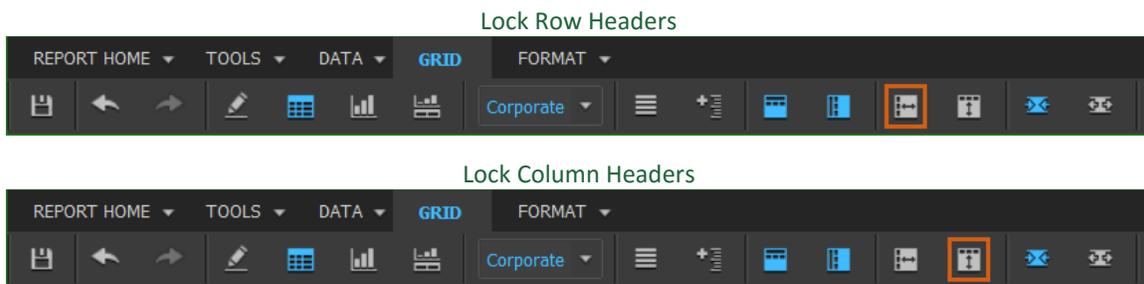


MicroStrategy Quick Guide: Row and Column Headers

LOCK HEADERS

MicroStrategy enables you to lock row and column headers on a grid report, so while viewing report results, you can scroll horizontally and vertically without losing sight of the row or column headers. This property is particularly advantageous when you want to view information that spans more rows or columns than can be displayed at one time.

1. Run a report.
2. On the menu bar, select Grid to display the grid toolbar.
3. Click the appropriate icon to lock the row or column headers.



MERGE HEADERS

You can choose to merge the row headers of a report in order to automatically merge all headers with the same value into one header. You can also merge multiple column headers that are identical into a single header.

Merged Row Header

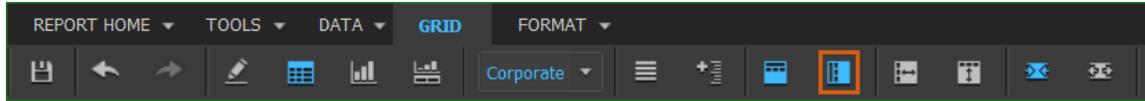
Term ▲	College 1 ▲
201470	AR
	BU
	CA
	E1
	HH
	LA
	SC
	UN
	VS

Unmerged Row Header

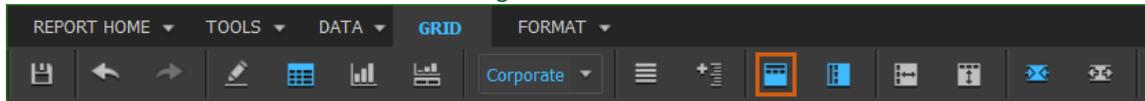
Term ▲	College 1 ▲
201470	AR
201470	BU
201470	CA
201470	E1
201470	HH
201470	LA
201470	SC
201470	UN
201470	VS

1. Run a report.
2. On the menu bar, select Grid to display the grid toolbar.
3. Click the appropriate icon to merge the row or column headers.

Merge Row Headers



Merge Column Headers



RESIZE ROWS AND COLUMNS

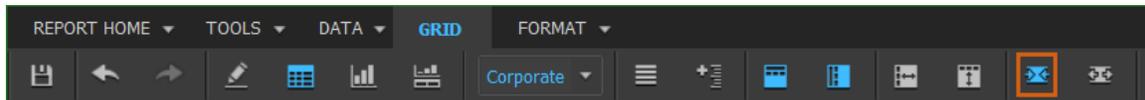
You can resize the width of the columns on your report by using the Resize Columns and Rows dialog box, using your mouse to manually resize, or using the built-in auto fit feature to automatically size the columns.

AUTO FIT

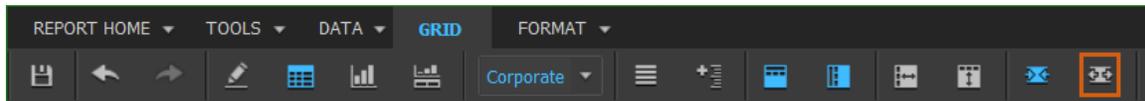
With Auto Fit to Contents, the width of the report's columns is sized to fit the data in the column. All extra space in the grid is removed. With Auto Fit to Window, the grid report's columns stretch to fit the size of the browser window.

1. Run a report.
2. On the menu bar, select Grid to display the grid toolbar.
3. Click the appropriate icon to auto fit to contents or auto fit to window.

