



Charis Alexandra Training Ltd

Column Views

At times, you do not want to view the table in a particular way.

Sometimes there will be columns that you do not want to see as they are not relevant at that point in time for what you need.

At other times as you scroll across to view other columns you still want to be able to see key columns.

Hiding /unhiding columns

Columns can be hidden by

1. Highlight column(s).
2. Right click on column heading of column to be hidden.
3. Select Hide columns.



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Customers					
	Company Name	Contact Name	Contact Title		
+	ALFKI	Alfreds	Anders	Sales Represent	
+	ANATR	Ana Tru	ujillo	Owner	
+	ANTON	Antoni	o Morel	Owner	
+	AROUT	Around	s Hardy	Sales Represent	
+	BERGS	Berglur	na Bergl	Order Administr	
+	BLAUS	Blauer	Moos	Sales Represent	
+	BLONP	Blonde	ique Cit	Marketing Mana	
+	BOLID	Bólido	Somme	Owner	
+	BONAP	Bon app	ce Lebit	Owner	
+	BOOMI	Boomie	oom	Owner	
+	BOTTM	Bottom	eth Lincc	Accounting Mai	
+	BSBEV	B's Bev	a Ashwo	Sales Represent	
+	CACTU	Cactus	o Simps	Sales Agent	
+	CENTC	Centro	ico Chan	Marketing Mana	
+	CHOPS	Chop-s	/ang	Owner	
+	COMMI	Comérc	Afonso	Sales Associate	
+	CONSH	Consolidated Holdings	Elizabeth Brow	Sales Represent	
+	DRACD	Drachenblut Delikatessen	Sven Ottlieb	Order Administr	
+	DUMON	Du monde entier	Janine Labrune	Owner	

Columns can be unhidden by

Highlight column(s) on either side of the hidden column(s)

1. Right click on column heading.
2. Select Unhide Columns.



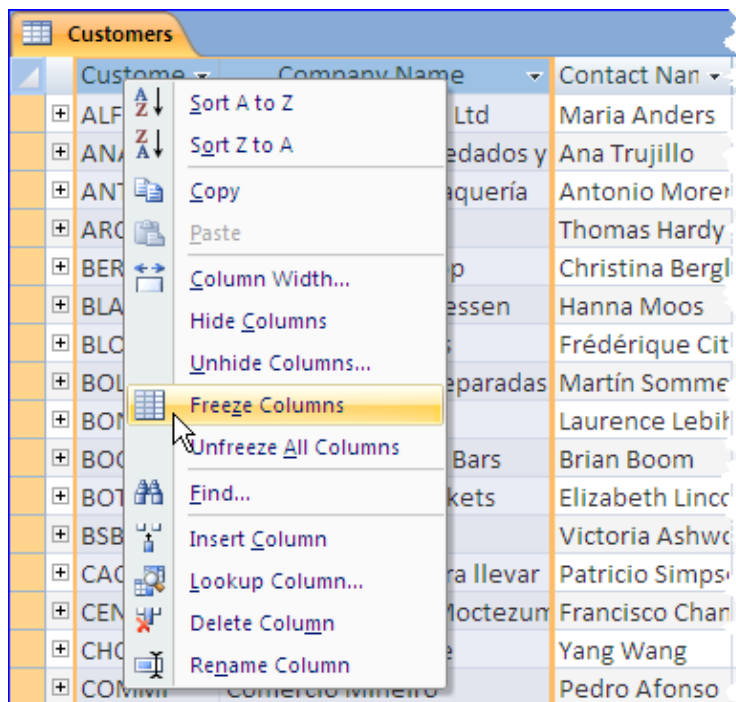
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Freezing Columns

At times as you scroll across the screen, you want to be able to always see certain columns rather than have them disappear to the left so that you can identify the records.

In this example, we can see the city country and telephone numbers but we can't tell who the customers are.

	City	Regi	Postal Cc	Counti	Phone
+	Berlin		12209	Germany	030-00743
+	México D.I		05021	Mexico	(5) 555-47
+	México D.I		05023	Mexico	(5) 555-393
+	London		WA1 1DP	UK	(71) 555-77
+	Luleå		S-958 22	Sweden	0921-12 34



Columns can be frozen by:

1. Highlight columns to be frozen.
2. Right click on column heading
3. Select Freeze Columns.

(Frozen Columns can be unfrozen by selecting the Unfreeze All Columns command).

By freezing customer id and customer name columns as you scroll across to see other data you will still see the two frozen columns.



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Customers				
	Customer	Company Name	Country	Phone
+	ALFKI	Alfreds Futterkiste Ltd	Germany	030-0074321
+	ANATR	Ana Trujillo Emparedados y	Mexico	(5) 555-4729
+	ANTON	Antonio Moreno Taquería	Mexico	(5) 555-3932
+	AROUT	Around the Horn	UK	(71) 555-778
+	BERGS	Berglunds snabbköp	Sweden	0921-12 34 56