

ADDITIONAL FORMATTING FEATURES

This exercise requires the use of the **Potential Income** report in the **Jobs** database.

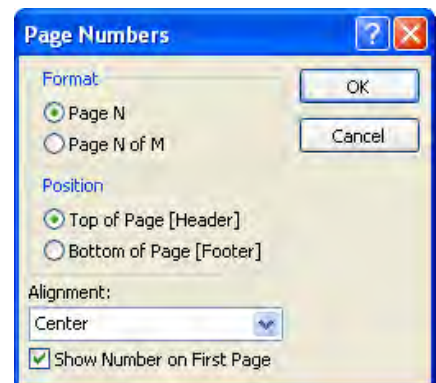
Adding the Date to a Report

To add a date to a report, you insert the **Date** function in a text box. This function is a type of calculated control that prints the current date on a report.

- ❖ Open the **Potential Income** report in the **Jobs** database in **Design** view.
- ❖ Click the **Text Box** tool on the **Toolbox**.
- ❖ Position the pointer in the **Page Header** section.
- ❖ Position the pointer's plus symbol in the **second** row of grid dots in the **Page Header** section at the **1-inch mark** on the **Horizontal** ruler.
- ❖ Click the mouse button. A text box with an attached label should appear in this section.
- ❖ Click the **Unbound** text box to position the insertion point.
- ❖ Remove the word **Unbound**.
- ❖ Input **=Date()** and then press the **Enter** key.
- ❖ Click the **Date Label** located at the far left of the **Page Header** section.
- ❖ Press the **Delete** key on the keyboard to remove the label.
- ❖ Click the **Date** text box (see illustration at right).
- ❖ Drag the move handle to the left edge of the **Page Header** section.
- ❖ Click the **Text Align** list arrow and choose **Left** from the list.
- ❖ Save the report.
- ❖ Preview the report to see the date on the first page and all subsequent pages of the report.

Adding Page Number to a Report

- ❖ Deselect the **Date** text box, if necessary.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Click **Page Numbers** from the list of options.
- ❖ The **Page Numbers** dialog box will open.
- ❖ Make sure that the **Page N** option button in the **Format** section is selected. This will display the page number as Page 1, Page 2, and so forth.
- ❖ Make sure that the **Top of Page [Header]** option button in the **Position** section is selected.
- ❖ Click the **Alignment** list arrow and then click **Right**. This will align the page number at the right of the page.
- ❖ Make sure that the **Show Number on First page** check box is checked. This will insure that the page number will print on the first page of the report, as well as on all the other pages.
- ❖ Click the **OK** button. The textbox shown at the right will appear in the upper-right corner of the Page Header section.
- ❖ The text in the box means that the printed report will show the word "Page" followed by a space and the page number.
- ❖ Save the report.



Using Format Painter

- ❖ Click the **Date** text box to select it.
- ❖ Click the **Bold** button on the **Formatting** toolbar to change the **Date** to **Bold**.
- ❖ Click the **Format Painter** button on the **Report Design** toolbar (see illustration at right).
- ❖ Click the **Page Number** text box.
- ❖ The **Format Painter** automatically formats the **Page Number** text box like the **Date** text box.



Aligning Controls

- ❖ Click the **Date** text box, if necessary.
- ❖ Hold down the **Shift** key and then click the **Page Number** box.
- ❖ Release the **Shift** key.
- ❖ Click **format** on the **Menu Bar**.
- ❖ Point to **Align** and then click **Bottom**.
- ❖ The bottom borders of the text boxes should now be aligned.
- ❖ Switch to **Print Preview** to look at the changes you have made.

Adding a Title to a Report




- ❖ Switch back to **Design View**.
- ❖ Click the **Label** button on the **Toolbox** (see illustration at right).
- ❖ Position the pointer in the **Page Header** section.
- ❖ The pointer should change to a plus sign with an upper-case A shape (see illustration).
- ❖ Position the plus symbol at the top of the **Page Header** section at the **1.75-inch mark** on the **Horizontal** ruler.
- ❖ Click the mouse button to place the **Label** box in the **Page Header** section.
 - A narrow Label box will display in the **Page Header** section.
 - The Label box will expand when data is typed into it.
- ❖ Type **Potential Income** into the box and then press **Enter**.
- ❖ The **Label** will still be selected. Make the following formatting changes:
 - Click the **Font Size** list arrow and then click **14**.
 - Click the **Bold** button on the **Formatting** toolbar.
- ❖ With the changes in size, the Label does not fit within the box. To change this:
 - Click **Format** on the **Menu Bar**.
 - Point to the **Size** option and then click **To Fit**.
- ❖ Move the **Header** text box to the **2.5-inch** point on the **Horizontal** ruler.
- ❖ Select the **three** controls in the **Page Header** section of the report.
- ❖ **Align** the controls with the bottom of the **Label** box for **Potential Income**.
- ❖ Save the report design changes.
- ❖ **Scroll** the **Print Preview** window to see more of the report.



Setting the Keep Together Property

- ❖ Switch back to **Design View**.
- ❖ Click the **Sorting and Grouping** button on the **Report Design** toolbar.
- ❖ Click the right side of the **Keep Together** text box.
- ❖ Click **With First Detail**. This will force the header section to print with the **Detail** section.
- ❖ Close the **Sorting and Grouping** dialog box.
- ❖ Save the changes to the report design.

Adding Lines to the Report

- ❖ Increase the height of the **Page Header** section to **0.5-inch mark** on the **Vertical** ruler.
- ❖ Click the **Line** tool on the toolbox.
- ❖ Position the pointer at the left edge of the **Page Header** section directly below the **Date** text box.
- ❖ Draw a **Horizontal Line** from the left to the right edge of the **Page Header** section.
- ❖ With the line still selected, click the **Line/Border Color** button on the **Formatting** toolbar (see illustration top right). 
- ❖ Click the **Dark Blue** box in the color palette (row 1, column 6).
- ❖ Click the list arrow for the **Line/Border Width** button on the **Formatting** toolbar (see illustration middle right). 
- ❖ Click **3** for the width. The box will then look like the one on the bottom right. 
- ❖ With the line still selected, click the **Copy** button on the **Report Design** toolbar.
- ❖ Click an empty area of the **Detail** section to make it the current section.
- ❖ Click the **Paste** button on the **Report Design** toolbar.
- ❖ Move the line to the **2.25-inch mark** on the **Vertical** ruler by using one of the methods in the list below:
 - Press the down arrow button on the keyboard until the line reaches the desired location in the report.
 - Click with the mouse button until the pointer changes to an open, **Black Hand** and then drag the line to the desired location in the report.
- ❖ Click the **Horizontal Line** button on the **Toolbox**.
- ❖ Position the pointer on the left edge of the **NAICSDesc Header** section .
- ❖ Move to the row of grid dots just above the **0.25-inch mark** on the **Vertical** ruler.
- ❖ Draw a **Horizontal Line** from **Left** to **Right**, ending at the edge of the report.
- ❖ Change the line color to **Dark Blue**.
- ❖ Copy this line and paste it into the same header section.
- ❖ Place this line in the line of grid dots directly below the previous line.
- ❖ **Save** and **preview** the report.
- ❖ **Close** the report.