Auto Fit to Contents



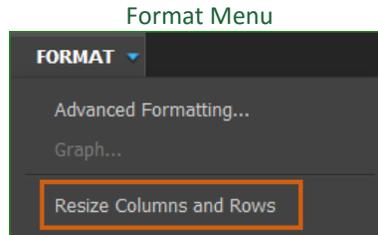
Auto Fit to Window



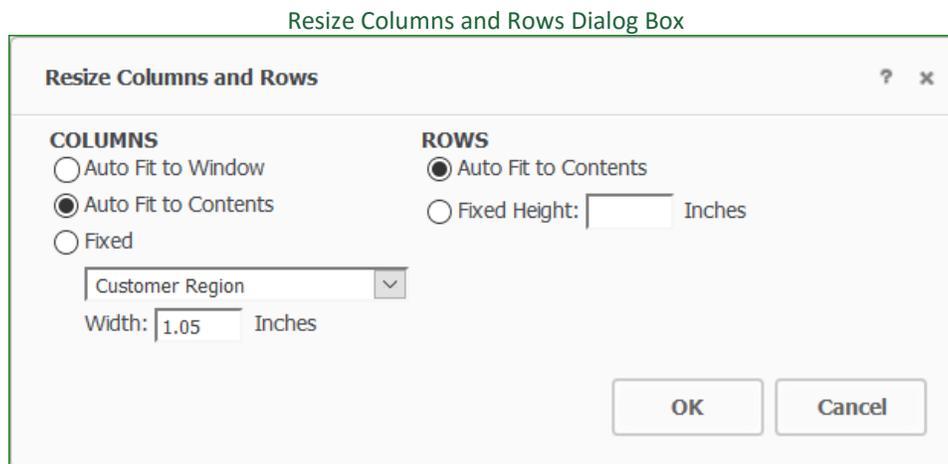
RESIZE COLUMNS AND ROWS DIALOG BOX

You can resize the rows and columns in a grid report using the Resize Columns and Rows dialog box.

1. Run a report.
2. On the Format menu, select Resize Columns and Rows.



3. On the Resize Columns and Rows dialog box, under Columns, select Fixed.
4. On the drop-down list, select the column you wish to resize.
5. In the Width field, type the desired column width.
6. Under Rows, select Fixed Height.
7. In the Fixed Height field, type the desired row height.

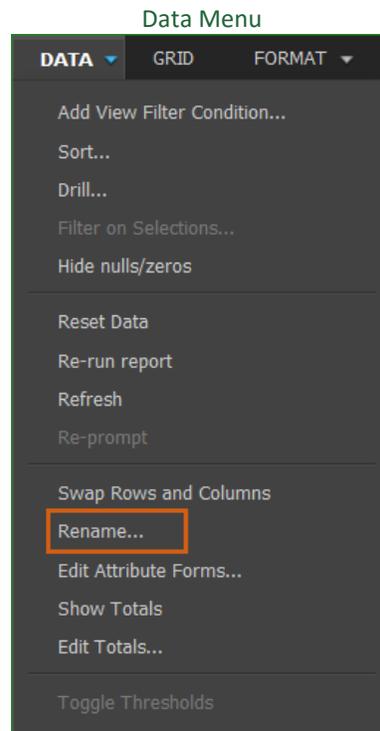


8. Click OK to save your changes and return to the report.

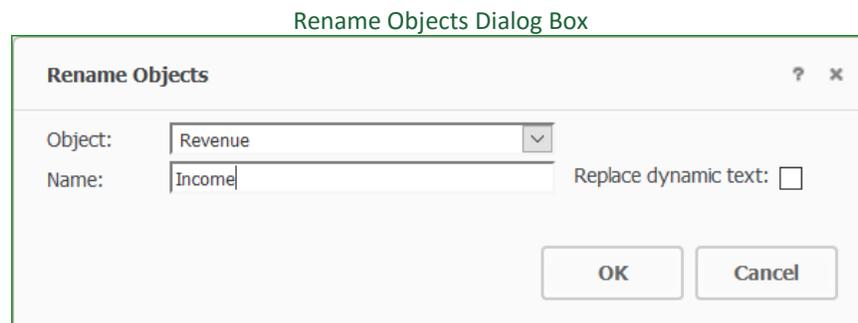
RENAME OBJECTS ON REPORTS

You can rename an object on a report to make it easier for you and other users to identify the object and its role on the report. For example, you can rename the Employees attribute to Associates so that all employees are listed in a column named Associates.

1. Run a report.
2. On the Data menu, select Rename.



3. In the Rename Objects dialog box, on the Object drop-down list, select the object to rename.
4. In the Name field, type a new name for the object.



5. Click OK to save your changes and return to the report.