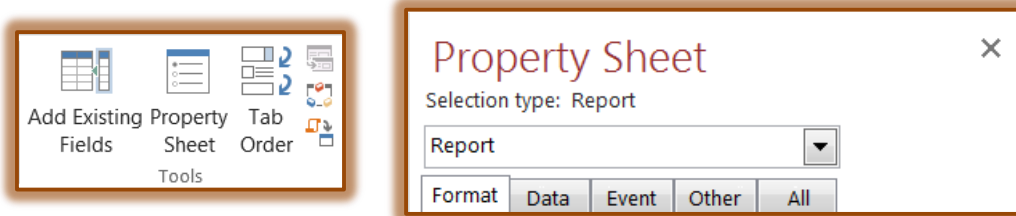


MODIFY SUBREPORT

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

Delete the Subreport Label and Set the Can Shrink and Border Style Properties

- ✚ Switch to **Design View**.
- ✚ Click the **Report Design Tools: Design Tab**.
- ✚ Click the **Property Sheet** button in the **Tools Group**.
- ✚ In the **Selection Type** list, select the **Potential Placement Fees Subreport Labels** option.



- ✚ This will select the **Subreport Label**.
- ✚ Right-click the **Subreport Label** and click **Cut** on the shortcut menu to remove the label.
- ✚ Click the subreport selection button (small gray box in left corner of the report, see illustration).



- ✚ **Potential Placement Fees Subreport** should appear in the heading of the **Property Sheet** window.
- ✚ Click the **Format** tab, if necessary.
- ✚ Set the **Can Shrink** property to **Yes**.
 - ✚ Scroll down to see this option; it appears near the bottom of the **Property Sheet** box.
 - ✚ 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.

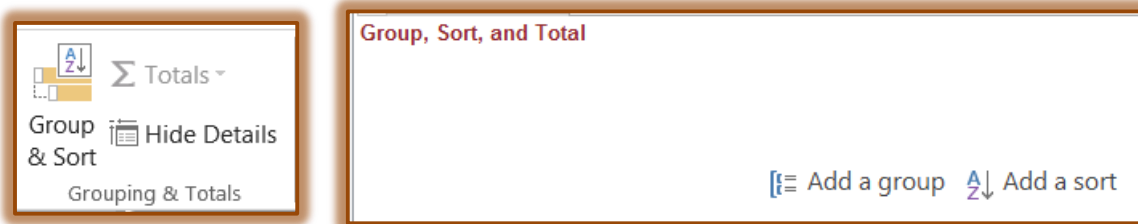
Modify the Subreport Design

- ✚ Right-click the subreport border.
- ✚ Click **Subreport in New Window** on the shortcut menu.
- ✚ The **Potential Placement Fees Subreport** opens in **Design View**.
- ✚ Click an empty area of the grid to deselect any selected controls.
- ✚ Click the **Position Title Label** in the **Report Header**.
- ✚ Hold down the **Shift** key and select the **Position Title** textbox in the **Detail** section.
- ✚ Use the **middle-right sizing handle** to reduce the widths of the selected control 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** controls.

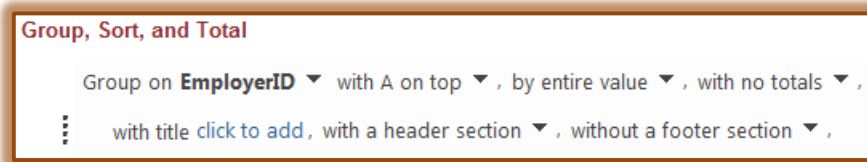
- ✦ Position the pointer on the **Position ID** text box.
- ✦ When the pointer changes to a four headed arrow, drag the two selected controls to the right of the **Position Title** controls.
- ✦ Reposition the **Position Title Label** and text box so that the left edge of the boxes will appear at the **0.5-inch mark** on the **Horizontal Ruler**.
- ✦ Move the rest of the controls to the left so that they appear closer to the first two controls.
- ✦ 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 **Property Sheet** window.
 - ✦ Set the **Visible** property to **No**.

Select the Sort Keys and the Group Field

- ✦ Click the **Report Design Tools: Design Tab**.
- ✦ Click the **Sort and Group** button in the **Grouping and Sorting Group**.
- ✦ The **Group, Sort, and Total** window will display at the bottom of the report.



- ✦ Click the **Add a group** button in the **Sorting and Grouping** window.
- ✦ A list of fields in the related table will appear.
- ✦ Click **Employer ID** to select that field as the first grouping for this report.
- ✦ Click the **More** button.
- ✦ In this area, click the list arrow for **Without a footer section**.



- ✦ Select **With a footer section**.
- ✦ Click the list arrow for **With a header section**.
- ✦ Select **Without a header section**.
- ✦ A **Group Footer** section named **Employer ID Footer** will be added to the report.
- ✦ Click the **Add a Group** button.
- ✦ Select the **Position Title** field to create a group for this field.
- ✦ A header section will appear for the **Position Title** field.
- ✦ Close the **Sorting and Grouping** dialog box.

Add Line to Report

- ✦ Click the **Line** tool in the **Controls Group** (see illustration on next page).

- ✦ Position the pointer in the **Employer ID Footer** section.
- ✦ The pointer changes to a dash with a plus sign shape (see illustration at right).

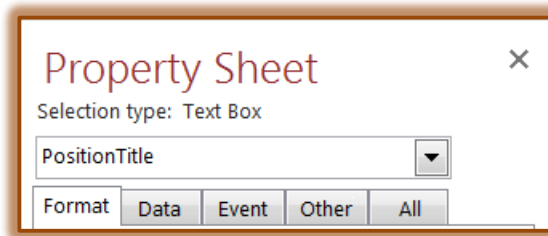


- ✦ Position the pointer's plus symbol (+) near the top of the **Employer ID Footer** section at the **left edge** of the **Placement Fee** text box.
- ✦ Hold down the **Shift** key and drag a horizontal line from left to right, so that the end of the line aligns with the right edge of the **Placement Fee** text box in the **Detail** section.
- ✦ Release the Shift key and the mouse button.
- ✦ Make sure the line is still selected.
- ✦ Press the **Up Arrow** key until the line reaches the top of the **Employer ID Footer** section.
- ✦ 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.



Hide Duplicate Values in a Report

- ✦ Click an empty area of the grid to deselect all controls.
- ✦ Click the **Property Sheet** button in the **Tools Group**.
- ✦ In the **Property Sheet** window, 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.
 - ✦ It will be necessary to scroll down through the window.
 - ✦ This box will appear near the bottom of the window.
- ✦ Click **Yes**.
- ✦ Close the **Property Sheet**.
- ✦ Save the report.
- ✦ Close both the subreport and the main report.