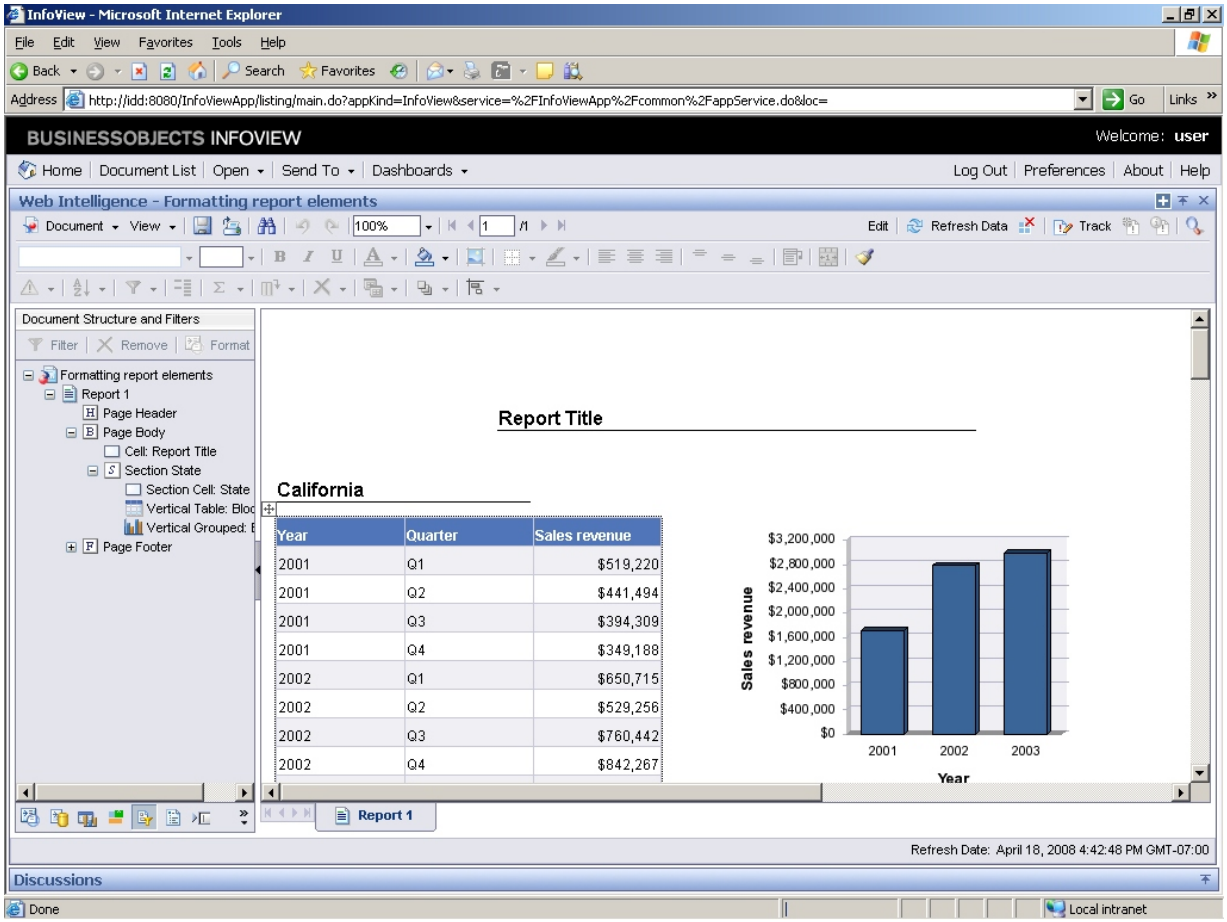
Procedure

1. Start the transaction using the menu path or transaction code.

Formatting report elements



2. Click the**Cell: Report Title**list item.

First you are going to modify the formatting of the report title.

To do this, you can either select the Report Title cell in the document space, or you can highlight it in the Document Structure and Filters

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pane.

3. Click **Format** .

Now that you have highlighted one of the report elements in this document, the Format option is activated in the Document Structure and Filters toolbar.

4. Click the **Border** tab.

This is the Format Cells dialog box. The different tabs in this box allow you to modify the default formatting properties of the selected cell.

Now change the border properties of the selected cell.

5. Click the **Bottom border** drop-down button .

In this example, you are going to remove the border beneath the report title cell.

6. Click the**None**list item.

Remove the border beneath the Report Title cell.

7. Click the **Alignment** tab

Align the report title text so that it is horizontally centered in the cell.

8. Click the **Align center** option .

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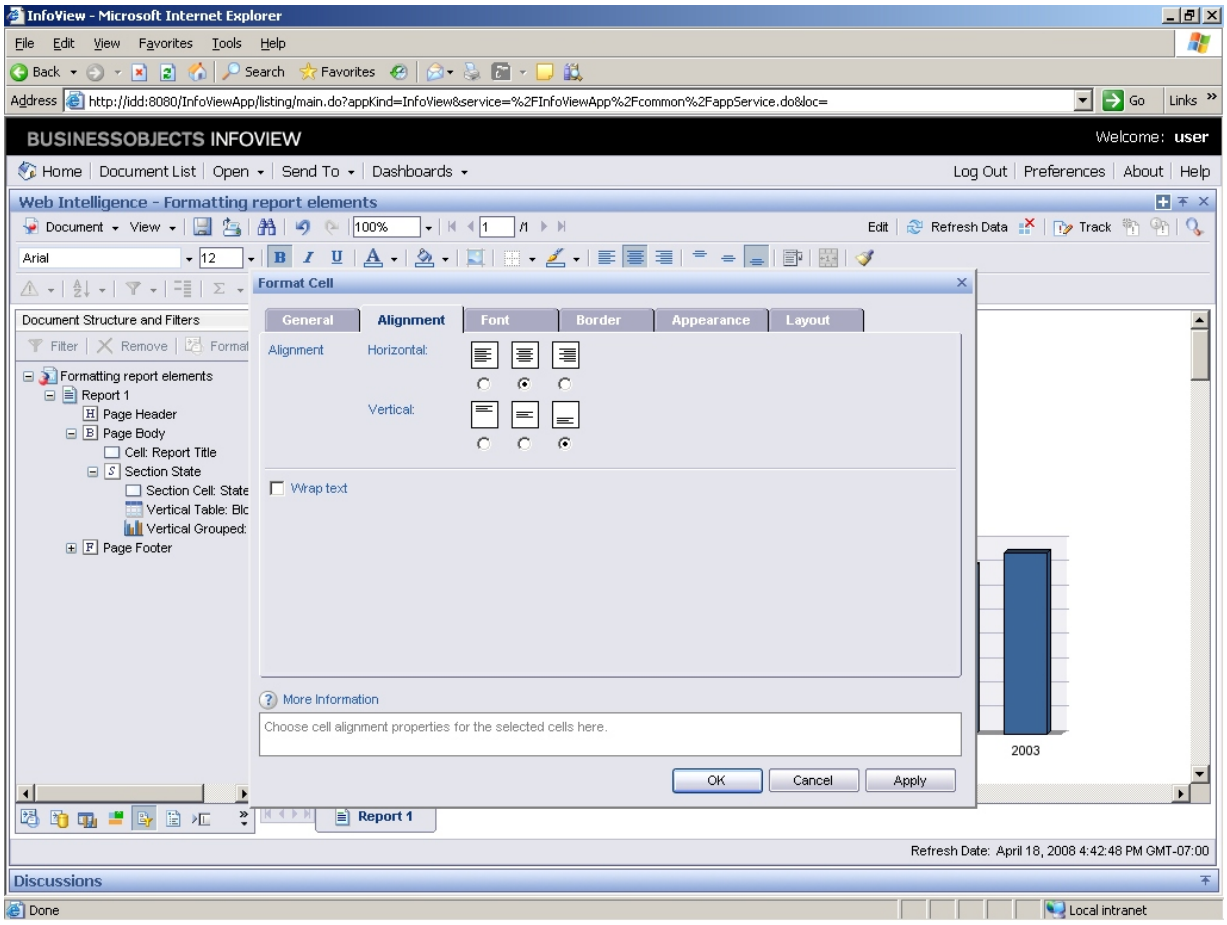
Cell text alignment



