In this lesson, we will study formatting, cleaning up, and making your report look clean and tidy.

We’ll learn how to:
- Hide rows and columns
- Get decimal places right
- Add borders or lines, and
- Sum a total
For this lesson, we will use the report we have been working with, the Analysis of Employee Expenses. Your report should look something like the report in the screenshot above.

We will now do some formatting on this report.

Notice that the Drill Path we saved in an earlier lesson is displayed in the Drill Tree Pane at the left side of the Q&A screen.

Notice also that we are in the Extract Mode.

To do the formatting, we need to go back to the Design Mode.

**Design Mode**

We have this very nice, very efficient report, but it really isn't formatted very well. In this lesson, we will do some formatting. We will begin with adding meaningful column headings.
Insert Row

1. Highlight rows 8, 9, and 10
2. Right-click
3. Click Insert
4. Click Row
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>811220</td>
<td>Car Depreciation Allowance</td>
</tr>
<tr>
<td>811220</td>
<td>Child Allowance</td>
</tr>
<tr>
<td>811220</td>
<td>Area Travel Subsidy (House to Office Travel)</td>
</tr>
<tr>
<td>811220</td>
<td>Medical Policy Premium</td>
</tr>
<tr>
<td>811220</td>
<td>Tax Assistance</td>
</tr>
</tbody>
</table>

Ace Union

Analysis of Employee Expenses

2014 to 2013 Comparisons

2014001 | 2013001

<table>
<thead>
<tr>
<th>811220</th>
<th>Car Depreciation Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>1.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>1.00</td>
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<tr>
<td>1.00</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Sheet1

Worksheet | Document

SheetTitle

Excel Worksheet

Chart

Page Break

Name
We now have additional rows.

**Simple Formatting**

Let's add some dates.

1. Click in cell C8
2. Type in ‘2014’
3. Click in cell D8
4. Type in ‘2013’

We have dates now, but they need some formatting.

5. Highlight cells C8 and D8
6. Right-click

7. Select Format Cells
8. Select Cell
9. Change the Decimal Places to 0
10. Uncheck the Thousand Separator Apply checkbox
11. Click OK
12. With cells C8 and D8 highlighted, click the Center icon on the toolbar.

13. With cells C8 and D8 highlighted, click the Bold icon on the toolbar.
Hide Rows

14. Highlight rows 5 and 6
15. Right-click
16. Select Format Cells
17. Select Row

18. Select Hide
### Ace Union

**Analysis of Employee Expenses**

**2014 to 2013 Comparisons**

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2013</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>3</td>
<td>Ace Union</td>
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<tr>
<td>4</td>
<td>Analysis of Employee Expenses</td>
<td></td>
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<tr>
<td>5</td>
<td>2014 to 2013 Comparisons</td>
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<td>25</td>
<td></td>
<td></td>
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<tr>
<td>26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Rows 5 and 6 are still part of the worksheet, but they are no longer visible.

**Hide Columns**

We can also hide columns.

19. Highlight column A
20. Right-click

21. Select Format Cells
22. Select Column
23. Select Hide
Unhide

24. If for some reason you want to unhide a hidden row, highlight the row above and the row below the hidden row(s)
25. Right-Click
26. Select Format Cells
27. Select Row
28. Select Unhide
29. To unhide or redisplay a hidden column, select the column before and the column after the hidden column
30. Select Format Cells
31. Select Row
32. Select Unhide
Underline Column Headers
We may wish to underline the column headers. Underlining makes a report look tidy.

33. Highlight cells C8 and D8

34. Click the Borders icon on the toolbar
If you have used Excel a lot, this will be very familiar. The formatting works in the same way. Clicking the Border icon brings up the Border interface.

35. Click on the bottom edge of the cell

36. Click OK

Our report is starting to look better.
Add Totals

We need to add a total.

37. Highlight cells C11 through D17

38. Click the summation icon on the toolbar
39. Highlight cells C15 and D15

40. Click the Border icon

41. Click the bottom edge of the cell

42. Click OK
We need a double line at the bottom of the report, because it is a financial report. At least, in America financial reports must have a double line at the bottom.

43. Highlight cells C18 and D18
44. Click the Borders icon
45. Click the top and bottom edges of the cell

46. Click OK
We have a regularly sized cell with top and bottom borders. That isn’t quite right, because we want the double lines to be close together.

47. Click the bottom edge of the row and pull it up until that row is very, very short.
Format Figures

Let's remove decimal places from figures.

48. Highlight the figure cells

49. Right-click

50. Select Format Cells

51. Select Cell
52. Select Number
53. Change the Decimal Places value to 0
54. Check the Apply checkbox beneath the Thousand Separator field
55. Select the comma (,) separator

56. Click OK
Add Lines

Let's add a line across the top of the report, under the Title and Header information.

57. Highlight cells B4 through D4

58. Click the Borders icon
59. Click the bottom edge of the cell
60. Click OK

Let's add a line across the bottom of the report.

61. Highlight cells B20, C20, and D20
62. Click the Borders icon
63. Click the bottom edge of the cell

64. Click OK
Now we have a nice-looking little report!

65. Click the Extract icon
Extracting the drill path takes a little time, because the system has to work through the various calculations.

Our formatting has taken our simple little report and made it look professional and finished.