

Results: Basic Formatting Webinar

Meet Your Trainer

Jaime Ransom

Training & Development Associate

Learning Objective

After completing this training, Report Writers will understand how to use Results formatting tools to customize the look and feel of reports.

Agenda

Overview

Font Styles

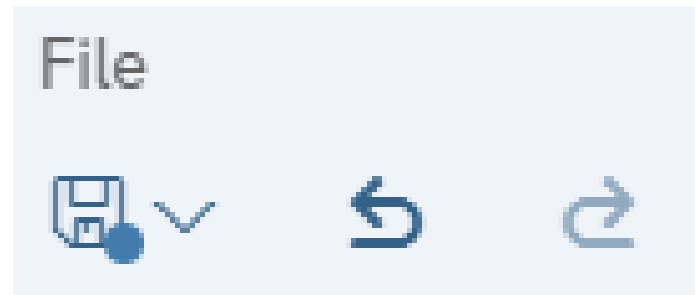
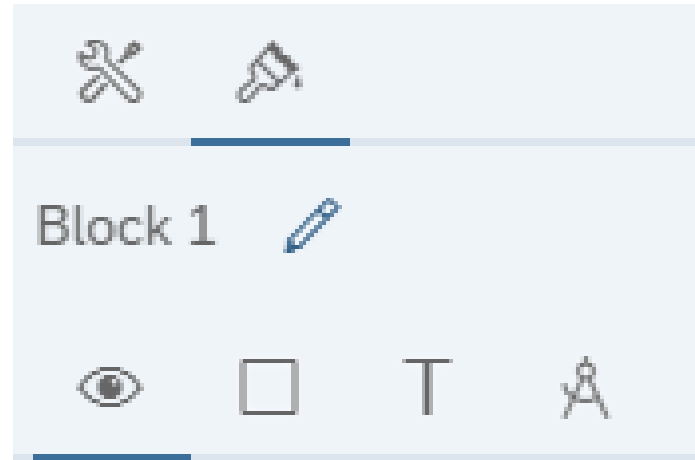
Cell Styles

Numbers & Dates

Overview

Overview

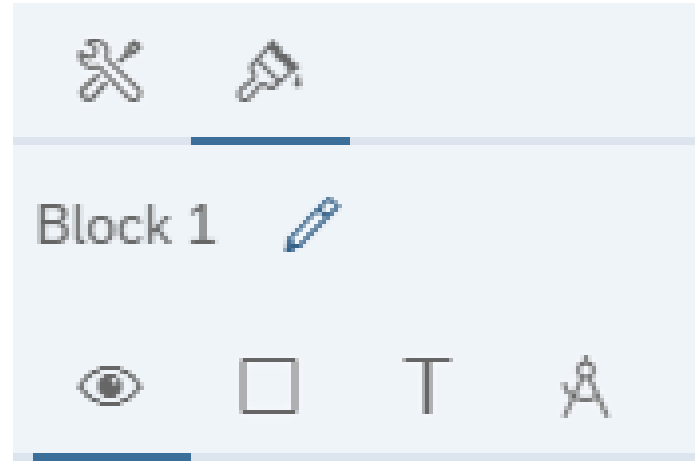
- Menu can be expanded or concealed
- Menu Panel is dynamic
 - Block
 - Column
 - Cell
- Changes can be undone