9. Click **Apply**.

You want to look at the formatting changes you have made.

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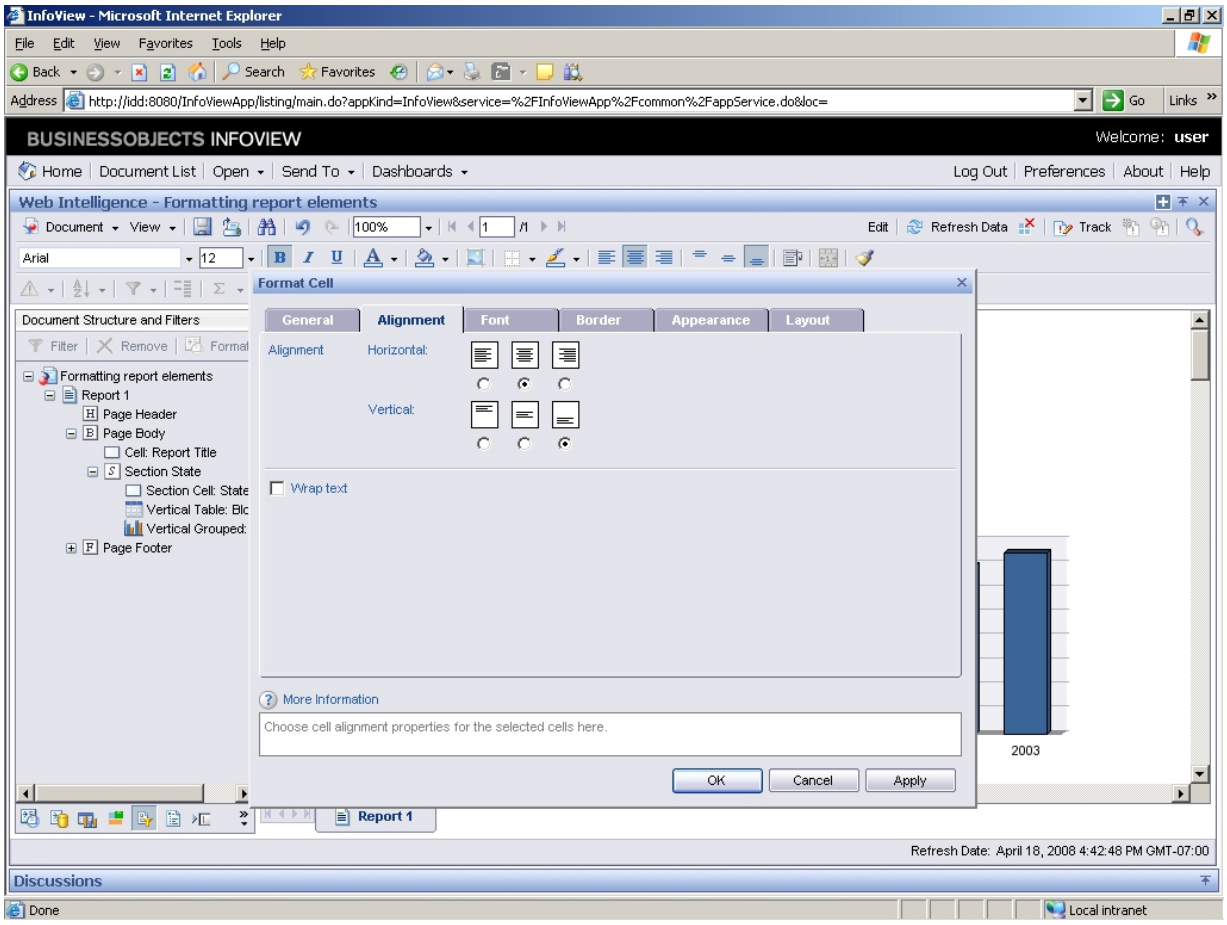
Formatting report elements



10. Drag the **Format Cell** dialog box to the left side of the screen.

Move the Format Cell dialog box so that you can see the changes applied to the Report Title cell.

