Procedure

1. Start the transaction using the menu path or transaction code.

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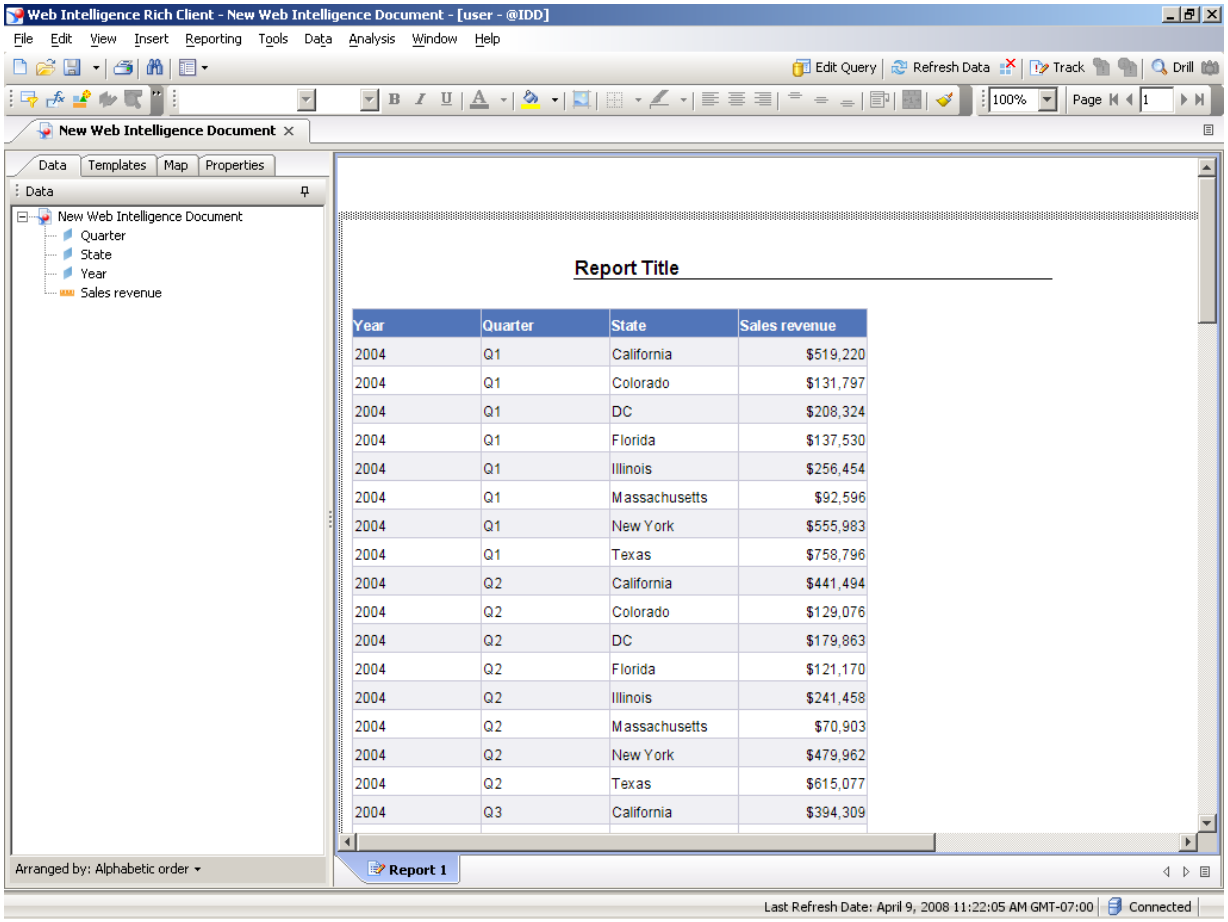

Year	Quarter	State	Sales revenue
2004	Q1	California	$519,220
2004	Q1	Colorado	$131,797
2004	Q1	DC	$208,324
2004	Q1	Florida	$137,530
2004	Q1	Illinois	$256,454
2004	Q1	Massachusetts	$92,596
2004	Q1	New York	$555,983
2004	Q1	Texas	$758,796
2004	Q2	California	$441,494
2004	Q2	Colorado	$129,076
2004	Q2	DC	$179,863
2004	Q2	Florida	$121,170
2004	Q2	Illinois	$241,458
2004	Q2	Massachusetts	$70,903
2004	Q2	New York	$479,962
2004	Q2	Texas	$615,077
2004	Q3	California	$394,309

2. Click an entry in the **Year** column.

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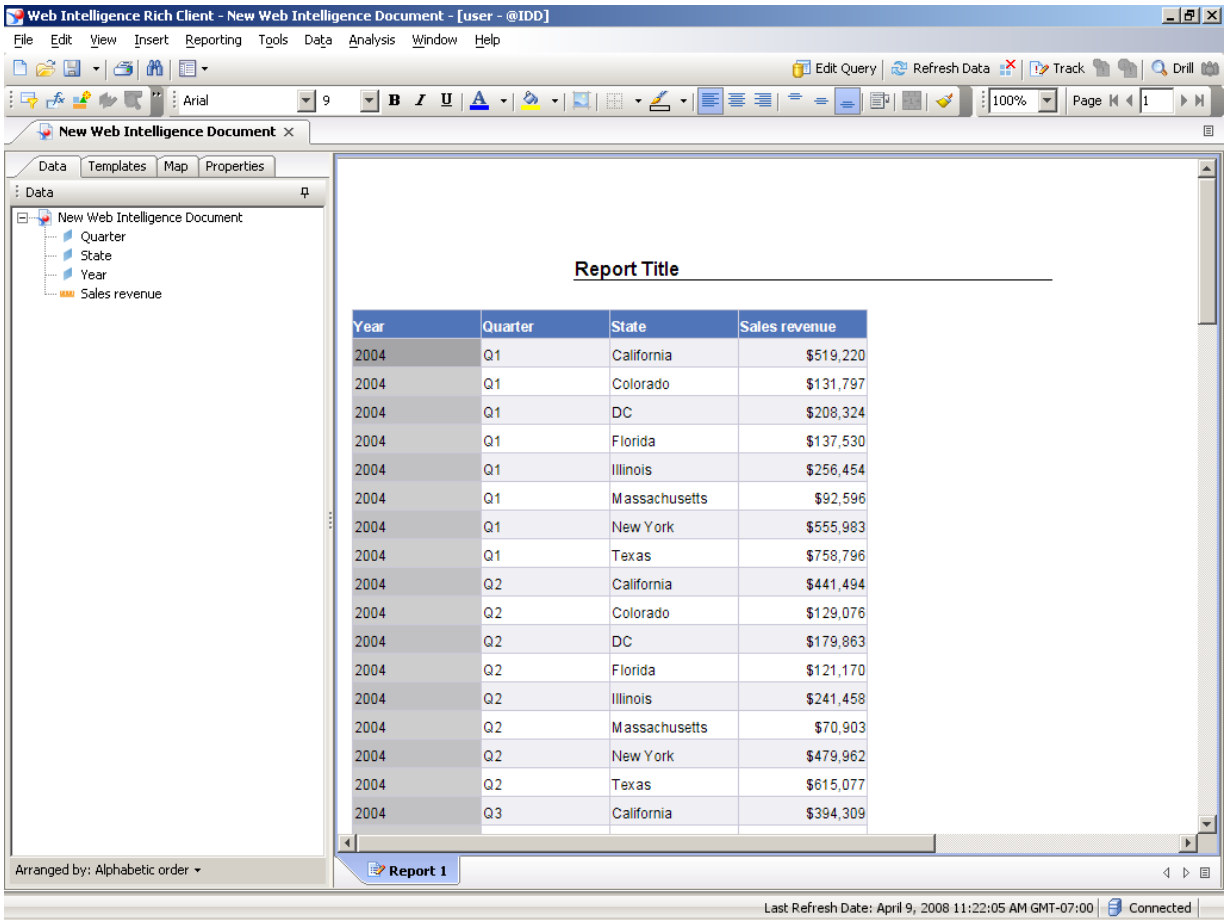

