

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.

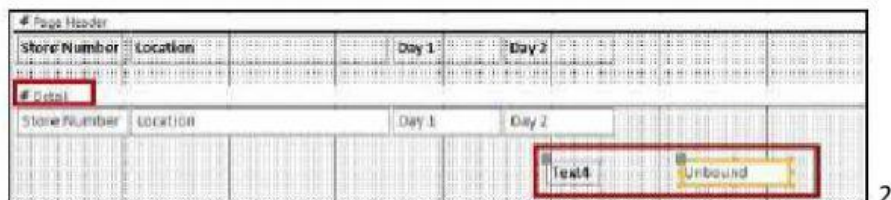
Adding a New Calculation Field to a Report.

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.



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

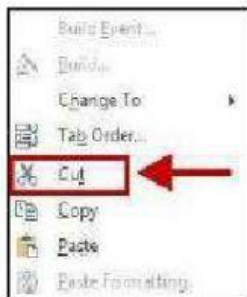


3. After entering the text box, click the **label** to select it.3



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

5. Click **OK**.



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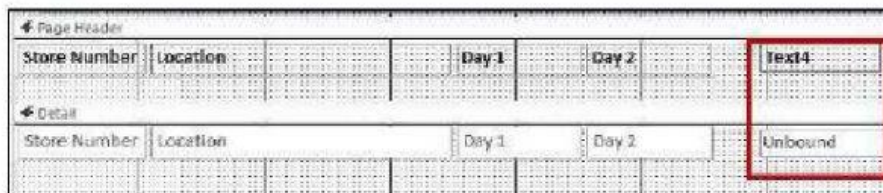
6. Right-click inside the **Page Header** section.

7. Click **Paste**.



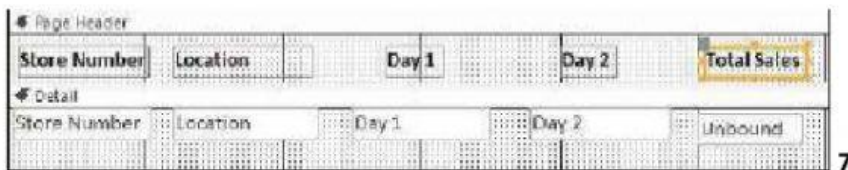
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8. Drag the label over the corresponding text box in your form.



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



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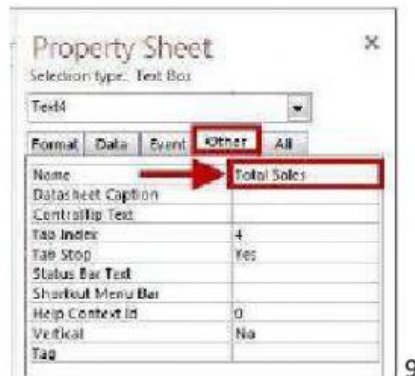
10. Select the **text box**.

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



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

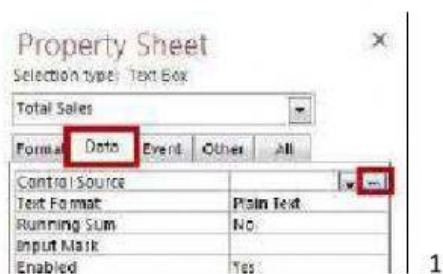


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Using the Expression Builder to Create a Calculation

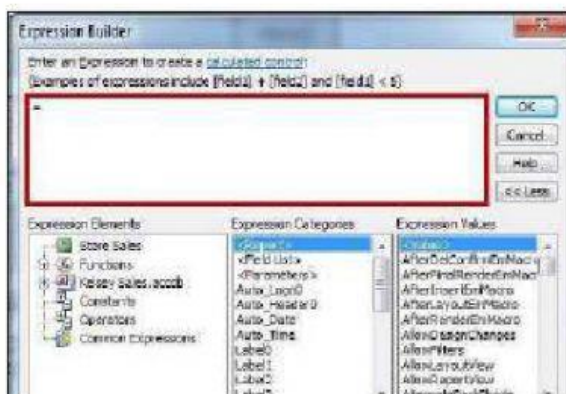
The following explains how to set-up the calculation on a report by using the Expression Builder.

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



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



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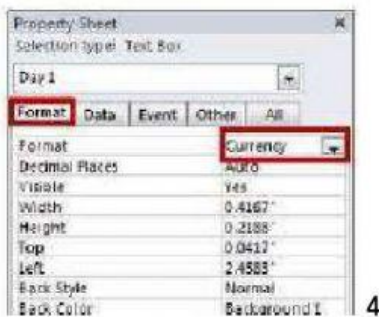
3. Enter the *formula* as **(Day1 + Day2)** 3



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



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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.