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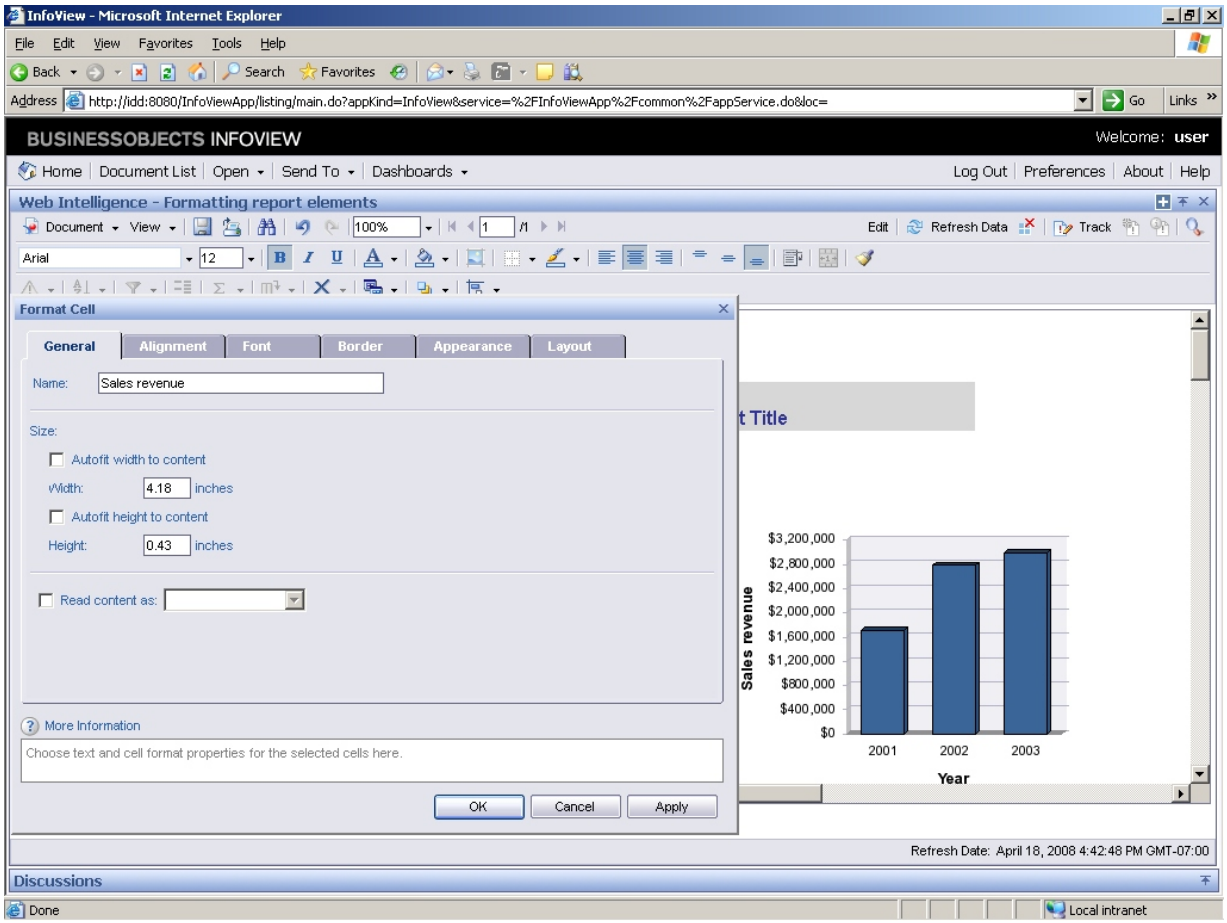
Change cell title



11. Click the **General** tab.

The border has been removed below the Report Title cell, and the title has been center aligned.

Now you are going to replace the report title text with a meaningful title.

12. As required, complete/review the following fields:

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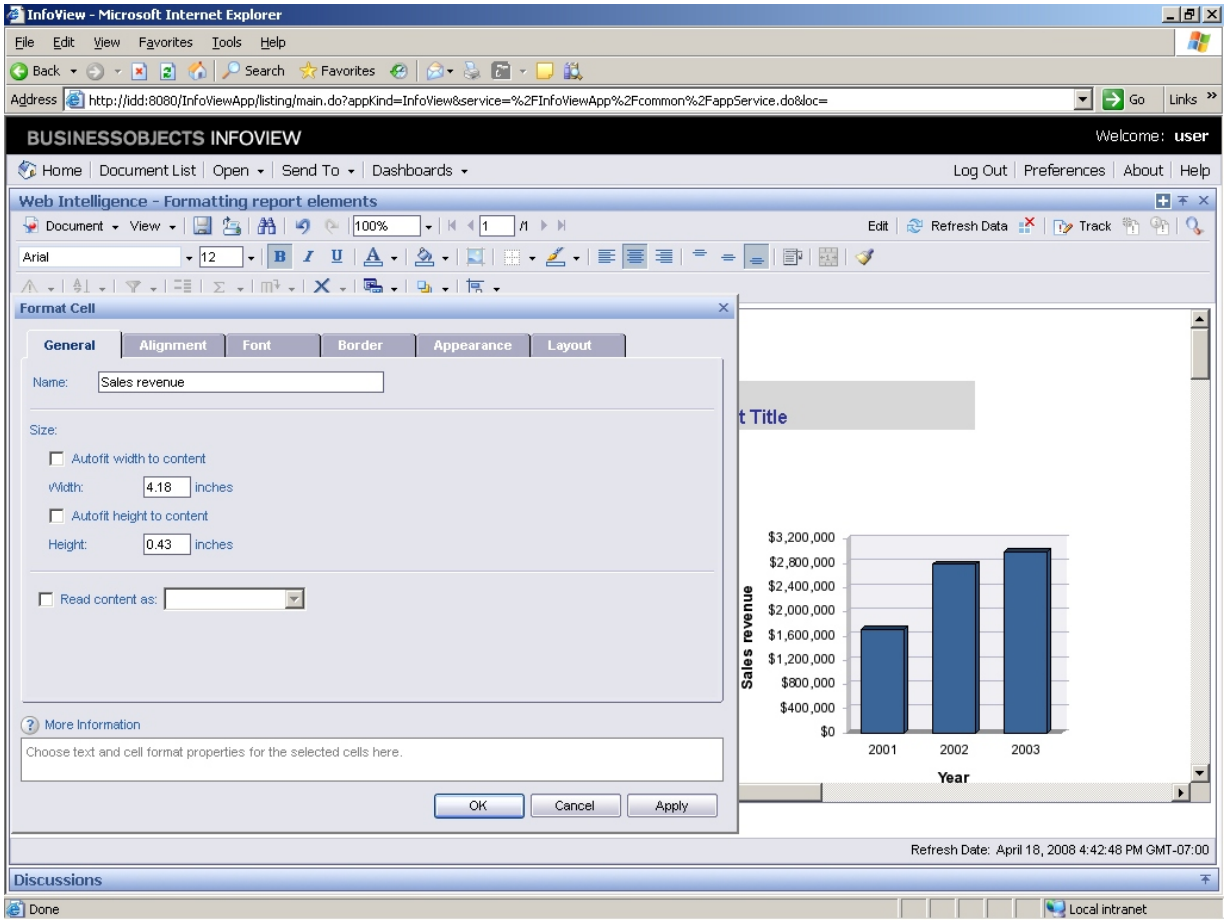
Field	R/O/C	Description
Name:	R	**Example:** Sales Revenue

Enter the desired information into the **Name:** field.

