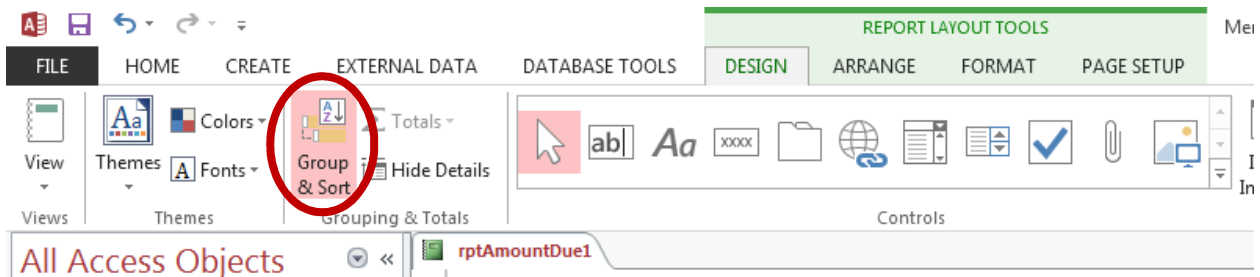**Instructions for adding grouping and/or sorting to a report in the Menagerie_Kennel database**
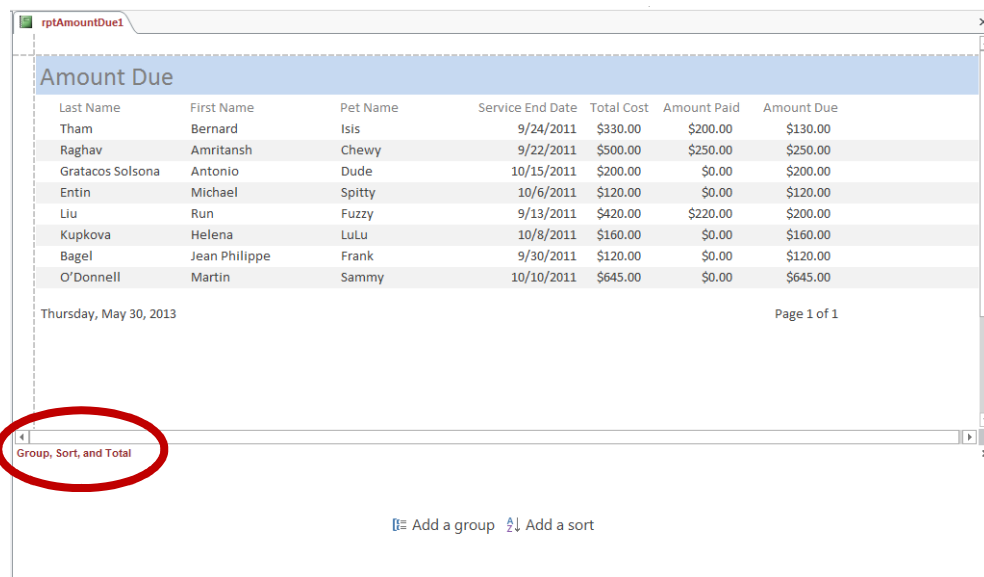
1. Open the report in Layout View. The rptAmountDue report will be used in this example.

2. On the Report Layout Tools: Design ribbon, click on the Group & Sort button.

3. There will now be a section under the report title 'Group, Sort, and Total'.

4. The instructions for this report say:
    a. Sort on Service End Date from oldest to newest
    b. Group by Last Name

5. You will do the sort first. Click on 'Add a sort'

Last Name	First Name	Pet Name	Service End Date	Total Cost	Amount Paid	Amount Due
Tham	Bernard	Isis	9/24/2011	$330.00	$200.00	$130.00
Raghav	Amritansh	Chewy	9/22/2011	$500.00	$250.00	$250.00
Gratacos Solsona	Antonio	Dude	10/15/2011	$200.00	$0.00	$200.00
Entin	Michael	Spitty	10/6/2011	$120.00	$0.00	$120.00
Liu	Run	Fuzzy	9/13/2011	$420.00	$220.00	$200.00
Kupkova	Helena	LuLu	10/8/2011	$160.00	$0.00	$160.00
Bagel	Jean Philippe	Frank	9/30/2011	$120.00	$0.00	$120.00
O'Donnell	Martin	Sammy	10/10/2011	$645.00	$0.00	$645.00

