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, how to select multiple items, how to use the alignment tools, adding page breaks, adding data, and applying variable fields and bands.

**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>
</table>
| **Fit to Column** | Anchored items are locked to a specific position in a column.  
- 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.  
- Alternatively, items can be anchored to the left or right of a column. |
| **Left** | Unanchored items cannot go beyond column boundaries but are not locked to a specific position in the column.  
- Unanchored items cannot go beyond column boundaries but are not locked to a specific position in the column. |
| **Right** | Float items are not restricted by column boundaries.                                                                                     |

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

Adding and Removing Page Breaks

To add a page break:
- Click the band after which you want the page to break.
- On the Format menu, click Table and then click Page Break.

To remove a page break:
- Click the band to which you applied a page break.
- On the Format menu, click Table and then click Page Break.

Adding Data

There may be times when you want to add data to a table. For example, you may want to reinsert data that you've deleted. To add data:
- You may need to first resize the band to make room for the data item.
- Double-click a band to activate it.
- On the Insert menu, click Data Item.
- Hold down the mouse and drag a rectangle in the band.
- In the Insert Data Item dialog box, click an item.
- Click OK.

Applying Variable Data Fields and Bands

When you have data that doesn't fit in the field or band, you can have the report automatically adjust to the needed size. This only applies to fields and bands that aren't hidden, and only applies to the detail band. This should be one of the last things you do to the report because after you apply this setting, you cannot drop or paste items into a detail band, and you cannot drag columns to change their order. To apply variable data fields and bands to a table:
- Click anywhere in a table.
- On the Format menu, click Table and then click Variable Fields & Bands.
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. Then see what happens when you resize 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.

Add a page break to a footer band.

Insert the field that your primary subtotal is based on into your footer band. Then hide the detail bands to make a summary report. Then show the detail bands to restore the report to its previous status.

Make one or more columns narrower than the data. Then apply variable fields and bands to the table and see how the report adjusts.

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.