

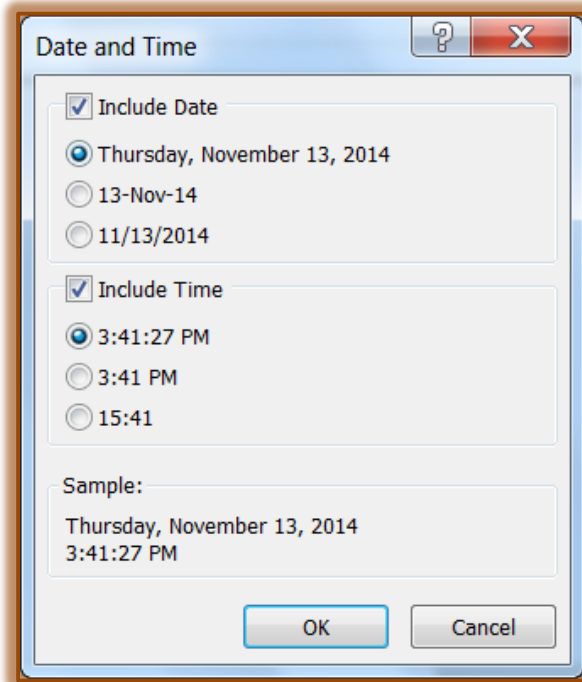
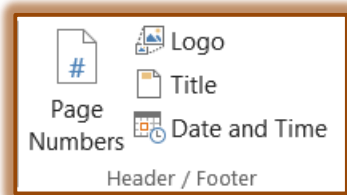
## ADDITIONAL FORMATTING FEATURES

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

### Add a Date to a Report

To add a date to a report, the **Date** function must be inserted into a text box. This function is a type of calculated control that prints the current date on a report.

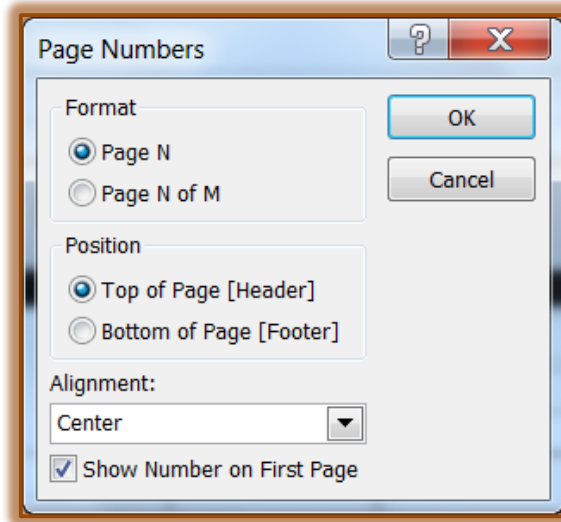
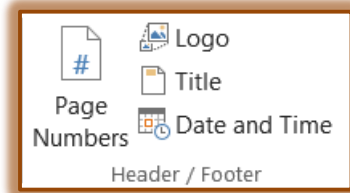
- † Open the **Potential Income** report in the **Jobs** database in **Design View**.
- † Click the **Report Design Tools: Design Tab**, if necessary.
- † Click the **Date and Time** button in the **Header/Footer Group** (see illustration below).
- † The **Date and Time** dialog box will appear (see illustration below).



- † 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.
- † Right-click the controls and select **Cut** from the list.
- † Move the insertion point into the **Page Header Section** of the Report.
- † **Right-click** and then select **Paste** from the list.
- † The two controls should appear in the Page Header Section.
- † Position the controls so they appear on the right side of the report.
- † Save the report.
- † Preview the report to see the date and time on the first page and on all subsequent pages of the report.

### Add Page Numbers to a Report

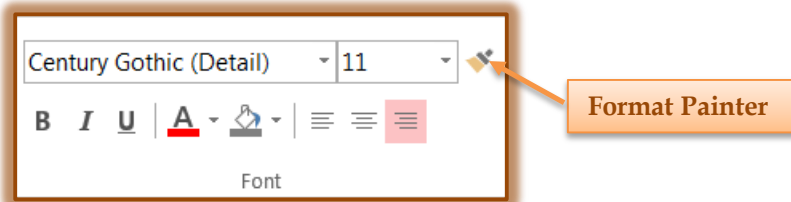
- † Click the **Report Design Tools: Design Tab**, if necessary.
- † In the **Header/Footer Group**, click the **Page Numbers** button (see illustration on next page).
- † The **Page Numbers** dialog box will display (see illustration on next page).



- † 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 on the right 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 in the illustration above 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.

### Use Format Painter

- † Click the **Date** control to select it.
- † Click the **Report Design Tools: Format Tab**.
- † In the **Font Group**, click the **Bold** button to change the **Date** to **Bold**.
- † Double-click the **Format Painter** button in the **Font Group** (see illustration below).