Overview

Block Menu Options

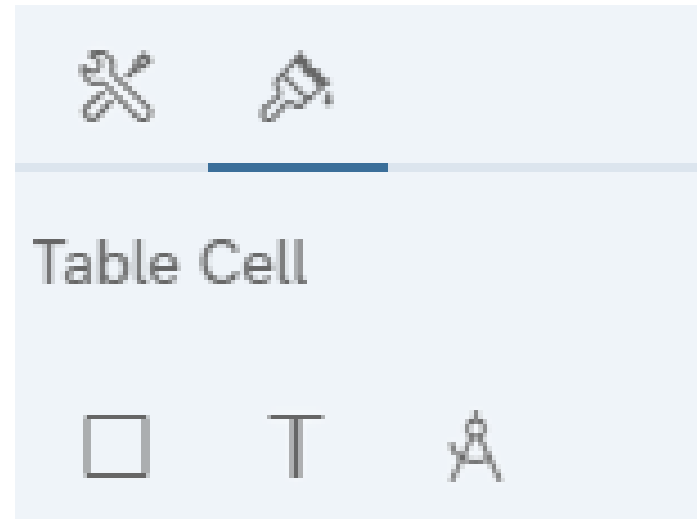
- Display
- Appearance
- Text
- Layout



Overview

Cell Menu Options

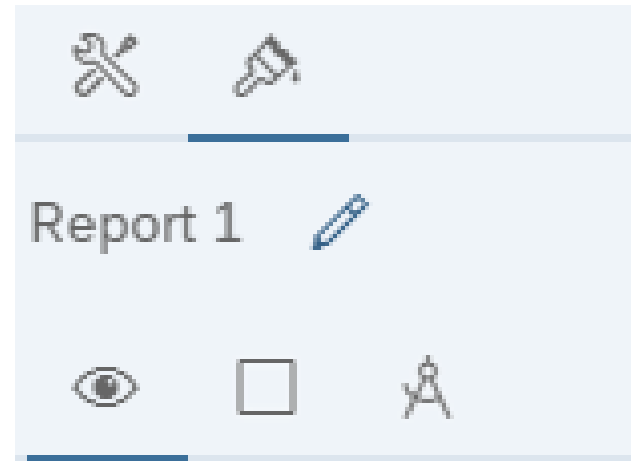
- Appearance
- Text
- Layout



Overview

Report Options (no cell selected)

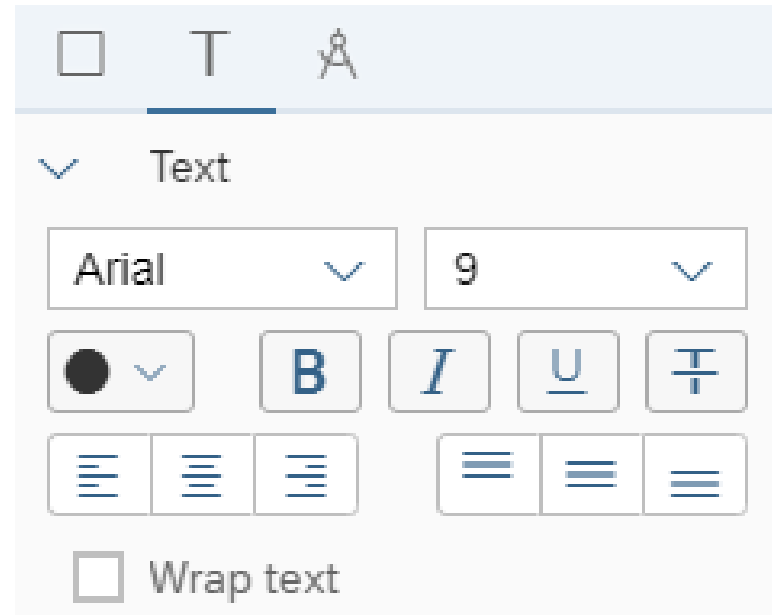
- Display
- Appearance
- Layout



Font Styles

Font Styles

- Accessed under the T icon
- Font Styles
- Alignment/Adjustment
- Wrap Text



Cell Styles

Cell Styles

- Under Appearance Settings (Square Icon)
- Background color
- Borders
- Spacing and Padding

Time Saving Tip

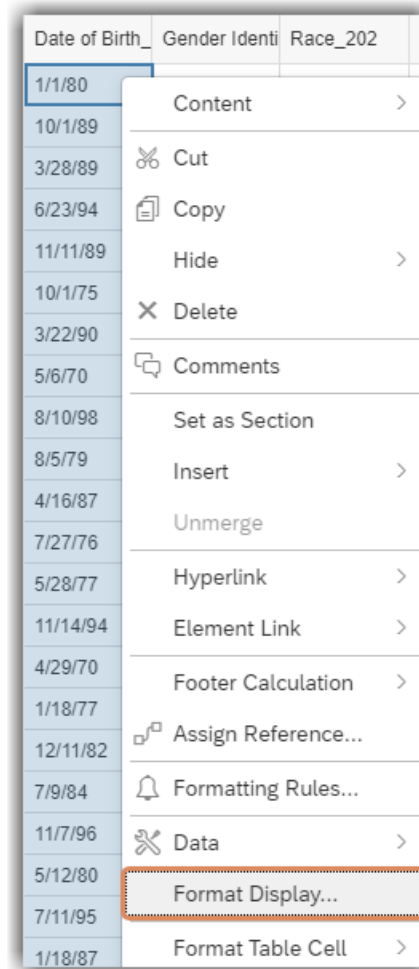
When changing the formatting of headers and columns, it's helpful to use the ctrl key to select multiple columns then change text and cell formatting.