Year	Quarter	State	Sales revenue
2004	Q1	California	$519,220
2004	Q1	Colorado	$131,797
2004	Q1	DC	$208,324
2004	Q1	Florida	$137,530
2004	Q1	Illinois	$256,454
2004	Q1	Massachusetts	$92,596
2004	Q1	New York	$555,983
2004	Q1	Texas	$758,796
2004	Q2	California	$441,494
2004	Q2	Colorado	$129,076
2004	Q2	DC	$179,863
2004	Q2	Florida	$121,170
2004	Q2	Illinois	$241,458
2004	Q2	Massachusetts	$70,903
2004	Q2	New York	$479,962
2004	Q2	Texas	$615,077
2004	Q3	California	$394,309

3. Click **Insert**.

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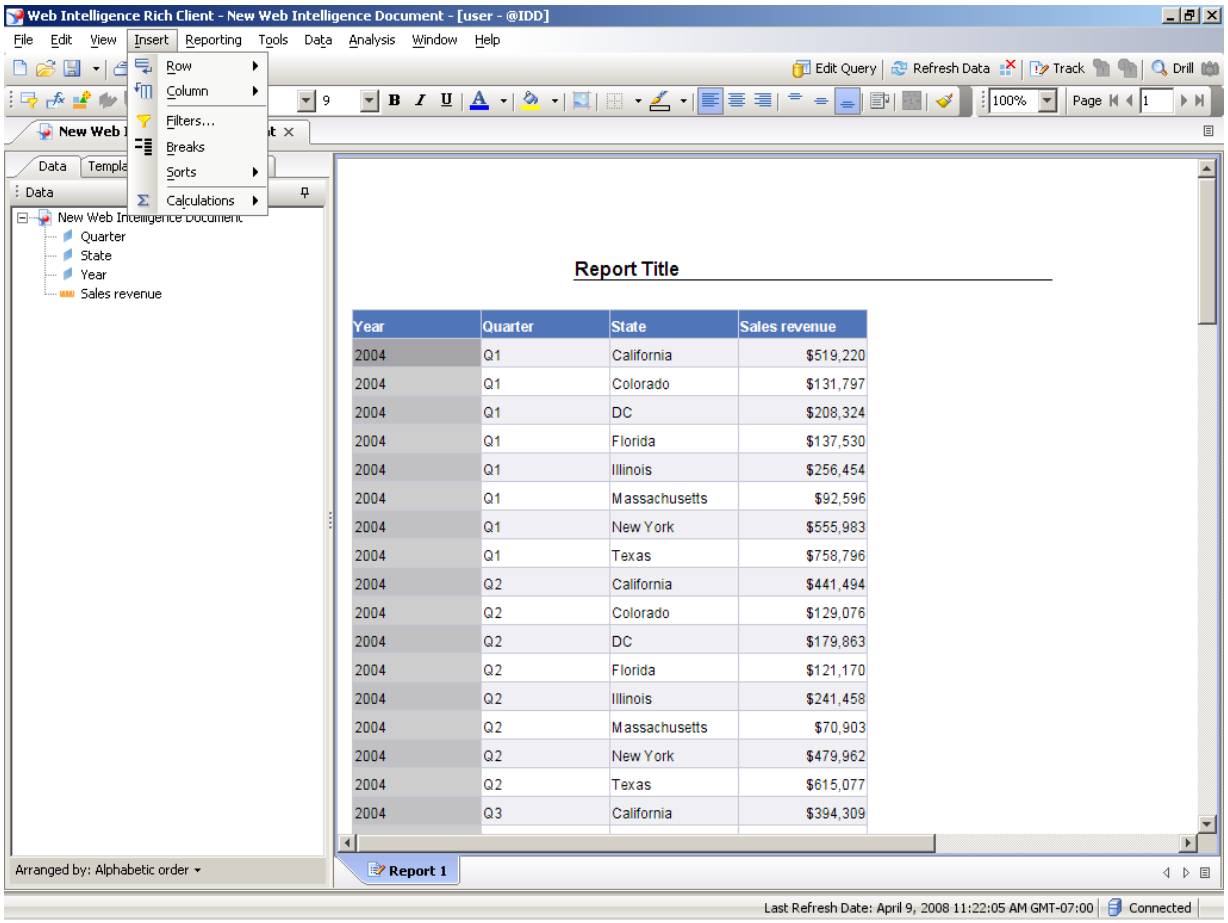

Year	Quarter	State	Sales revenue
2004	Q1	California	$519,220
2004	Q1	Colorado	$131,797
2004	Q1	DC	$208,324
2004	Q1	Florida	$137,530
2004	Q1	Illinois	$256,454
2004	Q1	Massachusetts	$92,596
2004	Q1	New York	$555,983
2004	Q1	Texas	$758,796
2004	Q2	California	$441,494
2004	Q2	Colorado	$129,076
2004	Q2	DC	$179,863
2004	Q2	Florida	$121,170
2004	Q2	Illinois	$241,458
2004	Q2	Massachusetts	$70,903
2004	Q2	New York	$479,962
2004	Q2	Texas	$615,077
2004	Q3	California	$394,309

4. Click the **Insert/Remove Break**list item.
5. Click an entry in the **Quarter** column.
6. Click **Insert**.
7. Click the **Insert/Remove Break**list item.
8. Click an entry in the **State** column.
9. Click **Insert**.
10. Click the **Insert/Remove Break** list item.

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11. Click **Insert**.