Formatting report elements



13. Click **OK**.

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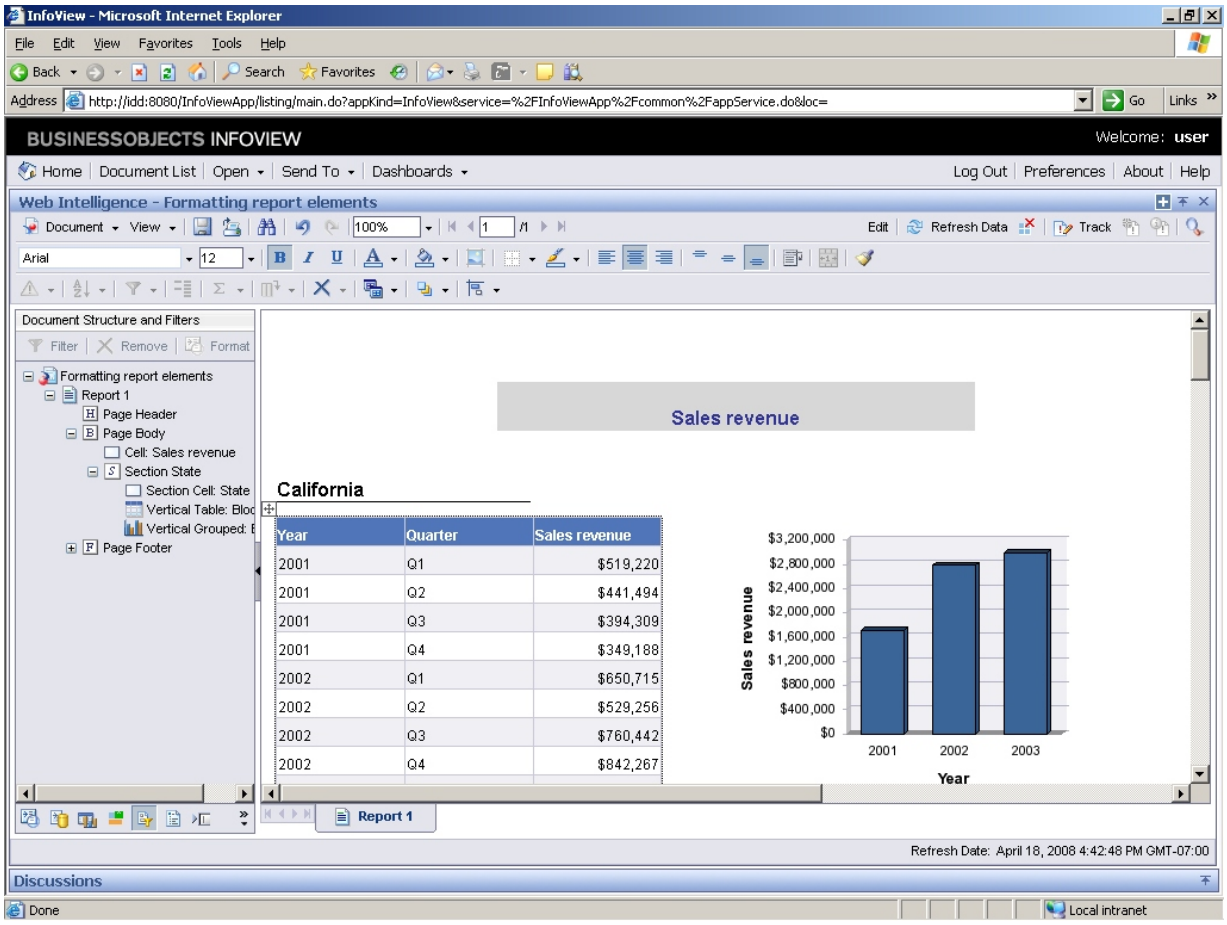
Text color



14. Click the **Text color** .

    You can also use the Formatting toolbar to apply formatting changes.

    You are going to change the font color, using the toolbar this time.

15. Click **Violet** .

    Change the font color to violet.

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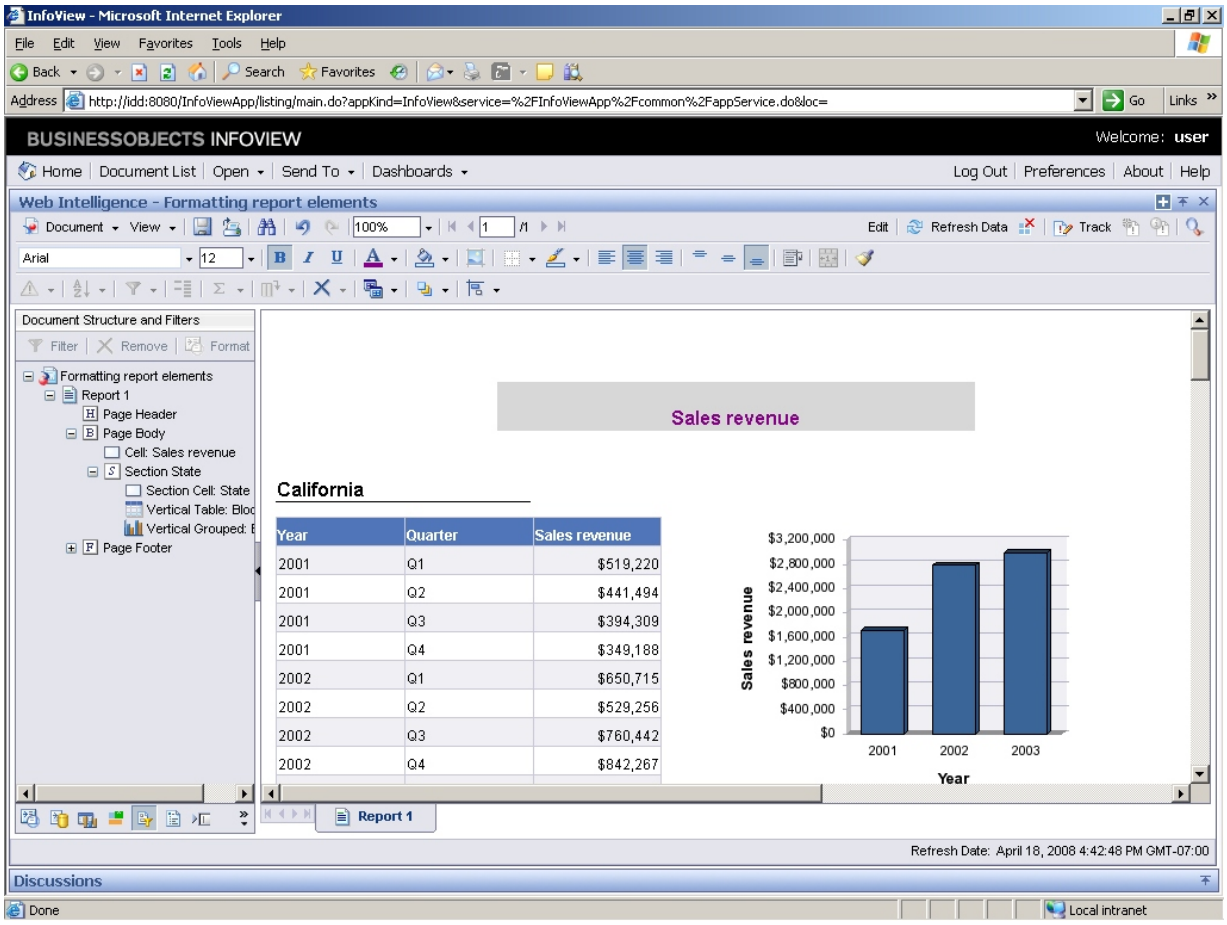
Formatting report elements



