

## Existing Workbooks - Re-Sizing Items in Discoverer



The User can set up the Discoverer interface to always automatically size columns to be as wide as its largest value, however this can be very inefficient in terms of speed, the preferred means of re-sizing columns is by performing it manually, users of Excel will find this operation very familiar ...

There are two methods of re-sizing columns, the simplest way is to position the cursor on the right hand edge of the column (on the column heading row), this will change the cursor to an upright ...

	Id No	Employee Name	←→ Working With Others
1	506	OWEN DAVIES	Y
2	507	RHIAN PAINTER	Y
3	509	CORRIE LANE	Y
4	531	MELANIE RICHARDS	Y
5	532	RYAN KENNING	Y
6	533	PAUL MILLER	Y

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Double-clicking will re-size the column to the large value (even if this means shrinking the column).

The other method is to hold down the left mouse button while the upright is displayed and this will allow the user to drag the column either bigger or smaller by moving the mouse.



## Existing Workbooks – Pivoting Items in Discoverer

Discoverer allows the User to 'move' or 'pivot' data by dragging and dropping around the Interface, in this first example a simple table has its columns moved around the interface, the User achieves this by clicking on the column to be moved ...

	Id No	Employee Name	Working With Others	Indoctrination	Team Leader
1	506	OWEN DAVIES	Y	Y	N
2	507	RHIAN PAINTER	Y	Y	Y
3	509	CORRIE LANE	Y	Y	N
4	531	MELANIE RICHARDS	Y	Y	N
5	532	RYAN KENNING	Y	Y	Y
6	533	PAUL MILLER	Y	N	N
7	546	EMMA SPACEY	N	Y	Y
8	547	GEMMA RICHARDS	Y	Y	Y
9	548	TERRY SMITH	Y	Y	N
10	566	DELME DAVIES	N	Y	N



## Existing Workbooks – Pivoting Items in Discoverer

Then by holding down the left mouse button (changing the cursor to a left-right symbol), the user can drag the column over the place to be moved and this effectively shuffles the columns around ...

	Id No	Employee Name	Working With Others	Indoctrination	Team Leader
1	506	OWEN DAVIES	Y	Y	N
2	507	RHIAN PAINTER	Y	Y	Y
3	509	CORRIE LANE	Y	Y	N
4	531	MELANIE RICHARDS	Y	Y	N
5	532	RYAN KENNING	Y	Y	Y
6	533	PAUL MILLER	Y	N	N
7	546	EMMA SPACEY	N	Y	Y
8	547	GEMMA RICHARDS	Y	Y	Y
9	548	TERRY SMITH	Y	Y	N
10	566	DELME DAVIES	Y	Y	N

  

	Id No	Employee Name	Indoctrination	Working With Others	Team Leader
1	506	OWEN DAVIES	Y	Y	N
2	507	RHIAN PAINTER	Y	Y	Y
3	509	CORRIE LANE	Y	Y	N
4	531	MELANIE RICHARDS	Y	Y	N
5	532	RYAN KENNING	Y	Y	Y
6	533	PAUL MILLER	N	Y	N
7	546	EMMA SPACEY	Y	N	Y
8	547	GEMMA RICHARDS	Y	Y	Y
9	548	TERRY SMITH	Y	Y	N
10	566	DELME DAVIES	Y	N	N



## Existing Workbooks – Pivoting Items in Discoverer

Pivoting when using a page item uses the same principle, except the user is also able to drag and drop a column into the page item to limit the records displayed to a selected value only ...

Page Items:

	Id No	Employee Name	Working With Others	Indoctrination
1	506	OWEN DAVIES	Y	Y
2	507	RHIAN PAINTER	Y	Y
3	509	CORRIE LANE	Y	Y
4	531	MELANIE RICHARDS	Y	Y
5	532	RYAN KENNING	Y	Y
6	533	PAUL MILLER	Y	N
7	546	EMMA SPACEY	N	Y

Page Items: Working With Others: N  N  Y

	Id No	Employee Name	Indoctrination	Team Leader
1	546	EMMA SPACEY	Y	Y
2	566	DELME DAVIES	Y	N
3	576	HEIDI FULLER	Y	N
4	601	DEBBIE BUSHELL	Y	N
5	602	GAYNOR TILLEY	Y	Y
6	603	ANDREW WEAVER	Y	N
7	631	JANE PHILPIN	Y	N

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The previous example displayed another cursor image, that of a box with two dots within it, this symbol is used for both the page item pivoting and pivoting within a cross-tab.

Pivoting within a cross-tab isn't always achieved with one move, in normal circumstances it can take two or more moves to make the display look presentable again, this next example illustrates this point, the user has chosen to move the Location ID to the top of the cross-tab and the Date to the side ... Notice how during the operation the data in the centre - the 'data point' is not displayed.



## Existing Workbooks – Pivoting Items in Discoverer

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Later in the course, other methods of moving columns will be discussed.

# Existing Workbooks – Saving Workbooks in Discoverer



Saving a new Workbook gives the User two locations to choose from, the Network or the Database (the same choice can be obtained using the Save As option), in both cases the user is prompted to enter a unique name for the Workbook.