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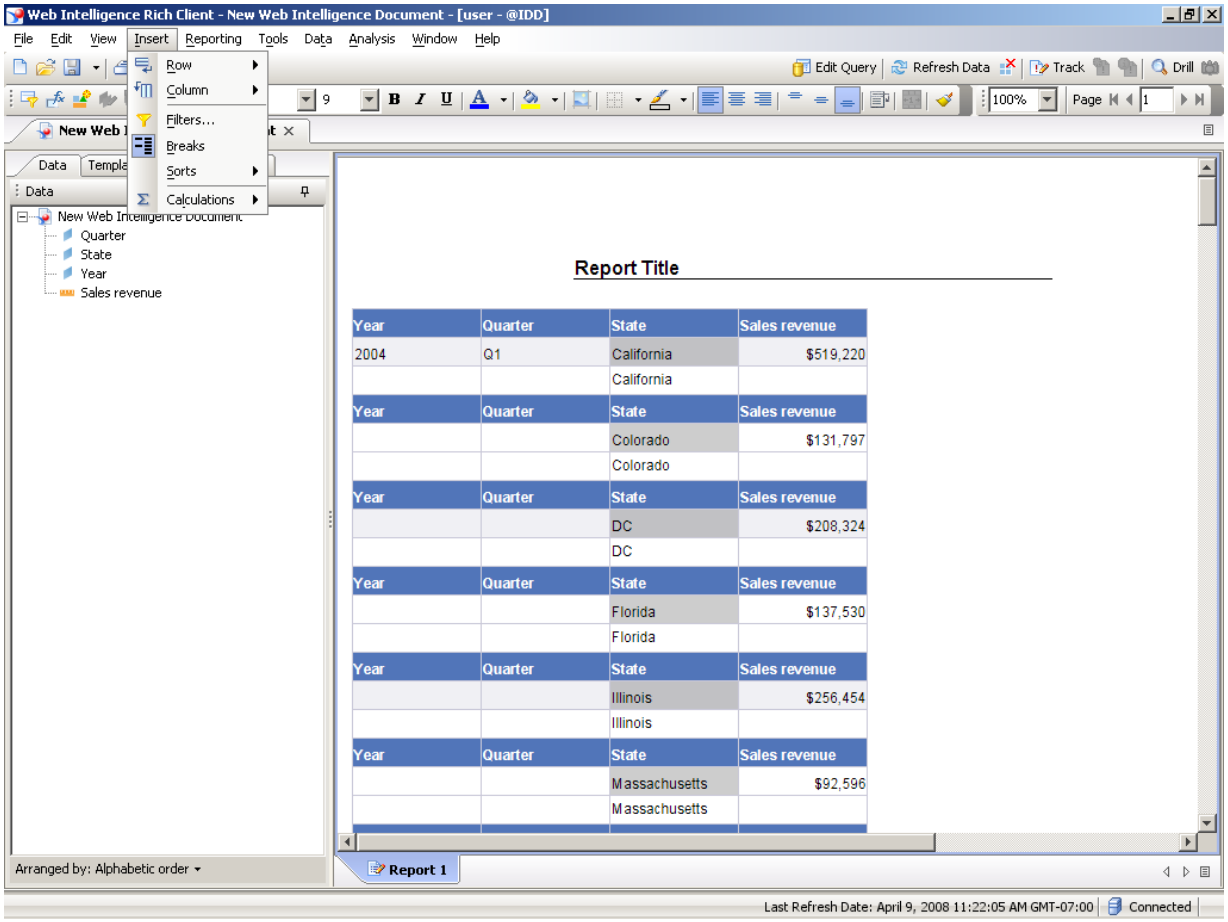

12. Click the **Insert/Remove Break**list item.

The table is reorganized into groups of data. Each value of the object is separated into a separate group of data.

With the detail row in the State column still highlighted, remove the break on this column.

13. Press [Enter] to continue.

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Web Intelligence provides standard calculation functions to help you make quick calculations on the data in your reports. These calculations are available from the list of calculations on the Edit Report panel toolbar.

You can calculate sums, averages, and percentages. You can also calculate the total count, and the minimum and maximum values for a variable.

Press **[Enter]** to continue.

14. Click an entry in the **Sales revenue** column.

Apply a sum to the Sales revenue column.

15. Click **Insert**.

Apply a sum to the Sales revenue column.

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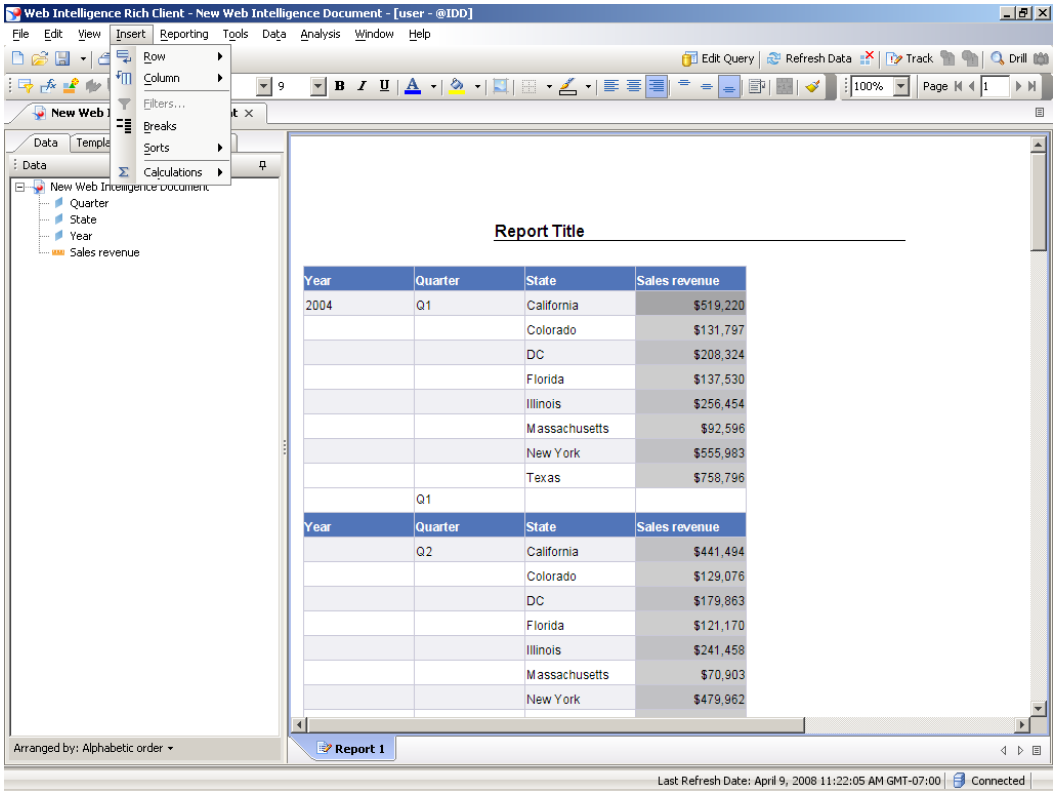

Year	Quarter	State	Sales revenue
2004	Q1	California	$519,220
		Colorado	$131,797
		DC	$208,324
		Florida	$137,530
		Illinois	$256,454
		Massachusetts	$92,596
		New York	$555,983
		Texas	$758,796
	Q1		
Year	Quarter	State	Sales revenue
	Q2	California	$441,494
		Colorado	$129,076
		DC	$179,863
		Florida	$121,170
		Illinois	$241,458
		Massachusetts	$70,903
		New York	$479,962

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16. Click the **Calculations** list item.

