

## SECTIONS OF A REPORT

When a report is displayed in Design view, it is divided into sections. These sections are individual parts of the report that determine which elements are to appear in the report and how they are formatted. The table below provides a description of each part of a report.

| Section                                | Explanation  |
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| <b>Report Header</b>                   | The Report Header is the information that appears at the top of the report, such as the title of the report, or a cover page. The information only appears on the first page of the report.  |
| <b>Page Header</b>                     | This header displays information that appears at the top of each page of the report, like column headings in a tabular report.   |
| <b>Group (Category) Header Section</b> | This section appears at the beginning of a new group of records. With this section, the field name is used for grouping. The field name is displayed in a text box and a blank line is usually inserted before each new group. This line can be overridden if a new group is to start on a new page. |
| <b>Detail</b>                          | This section of the report displays the information from each record in the report's record source. The contents print once for each record in the table   |
| <b>Group (Category) Footer Section</b> | This section appears at the end of a group of records. Group totals can be added in this section. A count, total, or average of the records in each group may be displayed in this section.  |
| <b>Page Footer</b>                     | The Page Footer is used to display information that appears at the bottom of each page of the report, such as the page number.   |
| <b>Report Footer</b>                   | This footer displays information that appears at the end of the report, such as totals for the whole report.   |

Each section of the report has a selector, which is a box to the left of the heading. This box can be clicked to select a particular section. Any formatting changes that are made affect just the section that has been selected. To select the whole report, click the selector in the upper-left hand corner of the report when the report is displayed in Design view. Header and footer sections come in pairs. Controls that contain text, expressions, page numbers, and date and time information may be added to the headers and footers