USE CALCULATIONS IN A REPORT

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

When a report is created, it might be desirable or necessary to include summary information or other calculations. Calculated fields are created by using an unbound text box (one not associated with any particular field). The formulas that are entered into a calculated text box use standard mathematical operators (+Add, -Subtract, *Multiply, /Divide). All formulas begin with an equal (=) sign and field names are in square ([ ]) brackets. Some examples of calculations are:

❖ To calculate a total price by multiplying the value in the quantity field by the value in the Price field, enter =[Quantity]*[Price].
❖ To calculate a 25 percent discount off the value in a Cost field, enter =[Cost]*.075.
❖ To add the total of the values in three fields, enter [Field1]+[Field2]+[Field3].

The summary functions that will probably be used most often are:

❖ Sum([Field Name]) – This function will find the total of the values in the specified field.
❖ Count([Field Name]) – Use this function to find the number of items in the specified field.
❖ Avg([Field Name]) – To determine the average of the specified fields (total of values divided by the count) use this function.
❖ Max([Field Name]) – To determine the largest value in the specified field, use this function.
❖ Min([Field Name]) – The smallest value in the specified field can be found by using this function.

Calculate Group Totals
❖ Open the Potential Income report from the Jobs database.
❖ Right-click on the subreport and select Subreport in New Window.
❖ The Subreport will open in a new window.
❖ Increase the Height of the Employer ID Footer section until the bottom of the section is at the 0.5-inch mark on the Vertical ruler.
❖ Move the mouse pointer over the bottom border of the report until the mouse pointer changes to a double-headed arrow.
❖ Drag down to the 0.5-inch mark on the Vertical Ruler.
❖ Click the Text Box tool in the Controls Group (see illustration below).

❖ Click and drag to place the Text Box in the Employer ID Footer section.
❖ Move the mouse pointer to the top of the section.
❖ Align it vertically with the left edge of the Placement Fee text box.
❖ Release the mouse pointer button.
❖ A text box with an attached label should appear in the report.
❖ The description “unbound” should appear in the text box.
Click the Unbound text box to select it.
Click the Report Design Tools: Design Tab.
Click the Property Sheet button in the Tools Group.
Text should appear as the heading for the Property Sheet window.
Click the All tab.

In the Control Source box input, =Sum([PlacementFee]).
Set the Format property to Standard.
Create another text box and place it two grid lines below the one that you just created.
In the property sheet for this text box, right-click the Control Source box and choose Zoom.
Input =IIF(Sum(Openings)>=3,Sum(PlacementFee)+200,Sum(PlacementFee)+500).
This is the same calculation that was used in the Potential Income by Employer query.
The difference is that it includes the Sum function.
This formula says that
☆ If the Openings are greater than or equal to 3, then add 200 to the Placement Fee.
☆ If the Openings are less than 3, then add 500 to the Placement Fee.
Click the OK button.
Set the Format property to Standard.
Save the changes to the design of this report.

Resize the Text Boxes and Modify the Label Properties
Select both text boxes in the Employer ID Footer section.
Position the pointer on the middle-right sizing handle of either of the selected controls.
Drag the right borders to the right so that they align with the right border of the Placement Fee text box in the Detail section.
Use the same procedure to drag the left borders of the selected controls to the right until they are just to the right of the 3.5-inch mark on the Horizontal ruler.
Deselect the controls.
Click the Top Label in the Employer ID section.
Set its caption property to Total.
Click the Bottom Label in the Employer ID section.
Change the Caption to Employer Potential Income.
Resize and reposition both labels to a position that you think is appropriate.
Make sure the labels align properly on the right.
Save the subreport.