17. Click the **Sum** list item.

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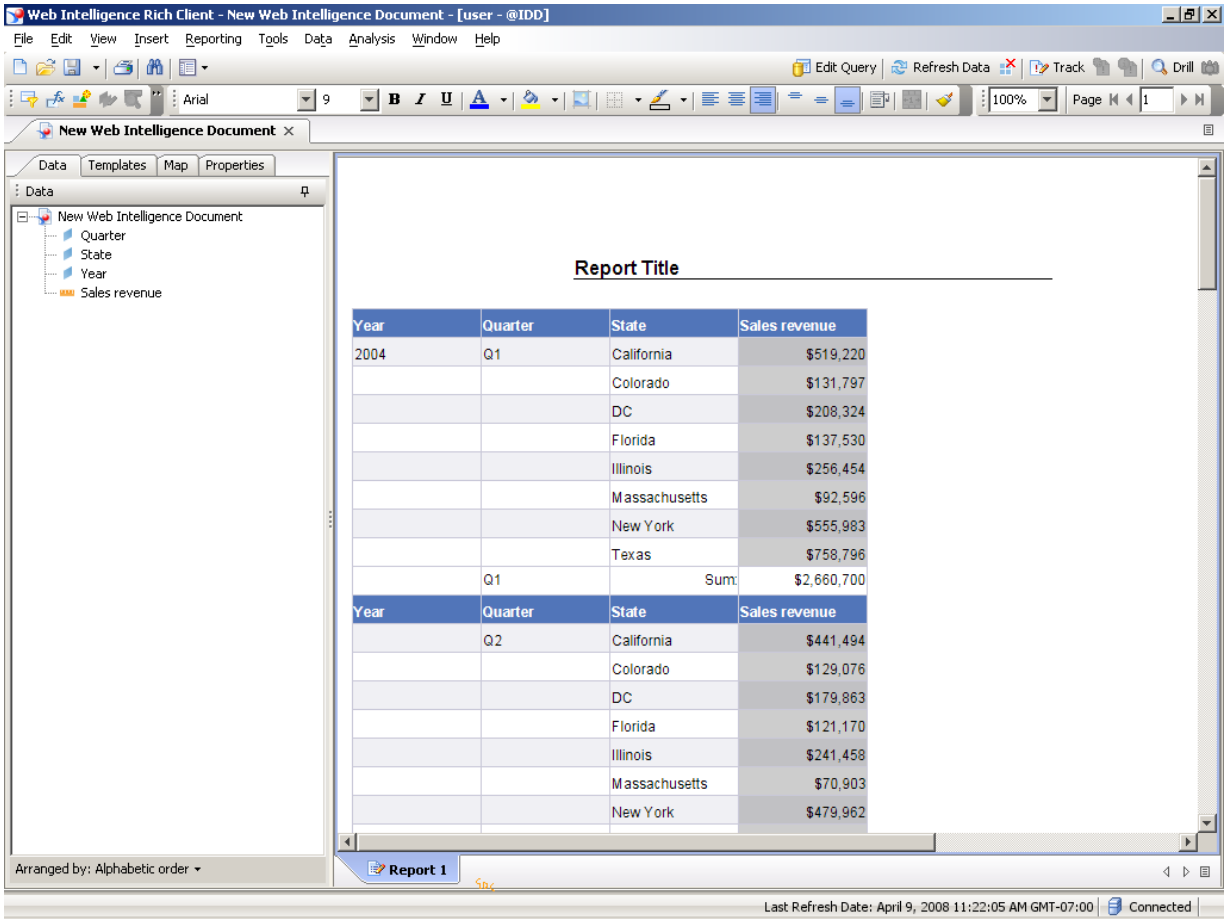

Year	Quarter	State	Sales revenue
2004	Q1	California	$519,220
		Colorado	$131,797
		DC	$208,324
		Florida	$137,530
		Illinois	$256,454
		Massachusetts	$92,596
		New York	$555,983
		Texas	$758,796
	Q1	Sum:	$2,660,700
Year	Quarter	State	Sales revenue
	Q2	California	$441,494
		Colorado	$129,076
		DC	$179,863
		Florida	$121,170
		Illinois	$241,458
		Massachusetts	$70,903
		New York	$479,962

18. Click **Insert**.

Apply a calculation that will add a count to the table.

