



**In this section the Developer will learn how to...**

- Change the appearance of a Worksheet



Formatting the data or changing its appearance can take several different forms using several different menu options, this can be individual for a single Worksheet or a standard Format for all Worksheets created in Discoverer 9i.

The standardisation of Worksheets is discussed later in the course, this section deals with changing the 'view' of the data to the User using colour, formats, alignment and fonts.

Individual columns or groups of columns can be formatted at anytime, the formatting is sectioned into two parts; the column header and the column data and these are dealt with separately by both Discoverer and this course...

## Formatting – Formatting Data in Discoverer 9i

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As usual with Discoverer there are several ways of 'getting to' the options to format data.

Either click on the menubar option Format followed by Data.. or right click on the mouse when in the column to be formatted which will give a pop-up menu including the Format Data option.

Note that the data changes will affect all rows of the column, if individual cells need to be 'highlighted' then a different approach will be needed called 'exceptions' and this will be introduced later.

Using either of the above methods will display the following, bear in mind also options such as font, currency and alignment have icons on the formatting bar ...

# Formatting – Formatting Data in Discoverer 9i



## Font

Selects the font to use

Selects the effects to apply to the font

Selects the colour of the font

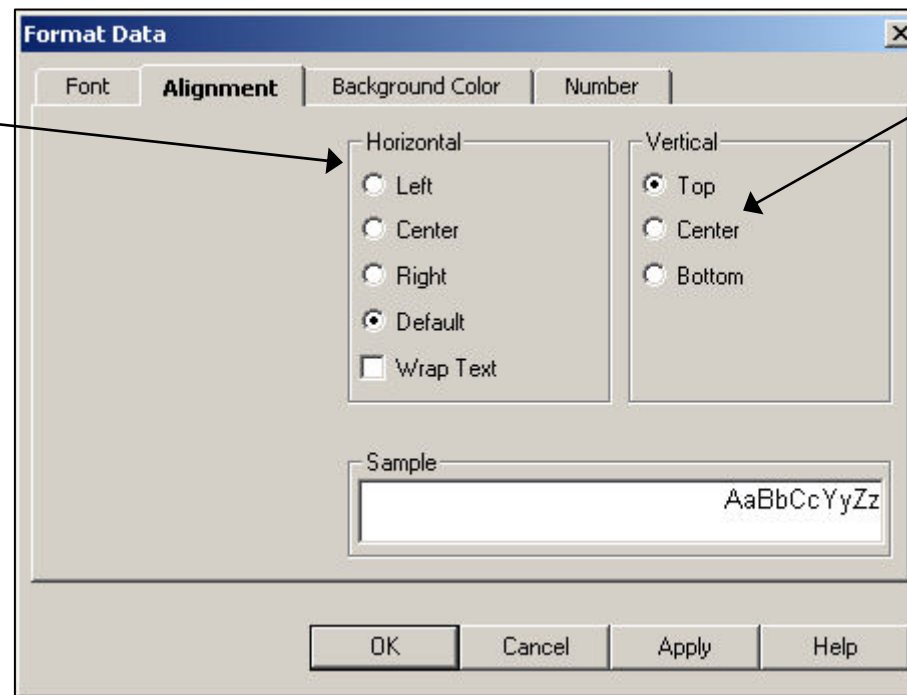
Selects the size of the font

Selects the styles to apply to the font



## Alignment

Selects how the text is to be aligned in the data cells

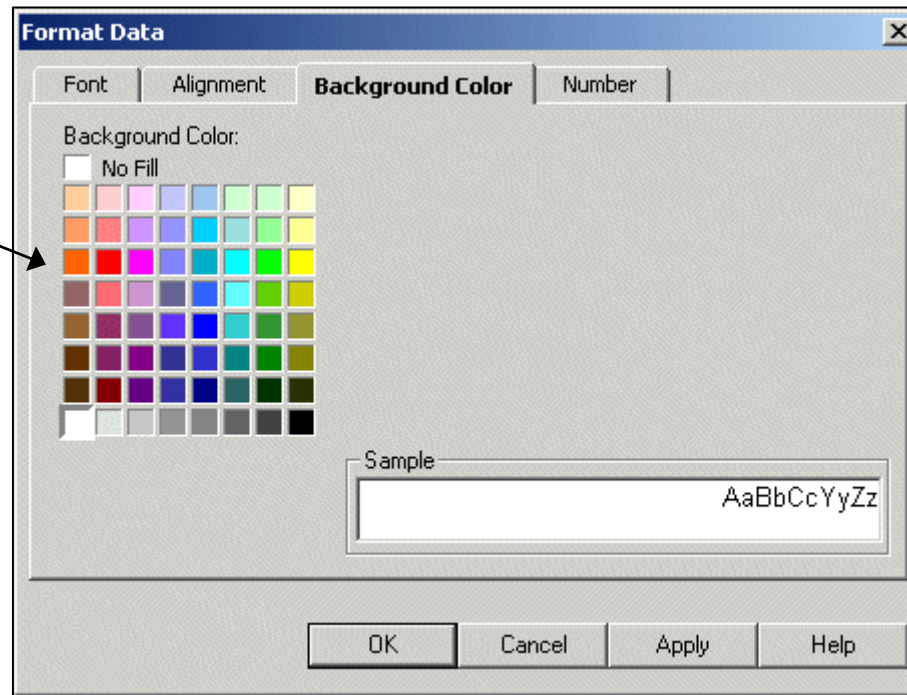


Selects the vertical positioning of the text in the data cells



## Background Colour

Selects the colour that is to appear in the background of the data cells



## Formatting – Formatting Data in Discoverer 9i

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The following options vary according to the datatype of the column which is currently selected, Datatypes will be discussed later in the course, the 'tabs' will be of the following types ...

Number

Date

Text

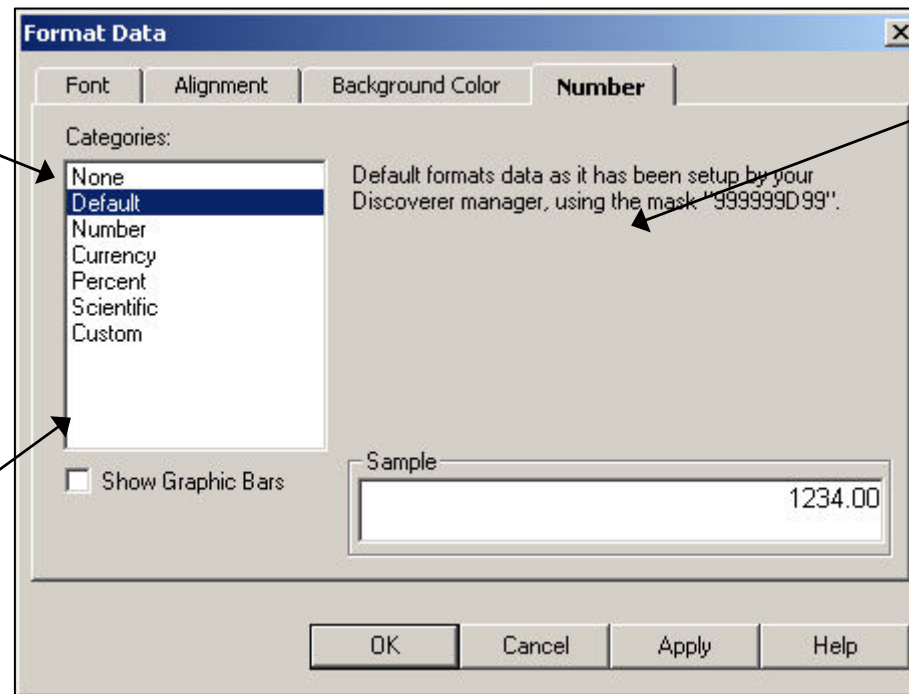
# Formatting – Formatting Numbers in Discoverer 9i



## Number

Selects the category of number that is to be formatted. Clicking on different categories brings up different options

Select this to display a graphic bar representing the percentage of the column's total value