16. Click the**Vertical Table: Block1** tree item.

The font color in the title text has been modified.

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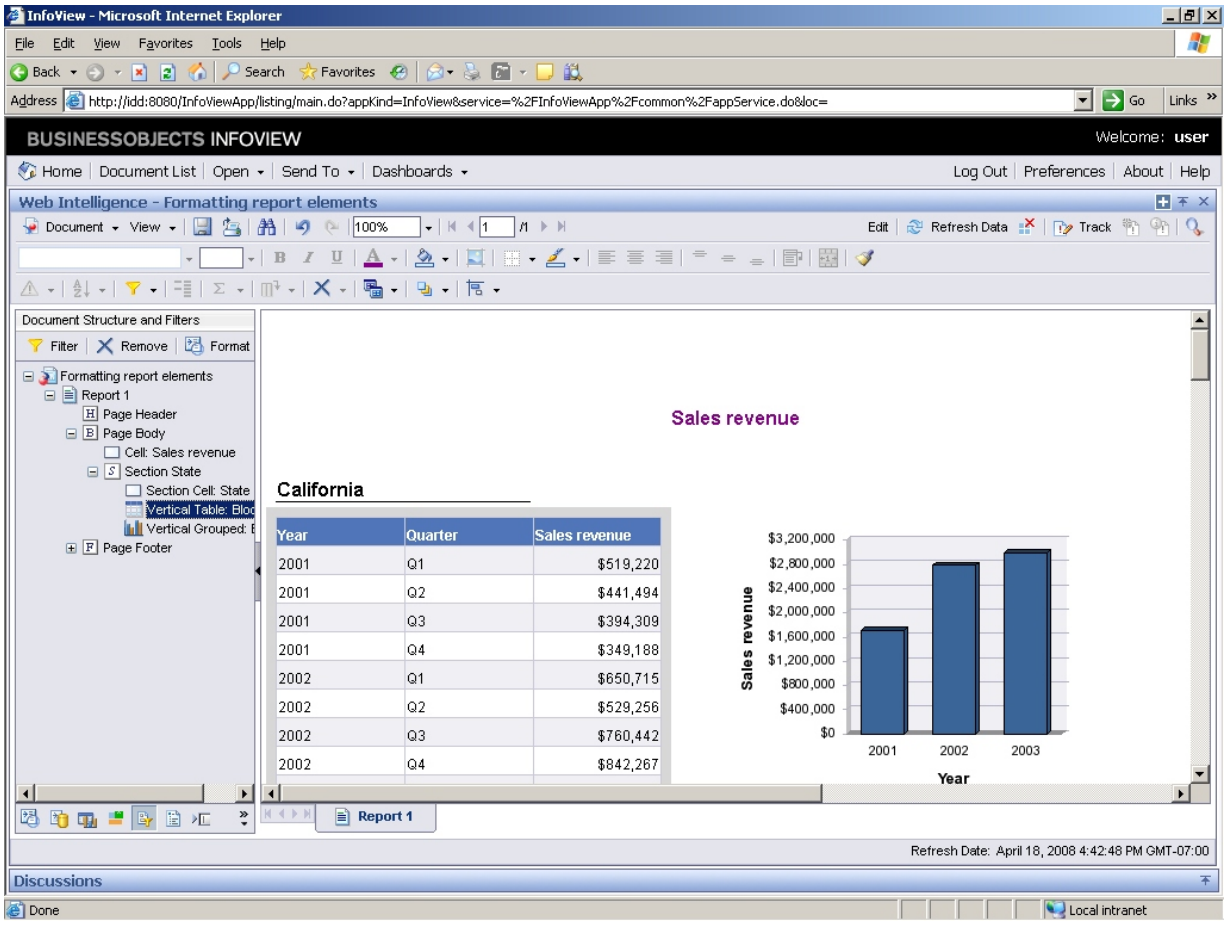
Formatting report elements



17. Click the **Year** column header.

The table is highlighted. You are going to change the formatting of all three column headers at the same time.