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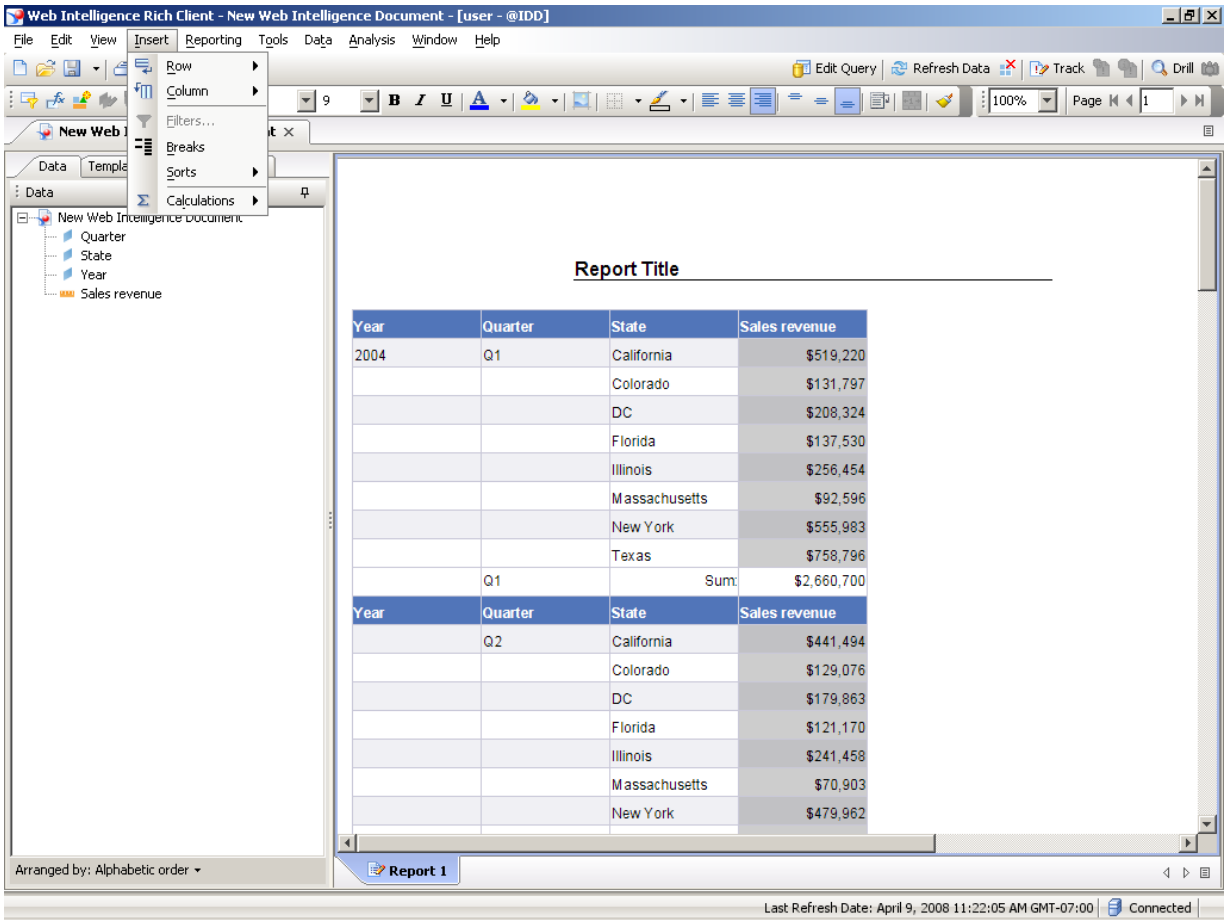

Year	Quarter	State	Sales revenue
2004	Q1	California	$519,220
		Colorado	$131,797
		DC	$208,324
		Florida	$137,530
		Illinois	$256,454
		Massachusetts	$92,596
		New York	$555,983
		Texas	$758,796
	Q1	Sum:	$2,660,700
Year	Quarter	State	Sales revenue
	Q2	California	$441,494
		Colorado	$129,076
		DC	$179,863
		Florida	$121,170
		Illinois	$241,458
		Massachusetts	$70,903
		New York	$479,962

19. Click the **Calculations** list item.

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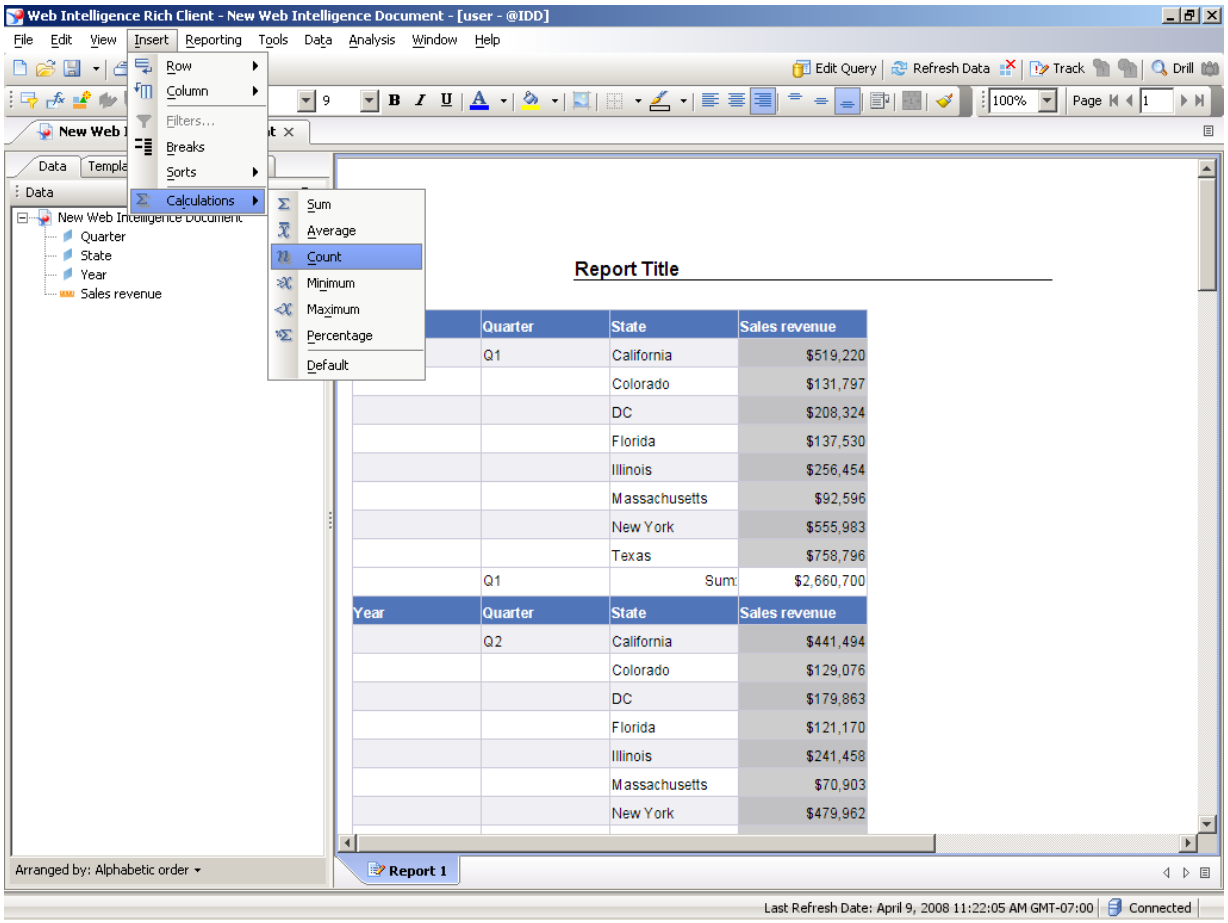

20. Click the **Count**list item.

Apply a calculation that will add a count to the table.

21. Click **Insert**.

Apply a calculation that will add a percentage to the table.