The options relating to a category are displayed here

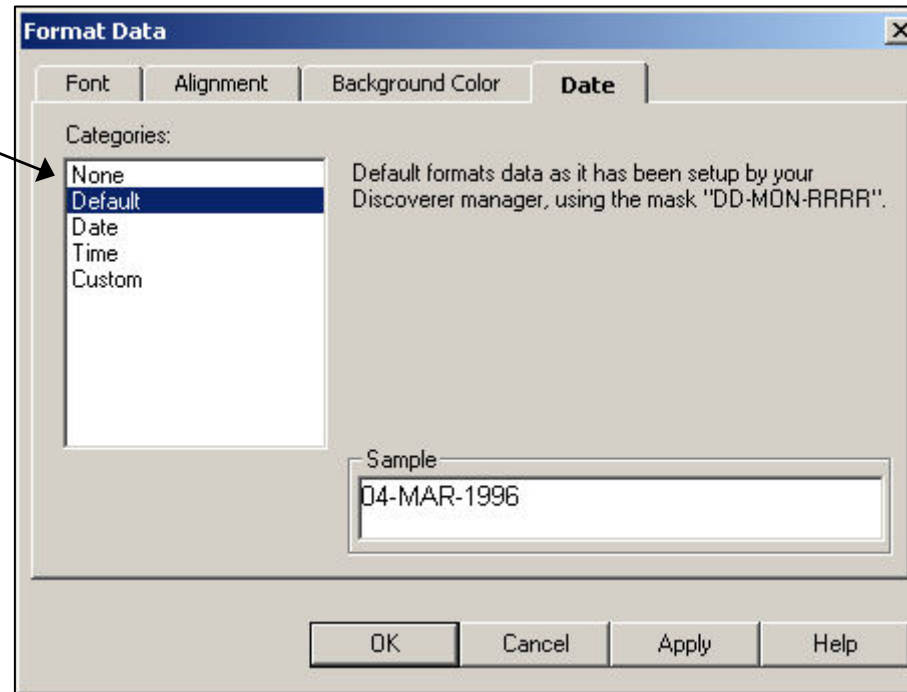


# Formatting – Formatting Dates in Discoverer 9i



## Date

Selects the category of date that is to be formatted.  
Clicking on different categories brings up different options

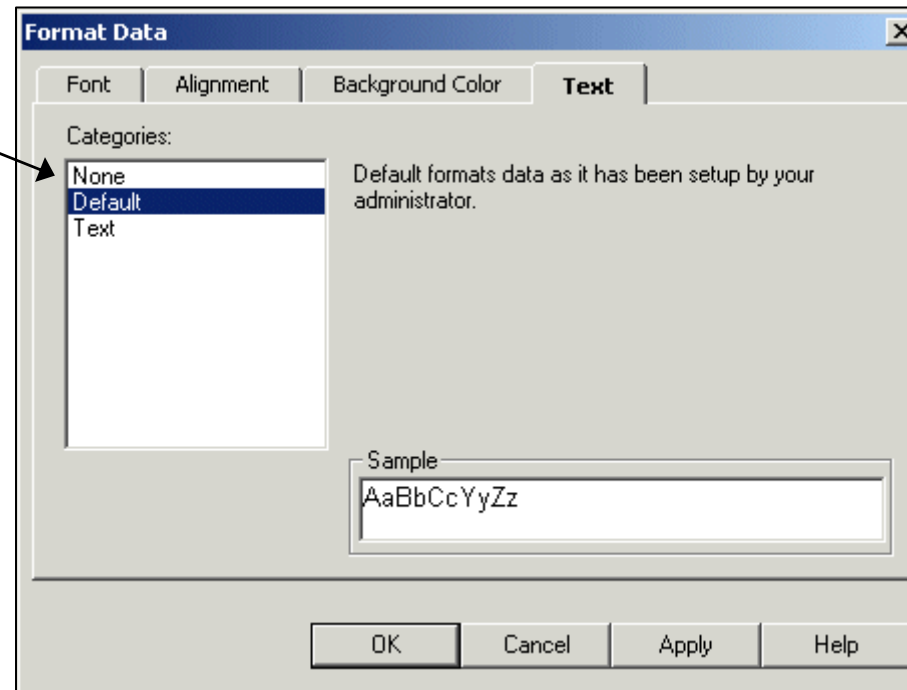


# Formatting – Formatting Text in Discoverer 9i



## Text

This allows the User to display a text field in a variety of differing 'case' patterns



## Formatting – Setting Column Headings in Discoverer 9i



Again there are several ways of getting to the dialog for formatting Headings, either from the Format menubar or by right clicking on the column itself.

The previous pages explained the options available for the Columns, this is replicated for Headings, except that the 'tab' for Datatype isnt available.

In addition, the User can change the default Heading value by either right clicking and selecting Item Properties or by using the Edit menubar and Item Properties from there ...

