


Moving, Resizing and Hiding Columns

- To move a column, click on the column you want to move and drag the column left or right to the desired position.
- To resize a column, click on the column you want to resize and drag the ▼ icon until the column is the size you want.
- To hide a column, click on the column you want to hide and move your mouse over the  icon and select the **Hide Column**