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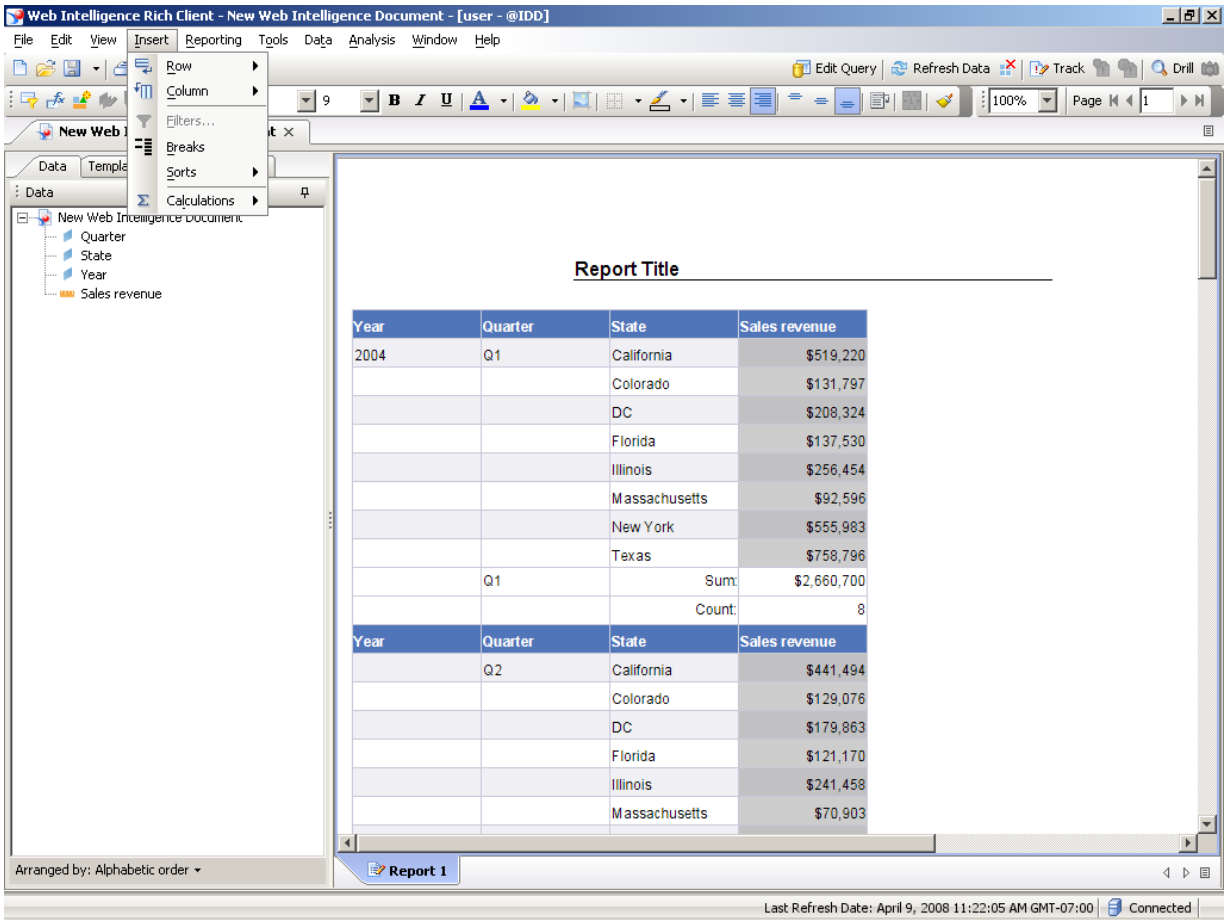

22. Click the **Calculations** list item.

23. Click the **Percentage** list item.

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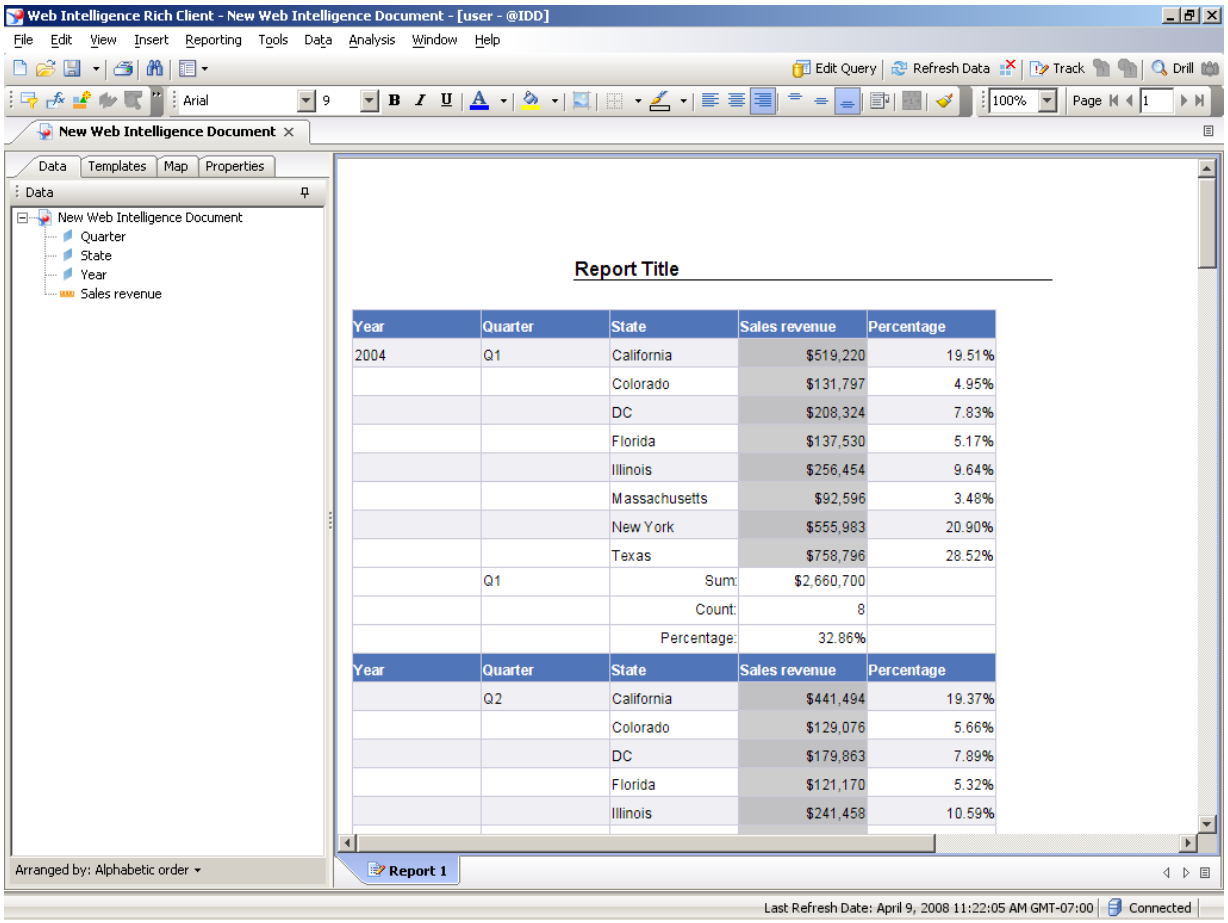

Year	Quarter	State	Sales revenue	Percentage
2004	Q1	California	$519,220	19.51%
		Colorado	$131,797	4.95%
		DC	$208,324	7.83%
		Florida	$137,530	5.17%
		Illinois	$256,454	9.64%
		Massachusetts	$92,596	3.48%
		New York	$555,983	20.90%
		Texas	$758,796	28.52%
	Q1	Sum:	$2,660,700	
		Count:	8	
		Percentage:	32.86%	
Year	Quarter	State	Sales revenue	Percentage
	Q2	California	$441,494	19.37%
		Colorado	$129,076	5.66%
		DC	$179,863	7.89%
		Florida	$121,170	5.32%
		Illinois	$241,458	10.59%

24. Press [Enter] to continue.

To remove a specific row, in the application, you would normally right-click in the Count row.

