1. Review last month's concepts and techniques, watching and talking through it together

- Open the Student DW model and run the Open Sections for Foreign languages report using 200602 in the prompt
- Send the Results set to BI Query Reports
- Use Presentation Designer to initiate a new report, choosing "columnar with totals", and "fit on one page"
- Reorder some columns
- Resize some columns
- Change some report or column titles
- Change the format for a column of data
- Use show/hide bands to only show desired rows
- Select a band, and then resize it
- Activate a band, and then add a text label to it
- Save your report

2. Watch demo of today's concepts and techniques

Today we are focusing on moving items within and between bands. Again, it is critical that you know the different bands and know the difference between selecting and activating a band.

The new items that we want to discuss are the different ways items are anchored, and how to use the alignment tools.

**Anchoring Objects in Columns**

Select the object(s) you want to anchor and chose Anchor from right-click menu and then pick one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit to Column</td>
<td>Anchored items are locked to a specific position in a column.</td>
</tr>
<tr>
<td>Left</td>
<td>- By default items are anchored to fit the column. So, resizing a column, resizes the items in it as well, ensuring that they're always the same size as the column.</td>
</tr>
<tr>
<td>Right</td>
<td>- Alternatively, items can be anchored to the left or right of a column.</td>
</tr>
<tr>
<td>Unanchored</td>
<td>Unanchored items cannot go beyond column boundaries but are not locked to a specific position in the column.</td>
</tr>
<tr>
<td>Float</td>
<td>Float items are not restricted by column boundaries.</td>
</tr>
</tbody>
</table>

For data presented in a table, Fit to column is usually what you want to choose. For items in Headers and footers, you will often want to change the anchor option to Float.

**Selecting multiple items**

In order to use the alignment tools and to format multiple items at once, you have different ways of selecting multiple items. Note: sometimes using one of these methods will cause duplicate copies of your items to be created.

- To select non-adjacent columns, use the Ctrl+click to select multiple columns in the column control bar.
• To select a contiguous block of columns, click the first column in the column control bar, then use Shift+click to select the last column to select all columns between them.
• To select all items in all columns, including column headings, calculated columns, subtotals, and grand totals, use Alt+click in the column control bar.
• To select all items in a single band, use Alt+click in the band.

Aligning multiple items

Within a band, select object(s) you want to size and line up. The first object you select sets the standard of size or position for the others. To select multiple objects in a band, select one and hold the shift-key down while selecting the rest. Use the Layout menu to make desired adjustments. For example:
• To make all of them the same height, pick from menu Layout>Make Same Size>Height.
• To align them vertically by their tops, pick from menu Layout>Align>Top.
• To space them evenly horizontally, pick from Layout>Space Evenly>Horizontally

3. Open and log into your preferred BI Query Model: Finance, Humres, or Student, and run the standard report listed for that model (suggested prompt values are in parentheses).

• Finance – Operating Ledger, Indirect Cost (240000, 249999)
• Humres – Job End Dates for an Org (121200)
• Student – Open Sections for Foreign Language (200602)

4. Practice the concepts and techniques demonstrated earlier.

Move items between bands. For example, you might want to move the Report Title from the Report Header band into the Page Header band. You might want to put a copy of the field you are subtotalling on in the Group footer.

Change how items are anchored. For example, after moving an item from one band to another you might want to change it's anchoring to float. See what happens when you change an item to another type of anchor and then significantly resize the column smaller. The what happens when you move it wider.

Align items so that all of the column headings line up on the same row. For example, after you make the page header bigger, move one column title to the bottom of the band, and then align the rest of the column titles with the first one.

5. If there is time left, choose another report and practice on it.

Challenge: Create horizontal and vertical lines in your report by drawing lines and aligning them.