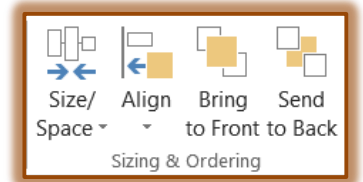


- † Click the **Page Number** and then the **Time** controls to apply the formatting to these two controls.
- † The **Format Painter** automatically formats the two controls like the **Date** control.
- † Click the **Format Painter** button again.
- † Re-align the **Page** control so that it is left-aligned.

### Align Controls

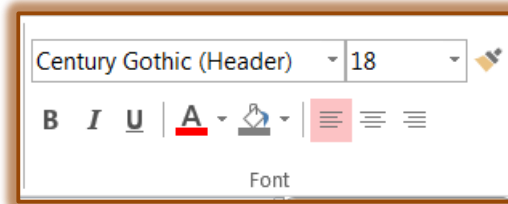
- † Click the **Date** text box, if necessary.
- † Hold down the **Shift** key and then click the **Page Number** box.

- † Release the **Shift** key.
- † Click the **Arrange Tab**.
- † In the **Sizing and Ordering Group**, click the **Align** button.
- † Select **Bottom** from the list.
- † The bottom borders of the text boxes should now be aligned.
- † Switch to **Print Preview** to look at the changes that have been made.

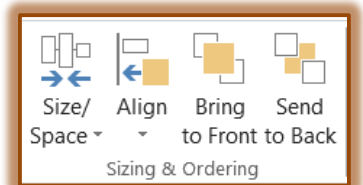


### Add a Title to a Report

- † Switch back to **Design View**.
- † Click the **Report Design Tools: Design Tab**.
- † In the **Header/Footer Group**, click the **Title** button.
- † The **Title** will appear in the **Report Header** section.
- † Type **Potential Income** into the box and then press **Enter**.
- † Click the **Report Design Tools: Format Tab**.
- † In the **Font Group**, click the **Font Size** list arrow and then click **24**.

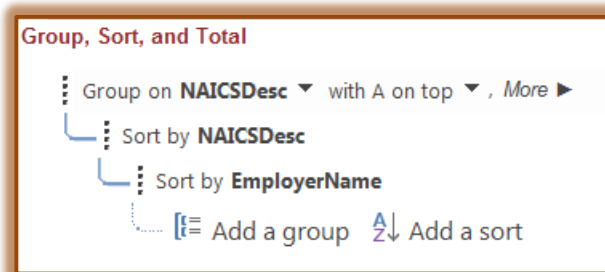
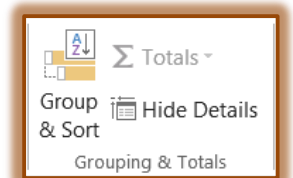


- † Click the **Bold** button in the **Font Group**.
- † Move the **Title** control to the **2.5-inch** point on the **Horizontal** ruler.
- † Click the **Report Design Tools: Arrange Tab**.
- † In the **Size and Ordering Group**, click the **Size/Space** button.
- † Select **to Fit** from the list.
- † The text in the **Title** control should fit properly in the control.
- † Save the report design changes.
- † Switch to **Print Preview**.
- † **Scroll** the **Print Preview** window to see more of the report.



### Set the Keep Together Property

- † Switch back to **Design View**.
- † Click the **Report Design Tools: Design Tab**.
- † Click the **Group and Sort** button in the **Grouping and Totals Group**.
- † The **Group, Sort, and Total** window will display.
- † Click the **More** button.

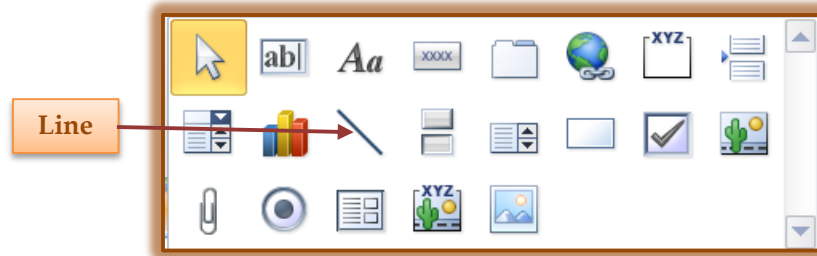


- † Choose from the available options.
- † Select the option in the second row pertaining to Grouping.

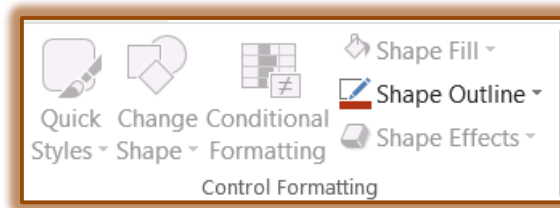
- † Select the proper option.
- † Close the **Group, Sort, and Total** window.
- † Save the changes to the report design.

### Add Lines to a 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 **Report Design Tools: Format Tab**.
- † In the **Control Formatting Group**, click the **Shape Outline** button (see illustration below) to change the color of the line.



- † Click the **Shape Outline** button again and click the **Line Thickness** button to select a different thickness for the line.
- † To change the line type, click the **Line Type** link in the **Shape Outline** list.