Numbers & Dates

Numbers & Dates

Steps

1. Select column data
2. Right click
3. Click Format Display

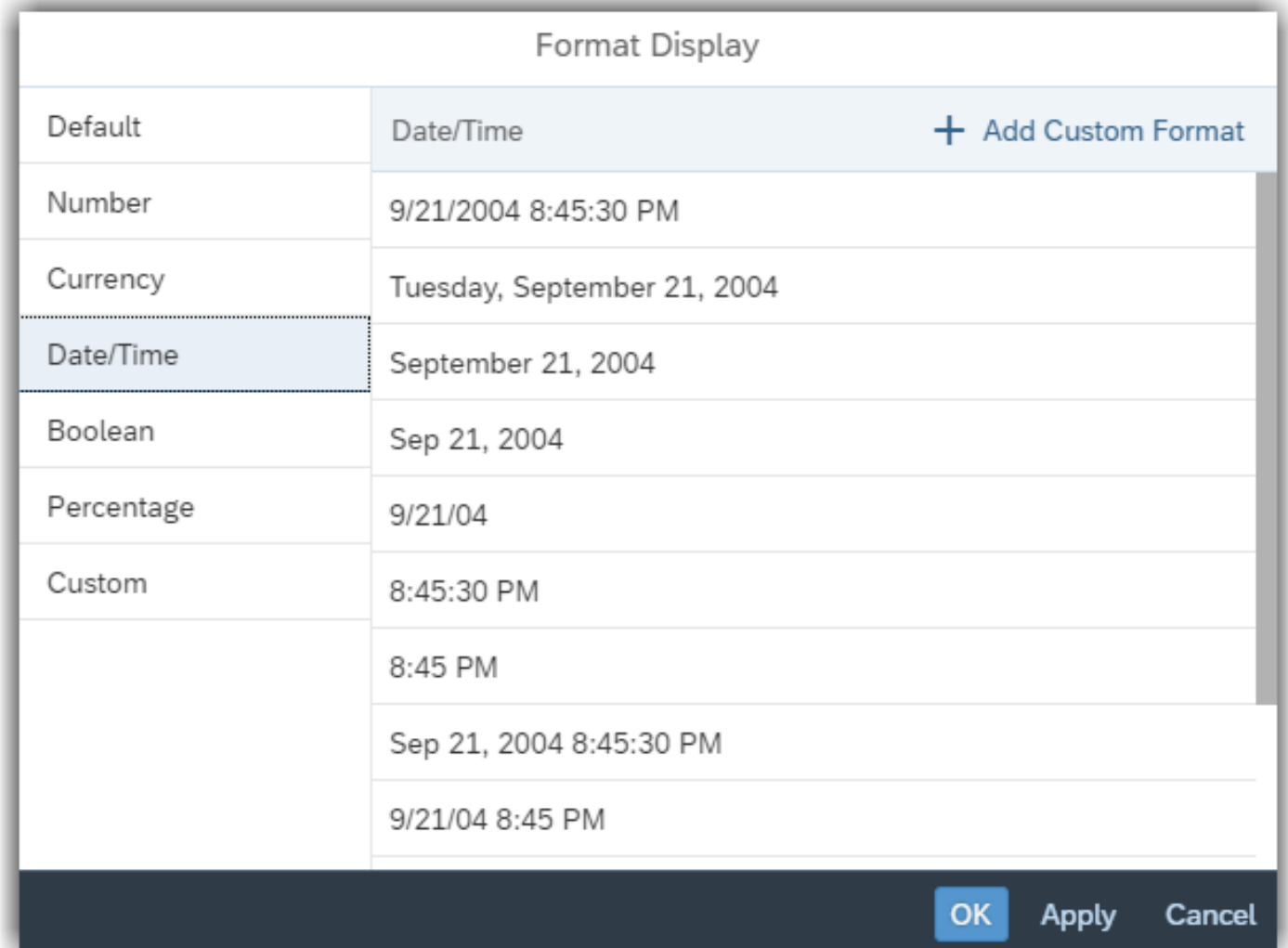


Numbers & Dates

Steps

1. Select column data
2. Right click
3. Click Format Display
4. Select Desired Format
5. Click Apply, then OK

Note: Overrides the default formatting for dates and numbers



Additional Resources

Additional Training Opportunities

- Knowledge Base Articles – Search in Chat
- On-demand Videos in our [Bonterra Academy](#)
- Free Webinars & Recordings
- Boot Camps - Intensive Multiday Trainings that Cover the Basics
- Labs - 2 hr Live Trainings on Specific Topics and Capabilities



Build confidence and knowledge
in our software.

Customer Support

Reach out to our Customer Support Team with Questions or Concerns.

Weekdays 7am – 7pm CST via chat or through email: apricot@bonterratech.com

Q & A

- Ask questions about functionality covered in this training
- Ask trainer to redo a demo
- Ask real-life application questions
- Or sign off and we will see you in the next training!



Thank you for attending!

We hope to see you
in future trainings.