

DISCOVERER TOOLBARS

1.1 Tool Bars

Discoverer provides users the capability on screen to do different functionality utilizing the Standard Toolbar or the Formatting Toolbar icons.

1.1.1 Standard Toolbar Icons

The following chart illustrates each icon and provides a brief description of Standard Toolbar icons applicable to the FMC business area:

<i>Icon</i>	<i>Description</i>
 Open Workbook	Clicking this icon will bring up the Open Workbook from Database dialogue box allowing the user to select a different workbook.
 Print	Clicking this icon will bring up the Print dialogue box allowing the user to print the worksheet.
 Print Preview	Clicking this icon will bring up the Print Preview dialogue box allowing the user to view how the document will print out.
 Edit Table	Clicking this icon will bring up the Edit Worksheet dialogue box at the Table Layout tab allowing the user to arrange how the worksheet will look between column headers and page items.
 Edit Graph	Clicking this icon will bring up the Edit Graph dialog box allowing the user to arrange the type and format of the graph to be displayed.
 Refresh	Clicking this icon will bring up the Edit Parameter Values dialogue box allowing the user to change the values in the parameter fields.
 Sort Low to High	Clicking this icon will allow the user to sort a column from a low value to a high one.
 Sort High to Low	Clicking this icon will allow the user to sort a column from a high value to a low one.
 Group Sort	Clicking this icon will allow the user to designate a column as being group sorted.
 Export to HTML	Clicking this icon will export the worksheet as shown on screen to a HTML format.

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<i>Icon</i>	<i>Description</i>
 Export to Excel	Clicking this icon will export the worksheet as shown on screen automatically to Excel. User will not be notified of the name or the place the file was saved the first time it is saved. After that the user will be prompted if they wish to overwrite the file.

1.1.2 Formatting Toolbar Icons

In order for the user to use the following icons, something within the worksheet must be highlighted. The following chart illustrates each icon and provides a brief description of Formatting Toolbar icons applicable to the FMC business area:

<i>Icon</i>	<i>Description</i>
Font Type 	Allows a user to change the font of the text selected using a drop-down menu.
Font Size 	Allows a user to change the font size of the text selected using a drop-down menu.
Bold 	Allows a user to bold the text selected.
Italicized 	Allows a user to italicize the text selected.
Underlined 	Allows a user to underline the text selected.
Left Justified 	Allows a user to left justify the text selected .
Center Justified 	Allows a user to center justify the text selected.
Right Justified 	Allows a user to right justify the text selected.
Fully Justified 	Allows a user to fully justify the text selected.

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<i>Icon</i>	<i>Description</i>
Word Wrap 	Allows a user to wrap the text selected.
Number Format  Currency Format  Percentage Format 	<p>Allows a user to change the text selected to a number format.</p> <p>Allows a user to change the text selected to a currency format.</p> <p>Allows a user to change the text selected to a percentage format.</p>
Move Decimal Right  Move Decimal Left 	<p>Allows a user to move the decimal of a number format to the right one place.</p> <p>Allows a user to move the decimal of a number format to the left one place.</p>
Background Color 	Allows the user to change the background color of the text selected.
Font Color 	Allows the user to change the font color of the text selected.
New Conditional Format 	Allows the user to create a new conditional format.
New Stoplight Format 	Allows the user to create a new stoplight format.