

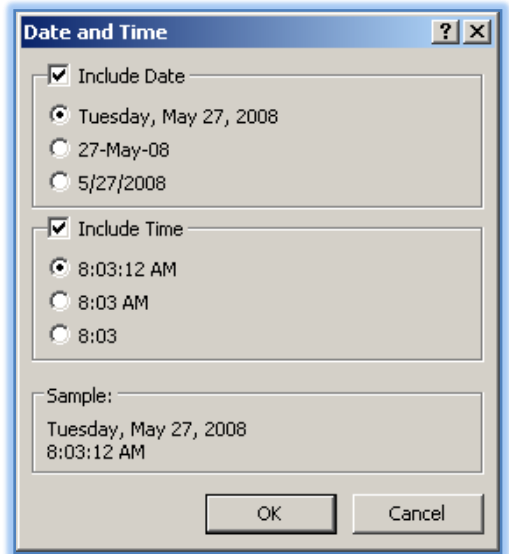
ADDITIONAL FORMATTING FEATURES

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

Adding the Date to a Report

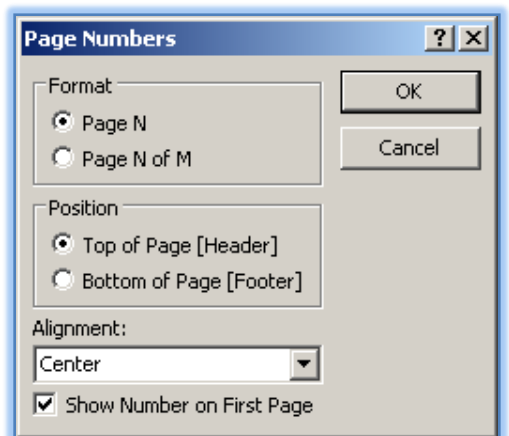
To add a date to a report, you insert the **Date** function in a text box. This function is a type of calculated control that prints the current date on a report.

- ❖ Open the **Potential Income** report in the **Jobs** database in **Design View**.
- ❖ Click the **Report Design Tools, Design Tab**, if necessary.
- ❖ Click the **Date and Time** button in the **Controls Group** (see illustration at right).
- ❖ The **Date and Time** dialog box will appear (see illustration at right).
- ❖ Click the desired formats for the **Date and Time**.
- ❖ Click **OK**.
- ❖ The **Date and Time** boxes will appear in the **Report Header Section**.
- ❖ Select both of the controls by clicking the first one, holding down the **Ctrl** key and clicking the second one.
- ❖ Position the controls so they will look good on the report.
- ❖ Save the report.
- ❖ Preview the report to see the date on the first page and all subsequent pages of the report.



Adding Page Numbers to a Report

- ❖ Click the **Report Design Tools, Design Tab**, if necessary.
- ❖ In the **Controls Group**, click the **Insert Page Number** button (see illustration at right).
- ❖ The **Page Numbers** dialog box will open (see illustration below right).
- ❖ 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 **Left**. This will align the page number on the left side 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

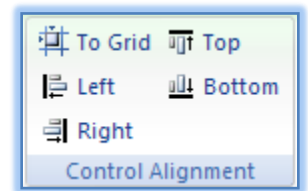
- ❖ Click the **Date** control to select it.
- ❖ Click the **Home Tab**.

- ❖ In the **Font Group**, click the **Bold** button to change the **Date** to **Bold**.
- ❖ Double-click the **Format Painter** button in the **Clipboard Group** (see illustration at right).
- ❖ Click the **Page Number** and then the **Time** controls to apply the formatting to these two controls.
- ❖ The **Format Painter** automatically formats the two controls like the **Date** control..
- ❖ Click the **Format Painter** button again.
- ❖ Re-align the **Page** control so that it is left-aligned.



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 the **Arrange Tab**.
- ❖ In the **Control Alignment Group**, click the **Bottom** button (see illustration at right).
- ❖ The bottom borders of the text boxes should now be aligned.
- ❖ Switch to **Print Preview** to look at the changes that have been made.



