

Calculating group or report totals

To calculate for the entire report, you place a text box control in the report footer and set the **ControlSource** property of the text box to a calculated expression:

Example

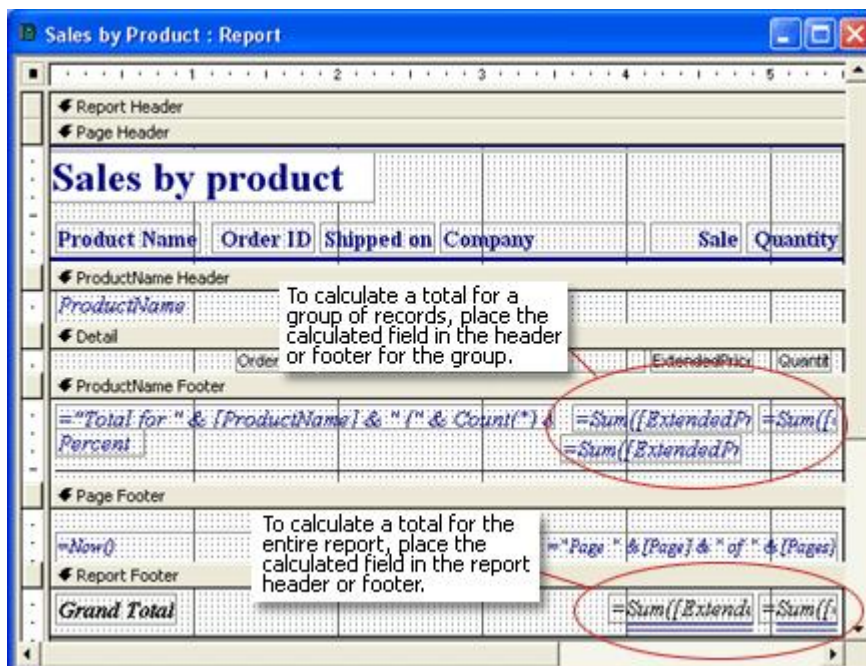
=Sum([QuantityOrdered])

The **Sum** function calculates the total for a set of values from your record source — in this case, the column named QuantityOrdered. **Sum** is one of the aggregate functions in Access that you can use to calculate summary values.

Other **important** functions you may want to consider are:

- AVG()
- COUNT()
- MIN()
- MAX()
- SUM()

When you use a calculation, the section of the report in which you place the calculated expression is important. Access determines how to aggregate the calculation based on where you place the control — that is, based on what section of the report you choose.



To print a grand total for the entire report, you create a calculated text box in the Report Header or Report Footer section of the report.