Lesson 4 Calculations on a Report.

Placing Calculations on a Report.

Reports can also be set up to display information that is not found on a table. For example,you could create a field calculates the total between two days.The following sections will explain how to place a calculation on a report by first setting up the report with a new text box field for the total sales, then how to create the calculation.

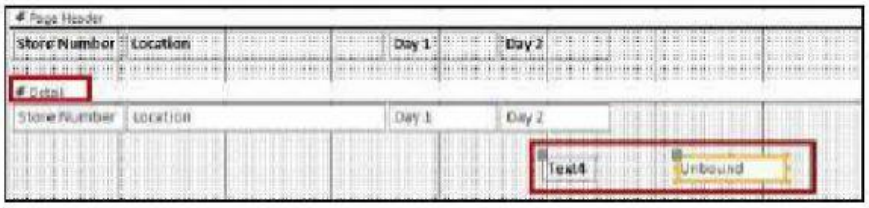
Adding a New Calculation Field to a Report.

The following explains how to place a calculation on a report by first setting up an existing reports with a new text field for the total sales.

1.On the *Design* tab,click the **Text Box.1.**

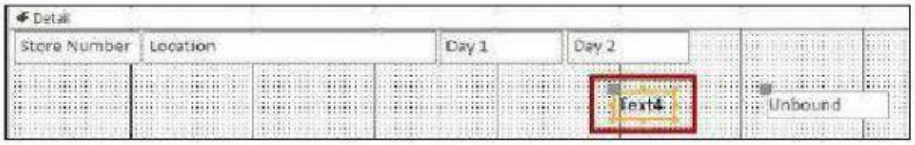
1

2. Draw a text box in the **Detail** section of the report. **2**



2

3. After entering the *text* box, click the **label** to select it.**3**



3

4. *Right-click* the label. A *context sensitive menu* will appear. 4

5. Click **OK**.

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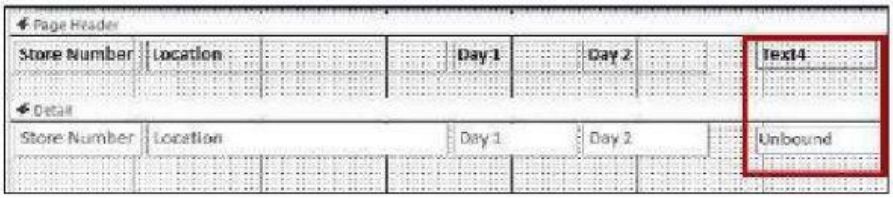
4

6. *Right-click* inside the **Page Header** section.

7. Click **Paste.5**

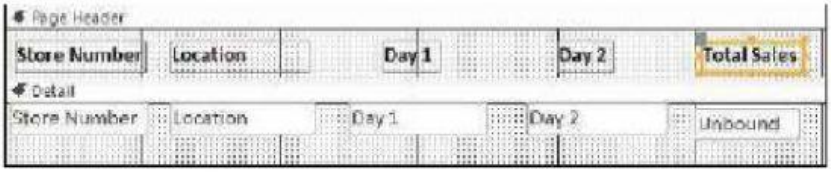
5

8. Drag the label over the corresponding text box in your form. **6**



6

9, Enter a **descriptive** name for the label.**7**



7

10. Select the **text box**.

11. From the *Design* tab, click **Property Sheet.8**

8

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12. On the *Property Sheet*, in the **Other tab. Ent**er a **descriptive** name in the **Name field.9**

9

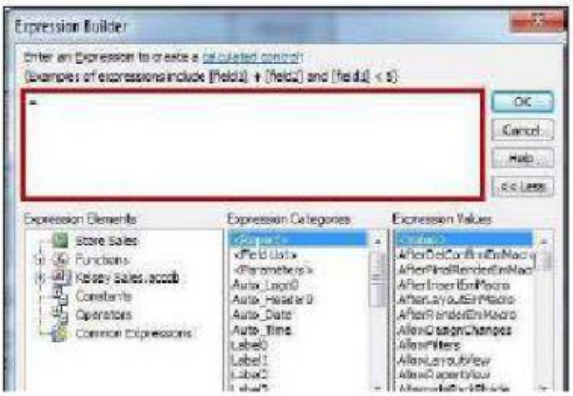
Using the Expression Builder to Create a Calculation

The following explains how to set-up the calculation on a report by using the Expression Builder**.**

1. On the *Property Sheet*. In the **Data** tab, click the **ellpsis** in the **Control Source** field. 1

1

2. The *Expression Builder* will open. In the **Expression field**, ***type =*** to begin a **formula.2**



2

3. Enter the *formula* as **(Day1 + Day2) 3**

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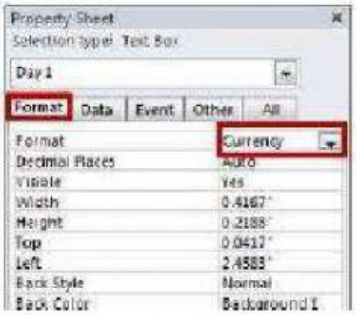
3

4. Click **OK** to close the *Expression Builder***.**

5 On the *Property Sheet*, in the **Format** tab. Select Currency from the *format field***.4**



4

6. The calculation has been created. You will see the new field and the result of your calculation when in the *Report view*.

Questions.

1. **Give the steps that you take to place a calculation on a report.**

2. **Explain how to use the Expression Builder to create a calculation in a report.**

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