In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

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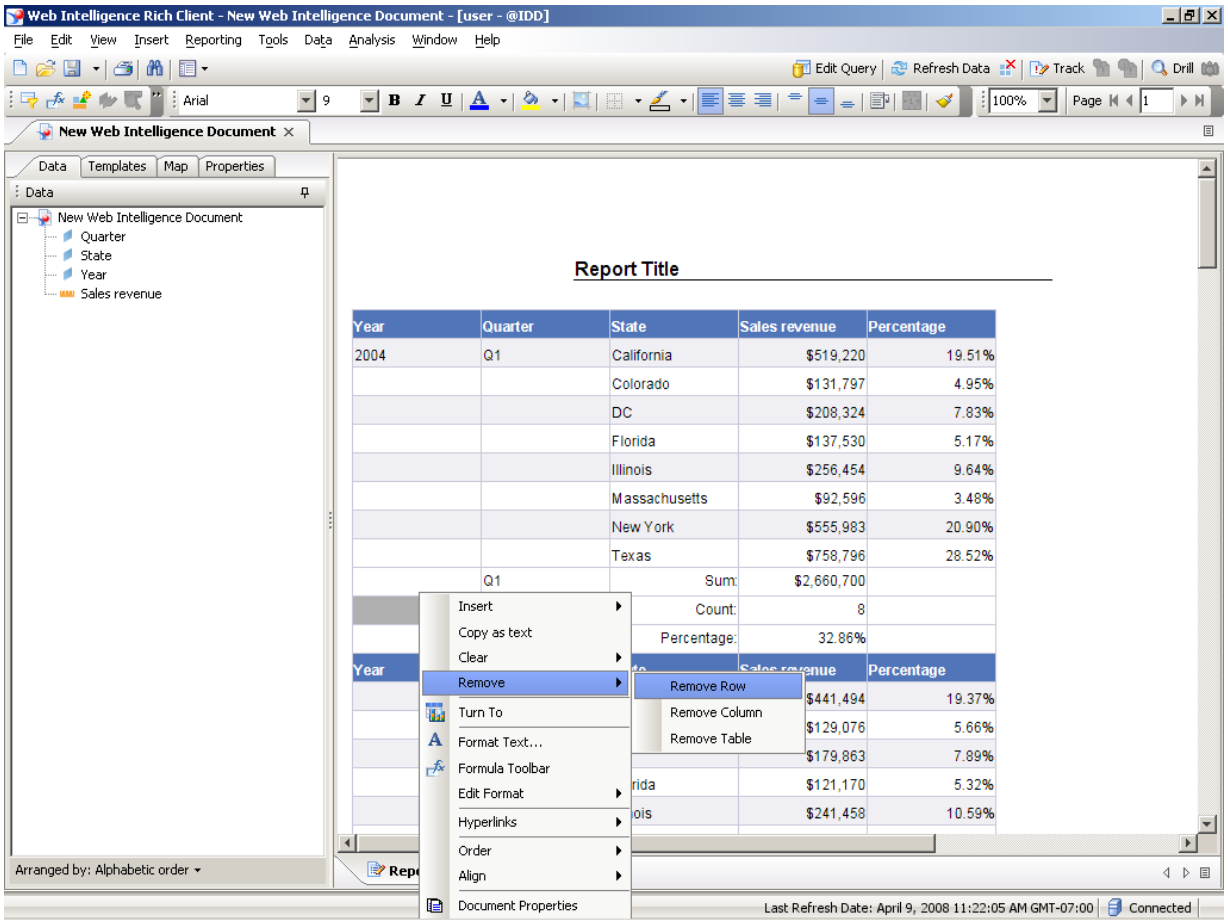

25. Click **Remove Row**.

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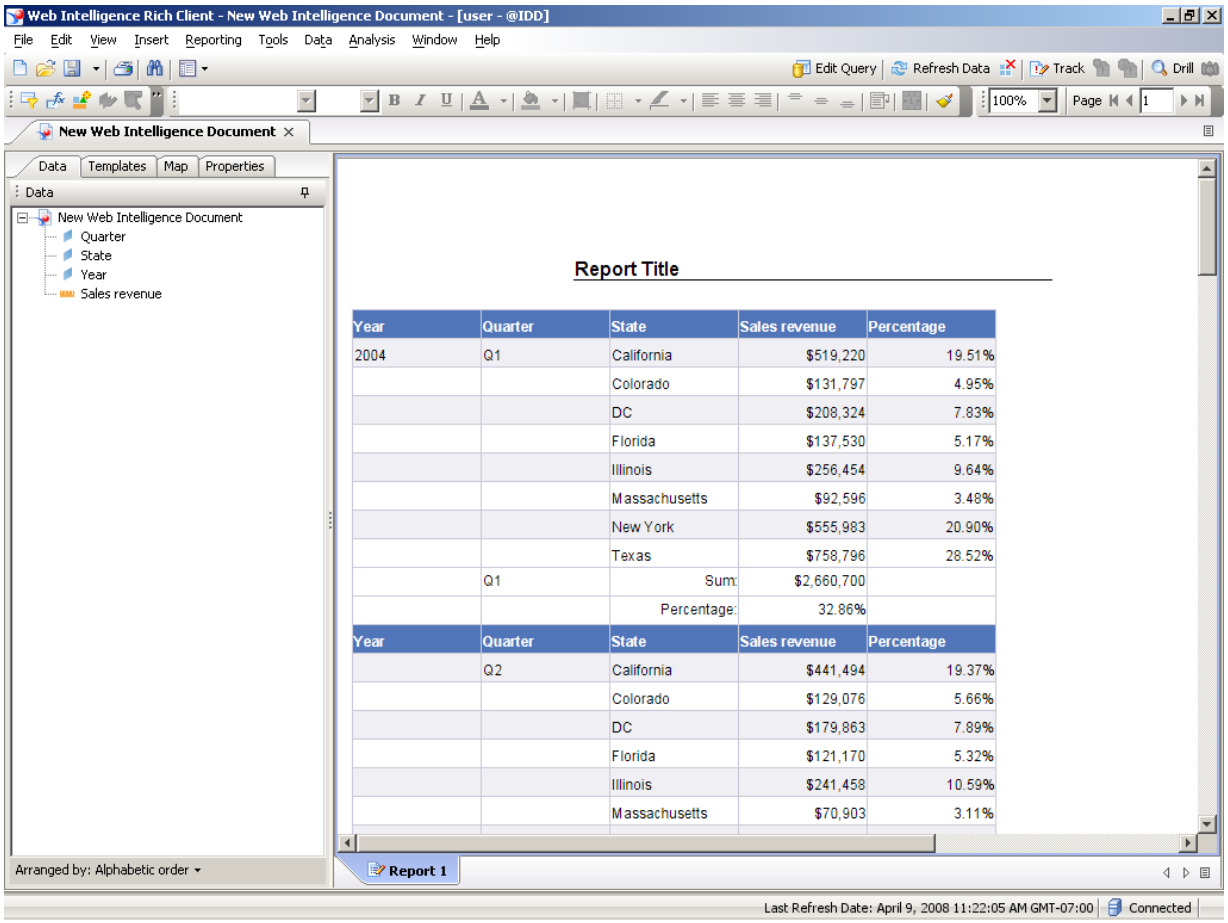

