

MODIFYING THE SUBREPORT

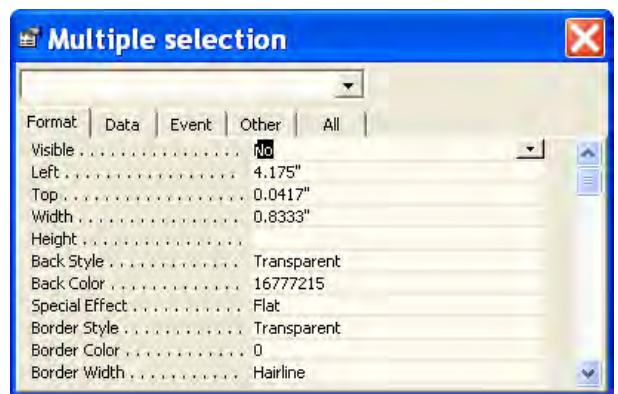
For this exercise, you will be using the **Potential Income Report** from the **Jobs** database.

Deleting the Subreport Label and Setting the Can Shrink and Border Style Properties

- ❖ Switch to **Design View**.
- ❖ Right-click the subreport label to select it.
- ❖ Click **Cut** on the shortcut menu to remove the label.
- ❖ Click the subreport selection button (small gray box in left corner of the report).
- ❖ **Potential Income Subreport** should appear in the heading of the **Properties** box.
- ❖ Click the **Format** tab, if necessary.
- ❖ Set the **Can Shrink** property to **Yes**.
 - When this property is set to **Yes**, the height of the control will be reduced.
 - When the control contains no data, blank lines will not be printed in the report.
- ❖ Set the **Border Style** property to **Transparent**. This will make the border of the subreport invisible.


Modifying the Subreport Design

- ❖ Click the subreport border to select it.
- ❖ Sizing handles should appear around the subreport.
- ❖ Move the pointer to the subreport border.
- ❖ When the pointer changes to a black open hand shape, right-click the mouse button.
- ❖ Click **Subreport in New Window** on the shortcut menu.
- ❖ The **Potential Income Subreport** opens in **Design View**.
- ❖ Click an empty area of the grid to deselect any selected controls.
- ❖ Click the **Position Title Label**.
- ❖ Hold down the **Shift** key and then click the **Position Title** text box.
- ❖ Release the **Shift** key to select both controls.
- ❖ Use the **middle-right sizing handle** of either control to reduce the widths of the selected controls to approximately **1-inch**.
- ❖ Click a blank area of the **Report Header** section to deselect the **Position Title** controls.
- ❖ Complete the same procedure to change the sizes of the **Position ID Label** and the **Position ID** text box.
- ❖ Position the pointer on the **Position ID** text box.
- ❖ When the pointer changes to a black open hand shape, drag the two selected controls to the right of the **Position Title** controls.
- ❖ Reposition the **Position Title Label** and text box so that the edge of the boxes will appear at the **0.5-inch mark** on the **Horizontal Ruler**.
- ❖ Resize the boxes until they appear at the **1.5-inch mark** on the horizontal ruler.
- ❖ Resize and reposition the **Position ID Label** and text box so that the whole label will appear.
- ❖ Place these boxes immediately after the **Position Title Label** and **Position Title** text box.
- ❖ Because the **Employer ID Label** and field value appear in the main report's **Detail** section, you need to prevent them from printing in the subreport by selecting their **Visible** property. To do this:






- Use the **Shift Key** to select the **Employer ID Label** and the **Employer ID** text box.
- **Multiple Selection** should appear in the heading of the **Properties** box.
- Set the **Visible** property to **No**.

Selecting the Sort Keys and the Group Field for the Subreport

- ❖ Click the **Sorting and Grouping** button (see illustration at right) on the **Report Design** toolbar. 
- ❖ The **Sorting and Grouping** dialog box will appear.
- ❖ Click the list arrow in the first **Field/Expression** text box to display the list of available fields.
- ❖ Click **Employer ID** to select that field as the first grouping for this report.
- ❖ Click the **Group Footer** arrow and choose **Yes**.
- ❖ A **Group Footer** section named **Employer ID Footer** will be added to the report.
- ❖ Click the list arrow for the second **Fields/Expression** text box to display the list of fields.
- ❖ Click the **Position Title** field to select it.
- ❖ Close the **Sorting and Grouping** dialog box.

Adding a Line to the Report

- ❖ Click the **Line** tool on the toolbox (see illustration at right). 
- ❖ Position the pointer in the **Employer ID Footer** section.
- ❖ The pointer changes to a dash with a plus sign shape (see illustration at right). 
- ❖ Position the pointer's plus symbol (+) near the top of the **Employer ID Footer** section at the **left edge** of the **Placement Fee** text box.
- ❖ Drag a horizontal line from left to right, so that the end of the line aligns with the right edge of the **Placement Fee** text box in the **Detail** section.
- ❖ Release the mouse button.
- ❖ Make sure the line is still selected.
- ❖ Hold down the **Ctrl** key and then press the **Up Arrow** key until the line reaches the top of the **Employer ID Footer** section.
- ❖ Select all **five** controls in the **Detail** section.
- ❖ Place the pointer on a selected control.
- ❖ When the pointer changes to an open hand shape, drag the controls straight up to the top of the **Detail** section.
- ❖ Deselect all the controls.
- ❖ Position the pointer on the bottom edge of the **Detail** section.
- ❖ When the pointer changes to a double headed vertical arrow with a horizontal line (see illustration at right), drag the bottom edge up until it touches the bottom of the text boxes in the **Detail** section. 
- ❖ Save the changes to the subreport.

Hiding Duplicate Values in a Report

- ❖ Click an empty area of the grid to deselect all controls.
- ❖ In the **Properties** box, click the drop-down arrow and select **Position Title** from the list.
- ❖ Click the **Format** tab.
- ❖ Click the drop-down arrow for the **Hide Duplicates** text box,
- ❖ Click **Yes**.