

Icon	Title	Description	Example
	Formula Column	<p>A Formula Column is an extra column based on the results of a formula.</p> <p>Note: If the column you add is blank or displays a question mark (?), try the following:</p> <ol style="list-style-type: none"> 1. Make sure you selected the correct data type. 2. Make sure you selected the correct display format (not needed for text values). 3. Make sure you used the correct function. See Formula Help for more information. 4. Check the column name as they are case sensitive. 	<p><i>To upper case all last names:</i></p> <ul style="list-style-type: none"> • Name: LAST NAME • Insert Column: [Last Name] • Formula: Ucase([Last Name]) • Data Type: Text • Display Format: (leave blank)
	Layout	<p>Reorder and hide columns.</p> <p>Note: If this or any function is expanded, the icon, text, and web form will be exported to Excel or PDF. Collapse all function icons (by clicking on them) for the best export results.</p>	<p><i>To hide unwanted columns:</i> Uncheck the box and click OK</p> <p><i>To show hidden columns:</i> Check the box and click OK</p>
	Sort Order	<p>Sort Order sets the initial sort order of the rows.</p> <p>Note: Sort Order will not work on grouped columns.</p>	<p><i>To sort by Last Name, then by Content Title:</i></p> <ul style="list-style-type: none"> • Data Column: Last Name • Order Direction: Ascending -- and -- • Data Column: Content Title • Order Direction: Ascending
	Filter	<p>Filtering removes rows that you don't want to show. The results will include the values you have selected and remove rows with all other values.</p> <p>Note: The text you enter in the Value box is case-sensitive.</p>	<p><i>To see all incomplete courses:</i></p> <ul style="list-style-type: none"> • Filter Column: Complete Date • Comparison: = • Value: (leave blank)
	Group	<p>Organize the list by grouping and sub-grouping on data values.</p>	<p><i>Group by last name:</i></p> <ul style="list-style-type: none"> • Grouping Column: Last Name
	Aggregate	<p>Aggregates are totals, averages, standard deviations, maximums, and minimums that appear at the top of the report. Aggregates values also appear at each Grouping level.</p>	<p><i>Determine how many records:</i> exist for each last name:</p> <ul style="list-style-type: none"> • Data Column: Last Name • Aggregate Function: Count <p><i>Determine the average score:</i></p> <ul style="list-style-type: none"> • First set filter Final Score >= 1, to remove blank values • Data Column: Final Score • Aggregate Function: Average
	Chart	<p>Add a Pie, Bar, Line, Curved Line, or Scatter chart.</p>	<p><i>Chart average score per course:</i></p> <ul style="list-style-type: none"> • Click Bar, to create bar chart • Label Column: Content Title • Data Column: Final Score • Data Aggregation: Average
	Crosstab	<p>A Crosstab is also called Pivot Table. Each column of the Crosstab table is represented by the unique values in the Header Values column. Each row of the Crosstab table is represented by the distinct values in the Label Values column. The "cells" are derived from the Aggregate Values column by adding, counting, or averaging (depending on the Aggregate Function) all the values unique to each Crosstab and Label Column.</p>	<p><i>To create a crosstab table of users, courses, and final score average:</i></p> <ul style="list-style-type: none"> • Header Value Columns: Content Title • Label Values Column: Last Name • Aggregate Values Column: Final Score • Aggregate Function: Average
	Paging	<p>Set the number of rows displayed per page, or remove the paging controls and show all rows.</p>	<p><i>See more rows per page:</i></p> <ul style="list-style-type: none"> • Increase rows per page number