Adding a Title to a Report

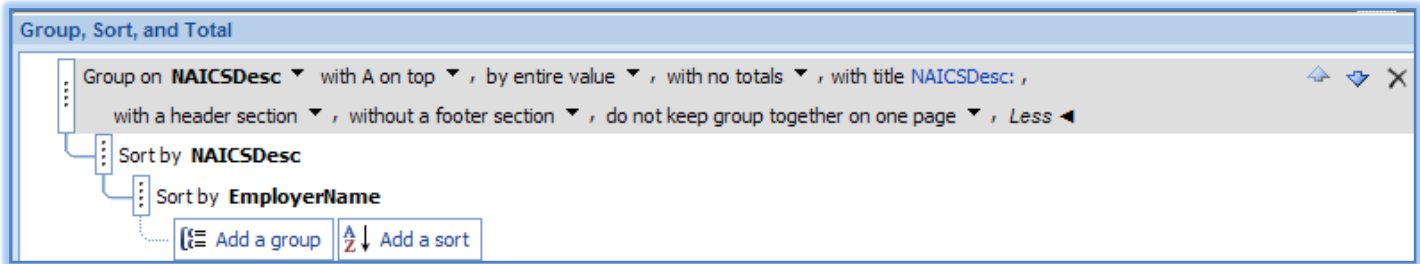
- ❖ Switch back to **Design View**.
- ❖ Click the **Home Tab**.
- ❖ In the **Controls Group**, click the **Title** button (see illustration below).



- ❖ The **Title, Report[number]** will appear in the **Report Header** section.
- ❖ Type **Potential Income** into the box and then press **Enter**.
- ❖ In the **Font Group**, click the **Font Size** list arrow and then click **24**.
- ❖ Click the **Bold** button in the **Font Group**.
- ❖ Move the **Title** control to the **2.5-inch** point on the **Horizontal** ruler.
- ❖ In the **Size Group**, click the **to Fit** button.
- ❖ The text in the **Title** control should fit properly in the control.
- ❖ Save the report design changes.
- ❖ **Scroll** the **Print Preview** window to see more of the report.

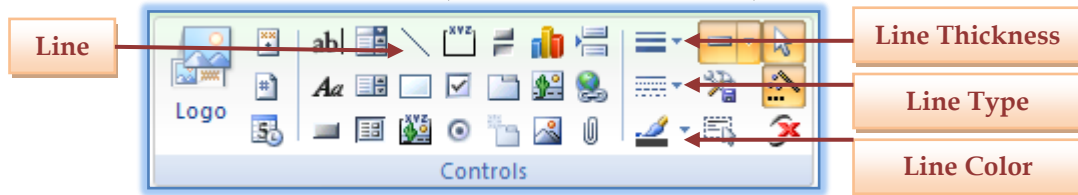
Setting the Keep Together Property

- ❖ Switch back to **Design View**.
- ❖ Click the **Report Design Tools, Design Tab**.
- ❖ Click the **Sorting and Grouping** button in the **Show/Hide Group**.
- ❖ The **Sorting and Grouping** window will display.
- ❖ Click the **More** button.
- ❖ Choose from the available options (see illustration top of next page).
- ❖ Close the **Sorting and Grouping** window.
- ❖ Save the changes to the report design.



Adding Lines to the Report

- ❖ Increase the height of the **Page Header** section to the **0.6-inch mark** on the **Vertical ruler**.
- ❖ Click the **Report Design Tools, Design Tab**, if necessary.
- ❖ Click the **Line** tool in the **Controls Group** (see illustration below).



- ❖ Position the pointer at the left edge of the **Page Header** section directly below the **Time** control 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 Color** button in the **Controls Group** (see illustration above) to change the color of the line.
- ❖ Click the list arrow for the **Line Thickness** button in the **Controls Group** (see illustration above) to select a different thickness for the line.
- ❖ To change the line type, click the **Line Type** button in the **Controls Group** (see illustration above).