Report Footer section.
- ❖ Make sure the **bound control** is selected. **Textbox** should appear in the header of the **Properties** box.
- ❖ Click the **All** tab and right click the **Control Source** box.
- ❖ Click **Zoom** on the shortcut menu.
- ❖ Input `=DSum("PotentialIncome", "[Potential Income by Employer]")` in the **Zoom** box.
- ❖ This function will calculate the total of all the **Potential Income** field values in the **Potential Income by Employer** recordset.
- ❖ Click the **OK** button to close the **Zoom** box.
- ❖ Set the **Format** property to **Currency**.
- ❖ Set the **Decimal Places** property to **2**.
- ❖ Click the **Label** in the **Report Footer** section.
- ❖ Set the **Caption** property to **Total Potential Income:**.
- ❖ Click the **Fore Color** text box in the property sheet.
- ❖ Click the **Build (...)** button. This is the ellipsis at the end of the box.
- ❖ A palette of available colors will appear.
- ❖ Click the **Blue** box in the color palette (row 5, column 5).
- ❖ Click the **OK** button.
- ❖ Click the **Bold** button and then the **Italic** button on the **Formatting** toolbar.
- ❖ Change the **Font** to **Times New Roman**.
- ❖ Resize the label box so that all the text is visible.
- ❖ Make any other changes to the text box and label box that you feel are appropriate.
- ❖ Preview the report, moving to the last page to see if the calculation that you added is functioning properly.