**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.

![Property Sheet](image)

- 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).

![Subreport Selection](image)

- **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.

![Group, Sort, and Total](image)

- 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**.

![Group, Sort, and Total](image)

- 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).

![Line Tool]

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.
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.

![Property Sheet]

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.