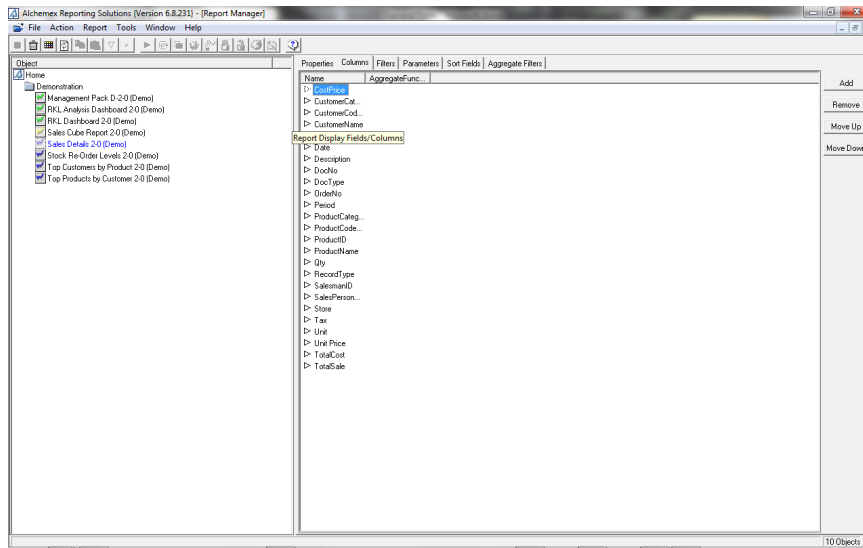
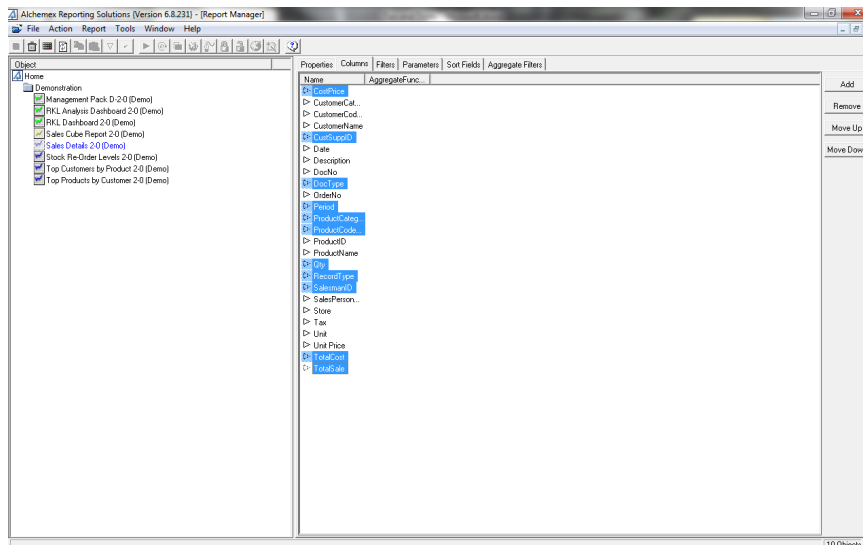


Selecting Multiple Columns

1. You can select multiple columns in the report manager by using the “Ctrl” or “Shift” key along with a mouse click.



2. Hold down “Shift” for selecting multiple adjacent columns or “Ctrl” for selecting multiple random columns.



This is useful tip when moving, deleting or adding the aggregate function to multiple columns.