

Hiding and Inserting Columns

If you have columns that you do not need to display or you want to conceal, you can hide them in the current view. After you hide columns, you can easily display the column again by using the Column Definition dialog box, shown in Figure 4-10. From here you can select a field name, specify an optional title, and change text alignment and column width.

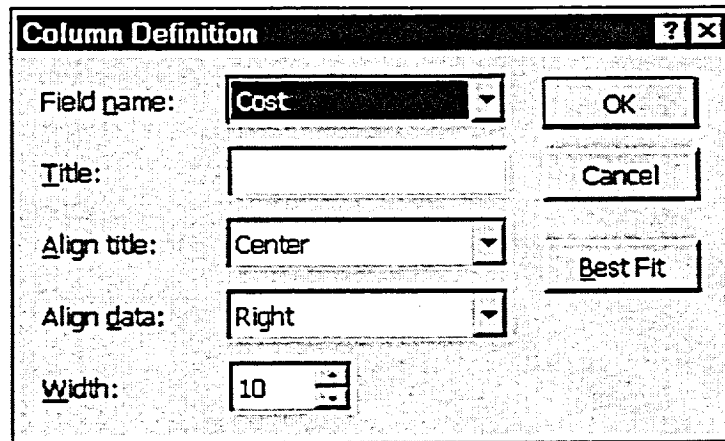


Figure 4-10: The Column Definition Dialog Box

Method

To hide a column

1. Select the column heading of the column to hide.
2. From the Edit or shortcut menu, choose Hide Column.
or
2. Press **DELETE**

To insert a column

1. Select the heading of the column to the right of the column to be inserted.
2. From the Insert or shortcut menu, choose Column.
or
2. Press **INSERT**
3. In the Column Definition dialog box, from the Field name drop-down list, select a column to insert.
4. Choose **OK**.