Working with rows

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This section outlines how to work with rows in the table: selection, clearing values, adding and removing rows.

Selecting an entire row

To select the entire row

- Click the number cell of the row you want to select.

#	Name	△ Documentation
1	Student	A person attended to study or studying the course. Student is supervised and provided with the support of a teacher or a group of teachers.
2	Teacher	A person who designs the course and/or prepares the learning material for the course. He/she supervises and provides with a support a student or a group of students during the study process.

Clearing values from an entire row

> **Data types**
> Only String, Boolean, Number, or Enumeration data types can be cleared from a cell.

To clear values from an entire row

1. Right-click the number cell of the row.
2. Do one of the following:
   - From the shortcut menu, click the **Clear** command.
   - Press **Delete** from the keyboard.

Adding a new row

You can create a new element in the model by adding a new row in the table. Each type of table requires a different procedure to add new row(s).

To add a new row in the Generic and Glossary tables

1. On the table toolbar, click the **Add New** button.

> **More information**
> Learn more about adding terms in Glossary Table >

Learn more about adding new elements in Generic Table >

To add a new row in the Instance Table

1. On the table toolbar, click ⬜ ▾ > ⬜ Create.

To add a new row in the Metric Table

1. On the table toolbar, click **Calculate Metrics** > **Add New Metric with Different Parameters**.

Removing a row from table

To remove a row from a table

1. Select the whole row or select one cell of the row you want to remove.
2. Do one of the following:
    - Click the **Remove From Table** button on the table toolbar.
    - Press **Ctrl+Delete** from keyboard.

Removing a row from the model

You can delete an element from the model when removing the row from a table.

To remove a row from a table

1. Select the whole row or select one cell of the row you want to remove.
2. Do one of the following:
    - Click the **Delete** button on the table toolbar.
    - Press **Ctrl+D** from keyboard.

Sorting rows

You can change the order of rows in the following ways:

- Sort the rows by one column.
- Sort rows by multiple columns.

To sort rows by a selected column

- Click the header of the column by which you want to sort the rows in the table. A small arrow showing the automatic sort order appears on the column header. Clicking the header once sorts the rows in ascending order. Clicking the header twice sorts the rows in descending order. All the rows in the table are automatically renumbered after sorting.

Ascending

#	Name	🔲 Make : String	▲ 🔲 Year : Integer
1	⊟ WN123AB	Hanter	1977
2	⊟ WN234CD	Calbaria	1999

Descending

#	Name	🔲 Make : String	▼ 🔲 Year : Integer
1	⊟ WN234CD	Calbaria	1999
2	⊟ WN123AB	Hanter	1977

To sort rows by multiple columns

- Press Ctrl + click on the first column header you want to sort the rows in the table. Repeat this action for the next column header you want to sort the rows in the table. A minimum of two column headers should be selected to multi-sort rows. A small arrow with a number showing the automatic multi-sort order appears on the column header. All the rows in the table are automatically renumbered after multi-sorting.

Moving rows up and down

To move a row up or down

1. Select the row.
2. Do either:
   - On the table toolbar, click the **Up** or **Down** button appropriately.
   - Right-click the row and select the **Up** or **Down** command appropriately.
   - Press Ctrl+Up Arrow or Ctrl+Down Arrow appropriately.

   The selected row as well as associated rows are automatically renumbered after moving.

## Displaying rows hierarchically

Hierarchical tables are very helpful when managing and reviewing any amount of data. Hierarchy in a table is a tree-like structure where all rows are listed according to the elements containment.

> **Important**
> The hierarchy in the Instance table is displayed according to an instance value that is a slot value of another Instance Specification. Composite instances are displayed.

To display elements hierarchically in a table

1. In the table toolbar, click .
2. Under the **Display Mode** option choose:
   - **Complete tree** to display elements with all their owners in the column header.
   - **Compact tree** to display elements with their direct and common owners in the column header.

   The hierarchy is created by listing all rows according to the elements containment.

Expanding/collapsing nodes in a hierarchical table

To expand/collapse nodes in a hierarchical table

- Click ⊞ / ⊟ in the name column.
- Select the row and press the right arrow key/left arrow key.

Displaying/hiding element numbers in a row

When creating a new table, rows are automatically numbered in the name column. The following procedure is important for those who modify existing tables created before Version 18.4.

To display/hide element numbers in the table

1. Open the Specification window of the table.
2. Set the **Show Element Number** property value to *true* to display element numbers, or *false* to hide them.
   The element numbers are displayed in the name columns before the element name (see the following example).

#		Name
1	E	44 MagicLibrary
2	R	44.4 Item reservation
3	R	44.4.4 Items purchase
4	R	44.4.4.4 Item request management
5	R	44.4.4.4.4 Requests status tracking
6	R	44.4.4.4.3 Requests confirmation
7	R	44.4.4.4.2 Requests deny
8	R	44.4.4.4.1 New items requests evaluation
9	R	44.4.4.3 External global repository