18. Press the **[Ctrl]**key andclick the **Quarter**column header.

19. Press the **[Ctrl]**key andclick the **Sales revenue**column header.

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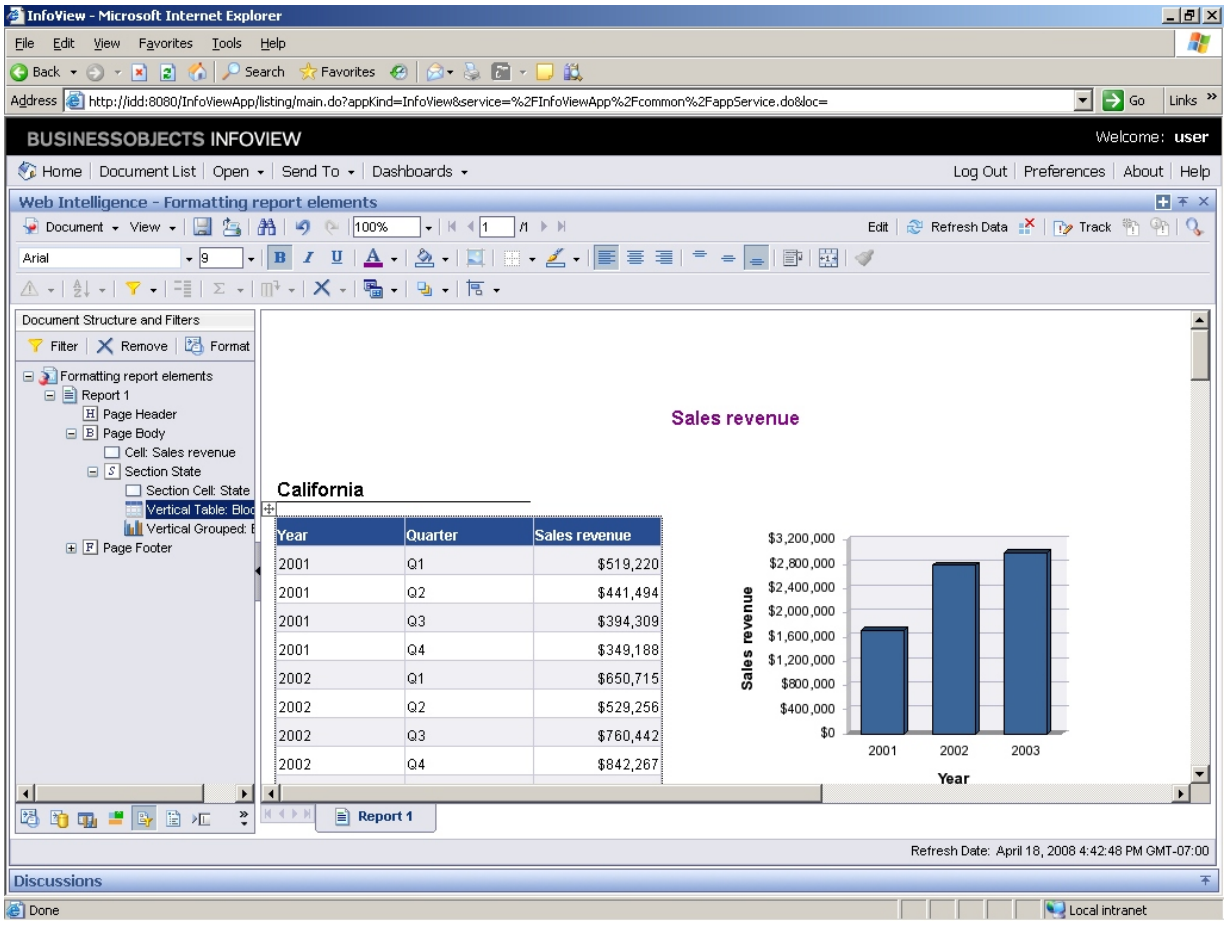
Formatting report elements



20. Click **Align center**.

All three column headers in the table are highlighted.

21. Press [Enter] to continue.

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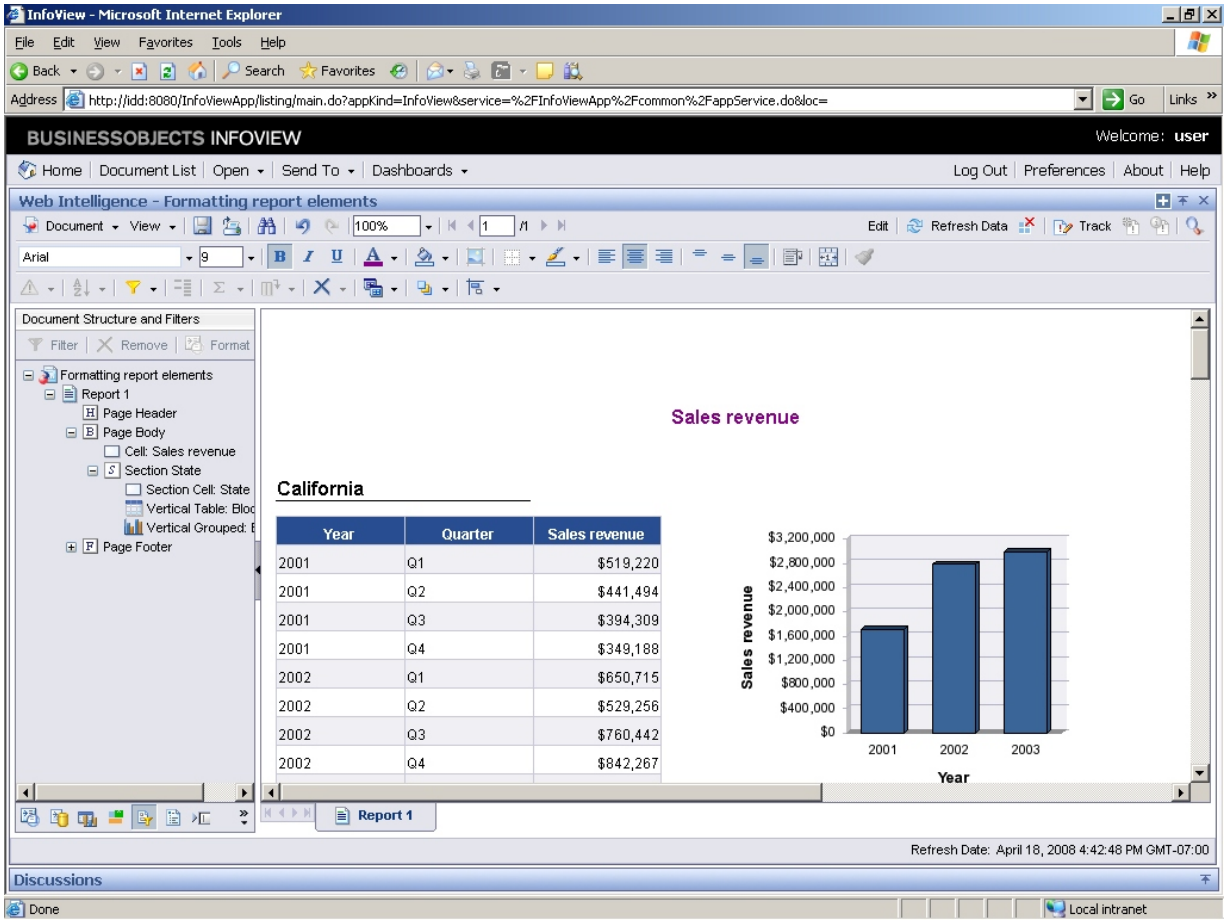
The text in all three column headers have been aligned in the center.