Thursday, May 30, 2013   Page 1 of 1

Group, Sort, and Total

Add a group   Add a sort

6. Choose Service End Date from the pull down list. The screen will then look like this:

Group, Sort, and Total

Sort by **Service End Date** ▼ from oldest to newest ▼ , *More* ▶

Add a group   Add a sort

7. Click on 'Add a group' and select 'Last Name' from the pull down list. The screen will then look like this:

8. The First Name data should be on the same line as the Last Name data in order to improve the readability of the report.
9. Choose 'Design View' on the Report Layout Tools: Design tab
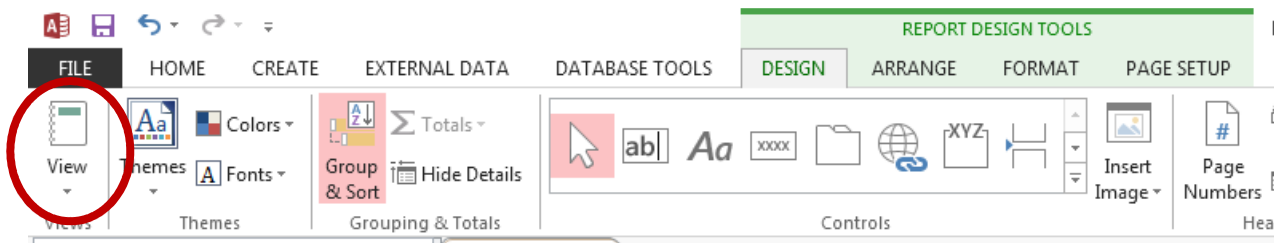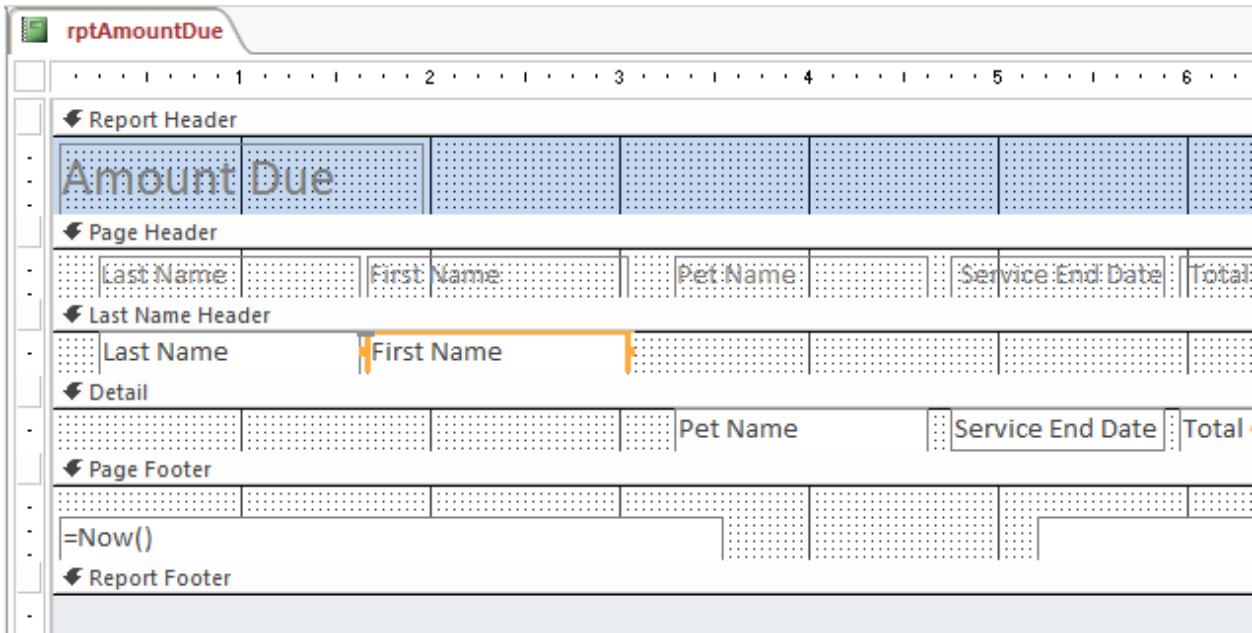
10. The screen will then look like this:
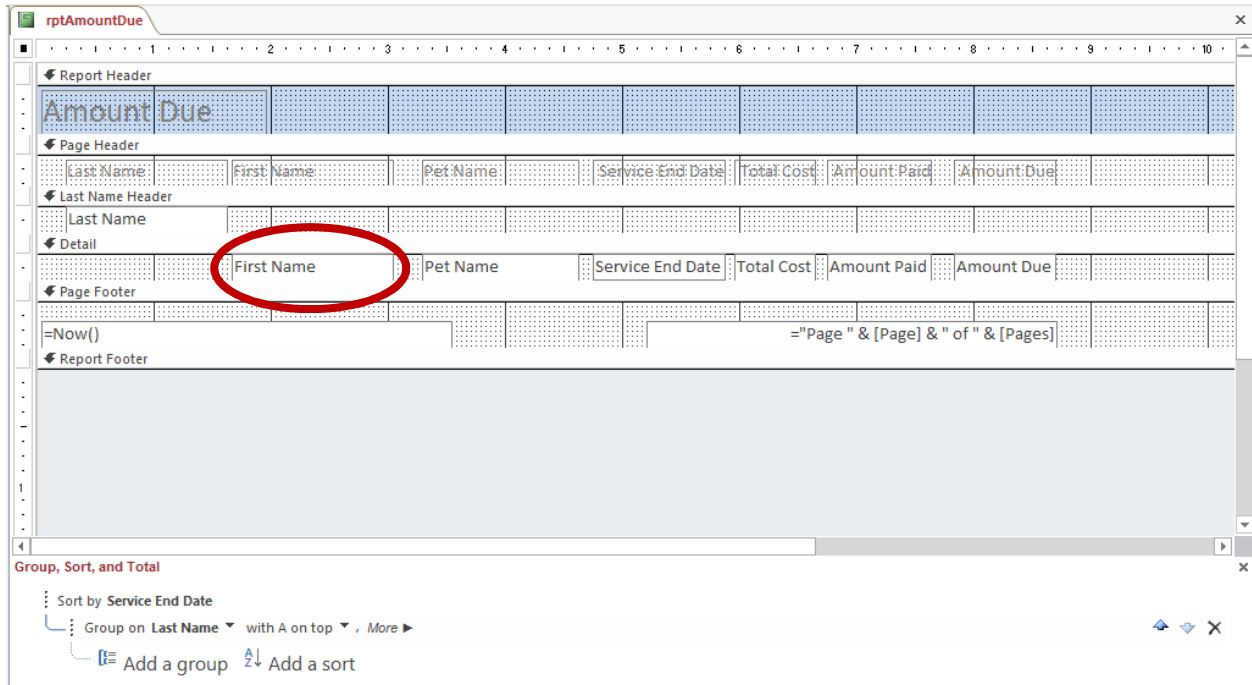
11. Right click on the 'First Name' field in the 'Detail' section. (Circled above) Choose 'Cut' on the shortcut menu.
12. Left click in the 'Last Name Header' section to the right of the 'Last Name' field. Right click and choose 'Paste' on the shortcut menu. The screen will then look like this:
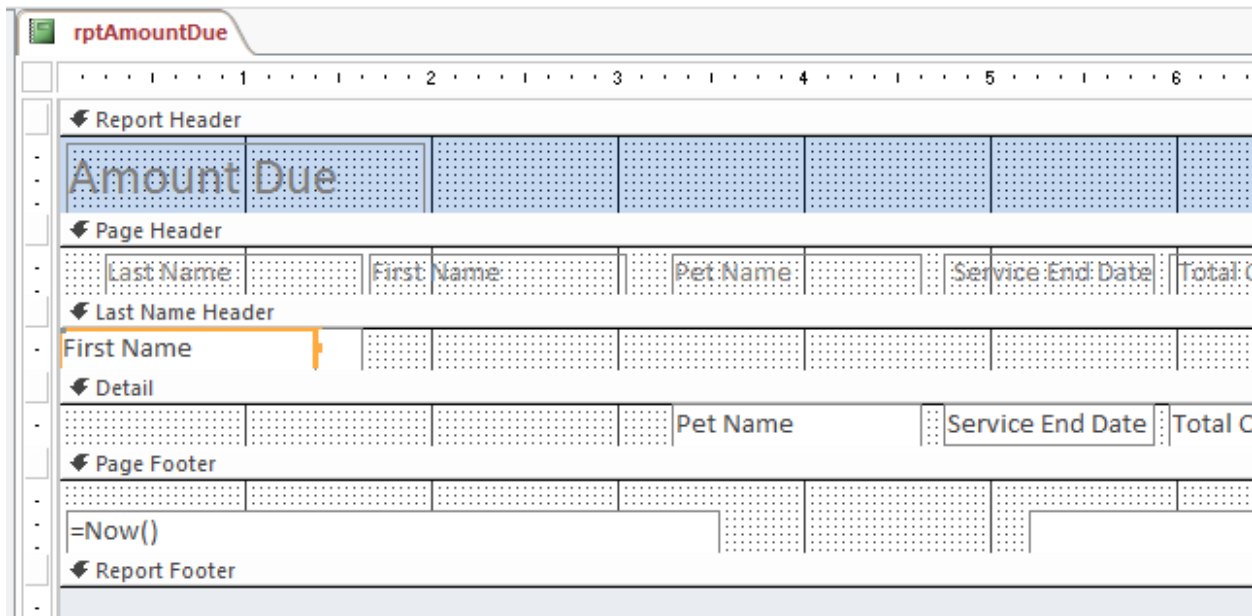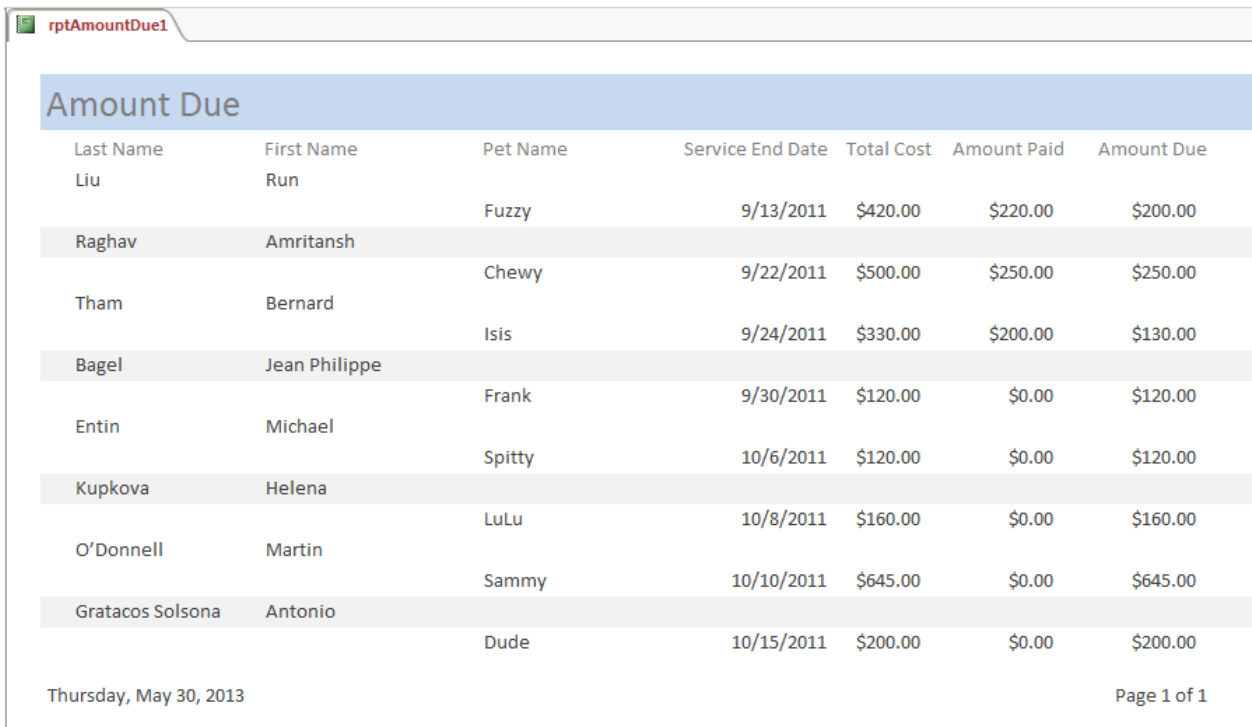

13. Hover your mouse over the orange line at the right side of the 'First Name' field. Left click and hold when you see the crossed arrows. Drag the field so it is to the right of the

'Last Name' field and underneath the 'First Name' column header. The screen should look like this:

14. Select 'Report View' from the Report Layout Tools: Design ribbon. The screen will now look like this:

15. Close the report. Save the changes when prompted.

16. Follow these steps as appropriate for adding the grouping and sorting options to the Menagerie_Kennel database reports as listed in the document *Information for grouping and sorting reports*