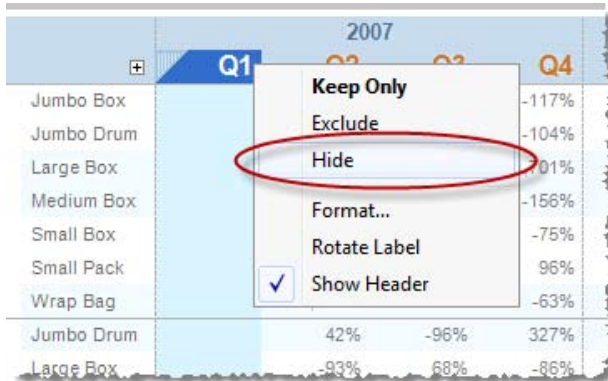


Hide Columns and Rows

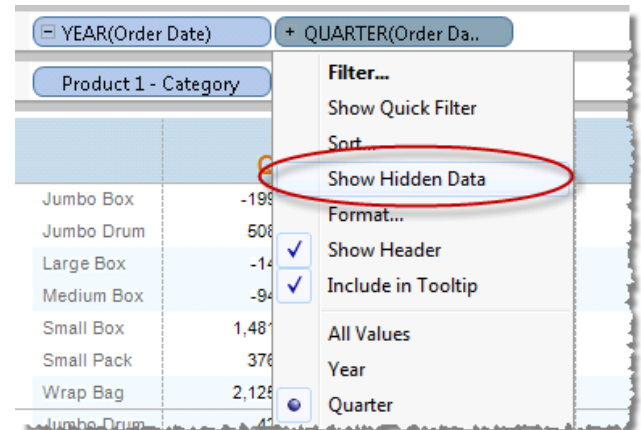
Sometimes you may want to include values in calculations and totals but not show them in the view. For example, in a view showing quarterly growth you may want to hide the first quarter in the series because there are no previous quarters to compare it with.

- 1 Right-click the Column or Row to Hide**
Right-click the column or row that you want to hide. Then select **Hide**.



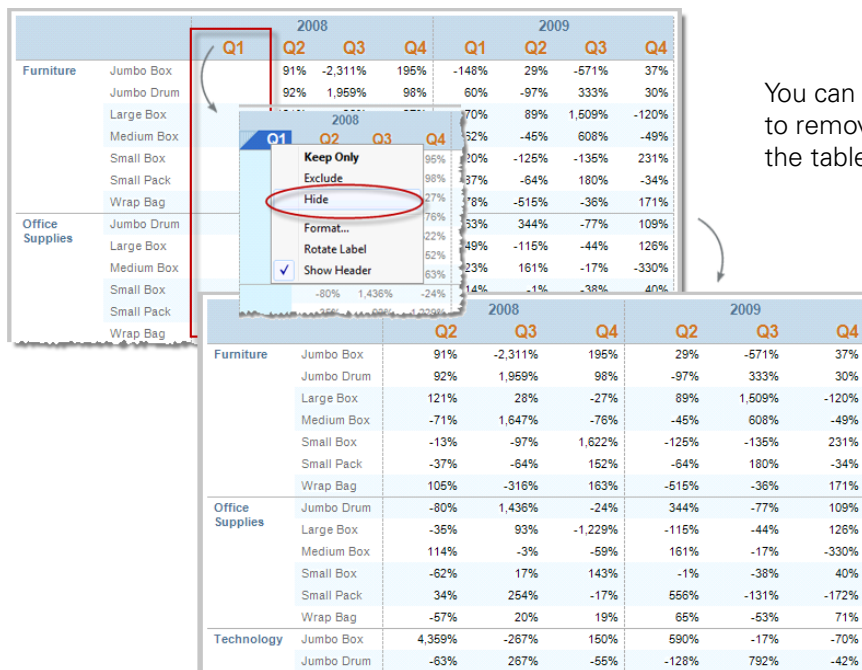
The column is hidden but table calculations and totals are still computed using the hidden values.

- 2 Show Hidden Columns and Rows**
Open the field menu for a field that has hidden columns and rows and select **Show Hidden Data**.



Example: Quarter over Quarter Growth Analysis

The view below shows quarter over quarter growth, computed using a Percent Difference table calculation. You can see that the Q1 Column of 2008 is empty because there are no previous quarters to compare it to.



		2008				2009			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Furniture	Jumbo Box		91%	-2,311%	195%	-148%	29%	-571%	37%
	Jumbo Drum		92%	1,959%	98%	60%	-97%	333%	30%
	Large Box			121%	28%	-27%	89%	1,509%	-120%
	Medium Box			-71%	1,647%	-76%	-45%	608%	-49%
	Small Box			-13%	-97%	1,622%	-125%	-135%	231%
	Small Pack			-37%	-64%	152%	-64%	180%	-34%
Office Supplies	Wrap Bag		105%	-316%	163%	-515%	-36%	171%	
	Jumbo Drum		-80%	1,436%	-24%	344%	-77%	109%	
	Large Box		-35%	93%	-1,229%	-115%	-44%	126%	
	Medium Box		114%	-3%	-59%	161%	-17%	-330%	
Technology	Small Box		-62%	17%	143%	-1%	-38%	40%	
	Small Pack		34%	254%	-17%	656%	-131%	-172%	
	Wrap Bag		-57%	20%	19%	65%	-53%	71%	
	Jumbo Box		4,359%	-267%	150%	590%	-17%	-70%	
Jumbo Drum		-63%	267%	-55%	-128%	792%	-42%		

You can right-click the column and select **Hide** to remove it from the view but keep using it in the table calculation.