Now you are going to align the values in the Year and Quarter columns so that they are centered as well.

Press **[Enter]** to continue.

Formatting report elements



22. Click an entry in the **Year** column.

23. Press the**[Ctrl]**key andclick an entry in the **Quarter**column .

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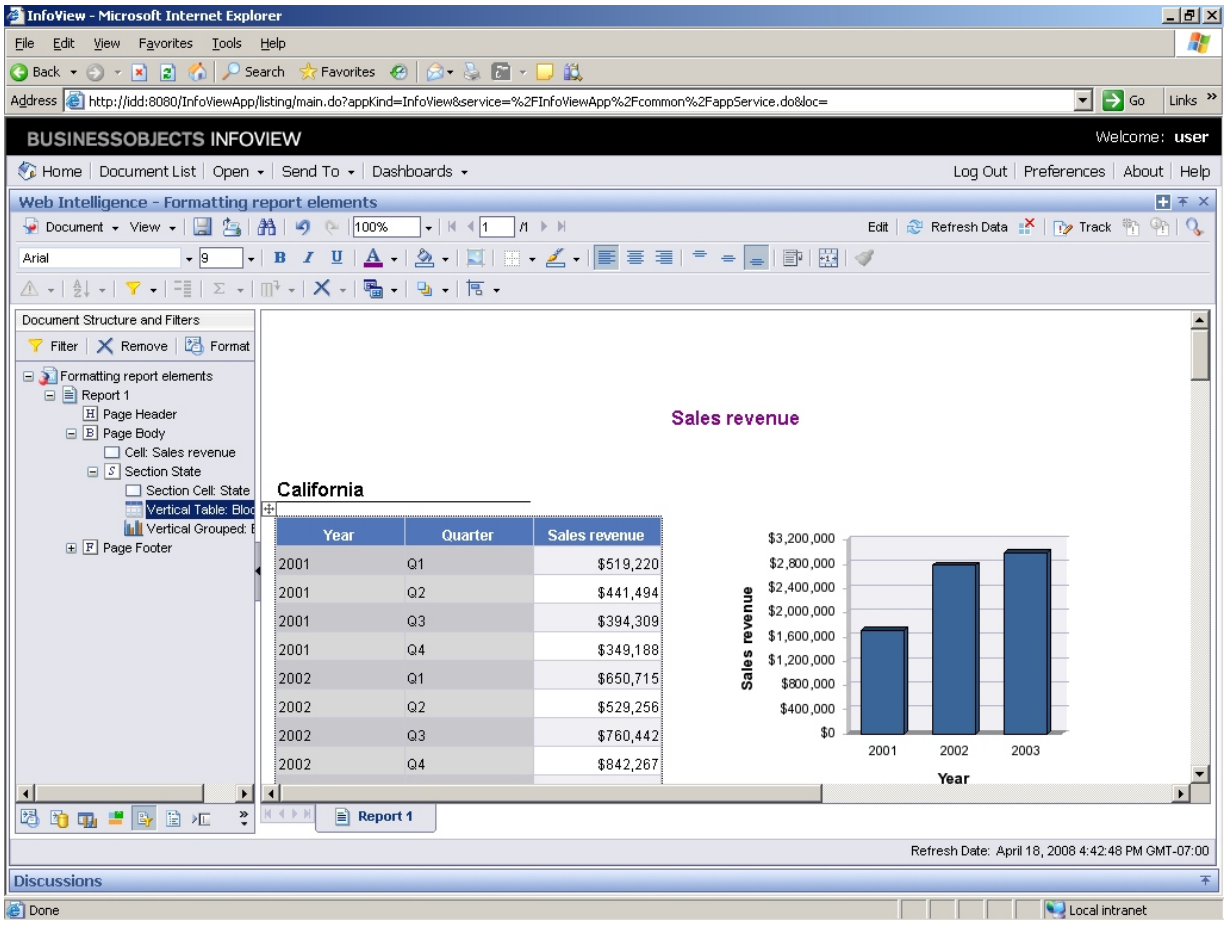
Formatting report elements



24. Click **Align center** .

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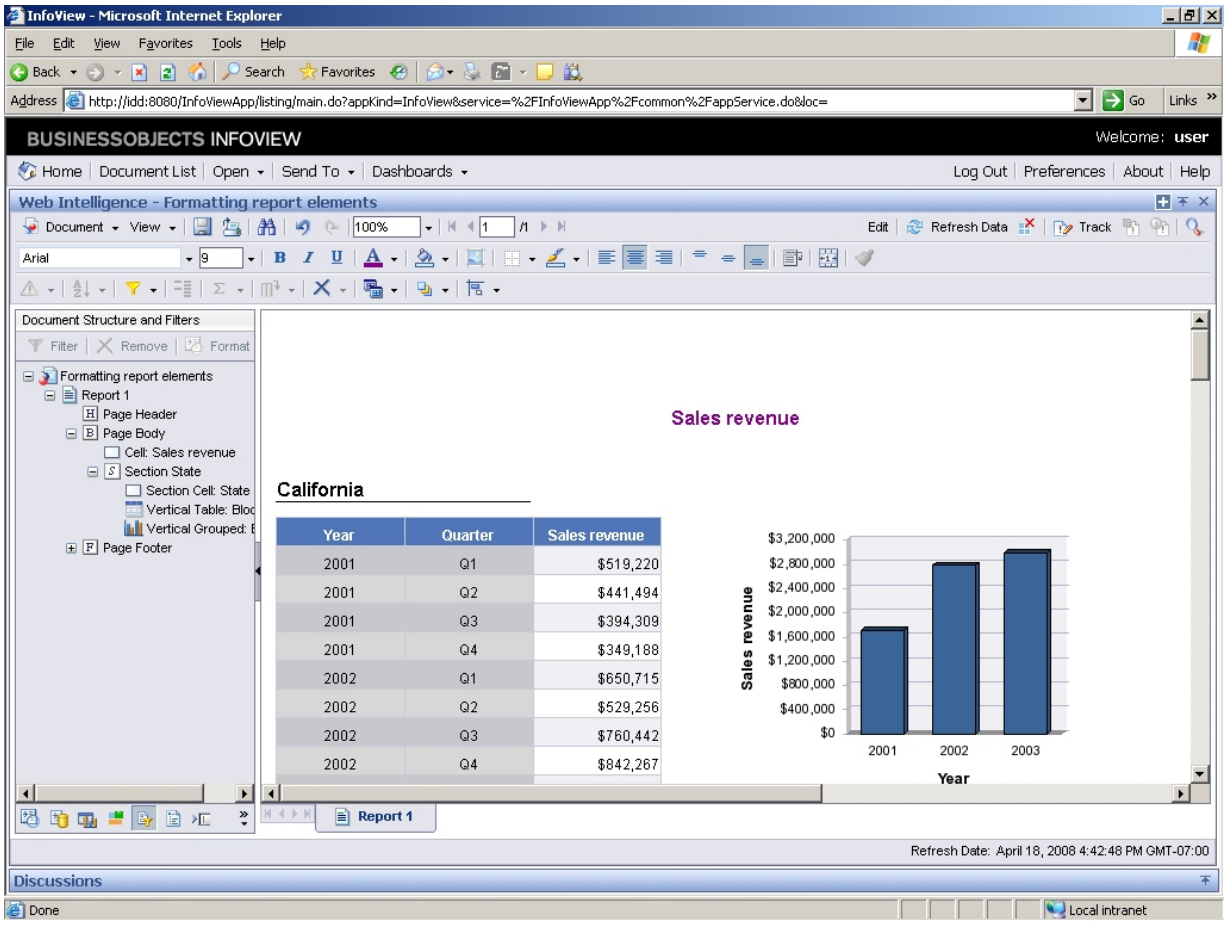
Formatting report elements



25. Click the**Vertical Table: Block1**list item.

    The values in the Year and Quarter columns are centered.

    Continue formatting the entire table.

26. Click **Format** .

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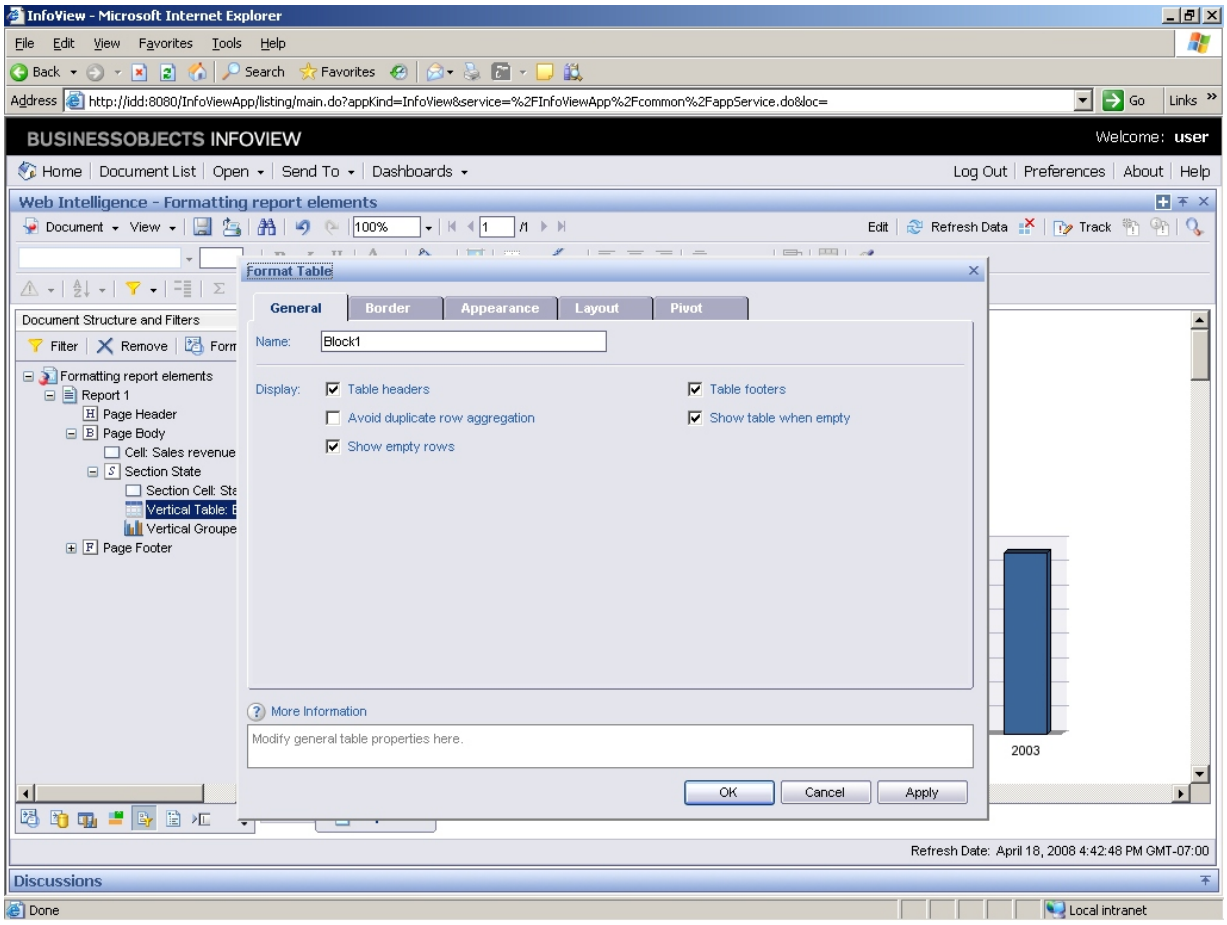
Format table



27. Click the **Appearance** tab.

This is the Format Table dialog box. The four tabs in this box allow you to modify the default format settings for the selected table.

28. Click the **Layout Properties** tab.

The Appearance tab allows you to change the overall appearance of the table by adding background images or changing the spacing and color definitions of the rows in the table.

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29. Click the **Avoid page breaks** in a block option.

The Layout Properties tab allows you to change the default layout settings for the table.

In this example, change the settings so that page breaks are not inserted in the middle of a table, if possible.

30. Click the **Pivot** tab.

31. Click **OK**.

The Pivot tab allows you to change the data displayed in the table, by swapping columns or adding new columns in the table.

32. Start the transaction using the menu path or transaction code.

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