Year	Quarter	State	Sales revenue	Percentage
2004	Q1	California	$519,220	19.51%
		Colorado	$131,797	4.95%
		DC	$208,324	7.83%
		Florida	$137,530	5.17%
		Illinois	$256,454	9.64%
		Massachusetts	$92,596	3.48%
		New York	$555,983	20.90%
		Texas	$758,796	28.52%
	Q1	Sum:	$2,660,700	
		Percentage:	32.86%	
Year	Quarter	State	Sales revenue	Percentage
	Q2	California	$441,494	19.37%
		Colorado	$129,076	5.66%
		DC	$179,863	7.89%
		Florida	$121,170	5.32%
		Illinois	$241,458	10.59%
		Massachusetts	$70,903	3.11%

26. Press [Enter] to continue.

The Count row is now deleted.

Press **[Enter]** to continue.

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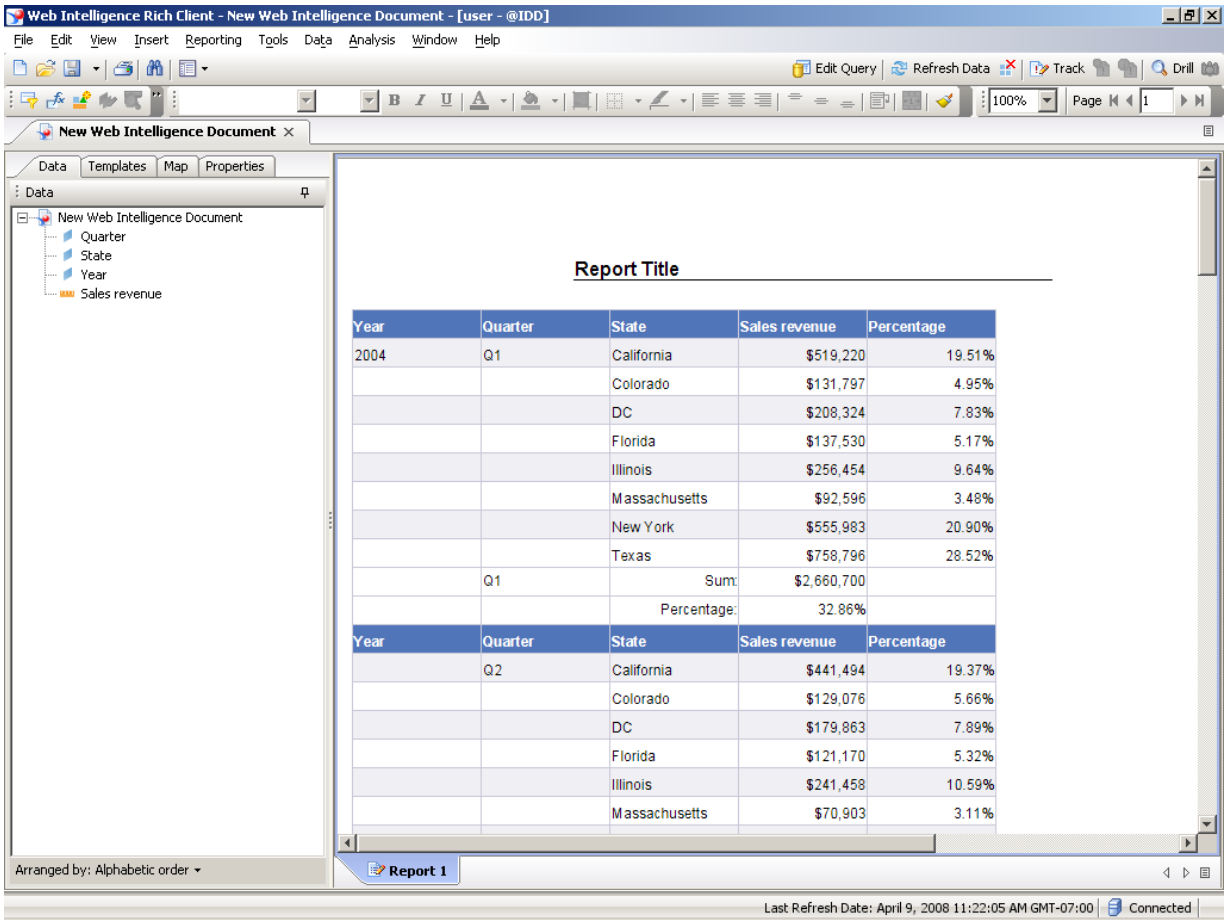
Sorting data



Year	Quarter	State	Sales revenue	Percentage
2004	Q1	California	$519,220	19.51%
		Colorado	$131,797	4.95%
		DC	$208,324	7.83%
		Florida	$137,530	5.17%
		Illinois	$256,454	9.64%
		Massachusetts	$92,596	3.48%
		New York	$555,983	20.90%
		Texas	$758,796	28.52%
	Q1	Sum:	$2,660,700	
		Percentage:	32.86%	
Year	Quarter	State	Sales revenue	Percentage
	Q2	California	$441,494	19.37%
		Colorado	$129,076	5.66%
		DC	$179,863	7.89%
		Florida	$121,170	5.32%
		Illinois	$241,458	10.59%
		Massachusetts	$70,903	3.11%

27. Press [Enter] to continue.

The Sort feature allows you to format data in ascending or descending order.

Press **[Enter]** to continue.

28. Press [Enter] to continue.

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Apply a descending sort to the Sales revenue column.

To apply this sort, in the application, you would normally right-click inside the Sales revenue column.

In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

29. Click the **Descending** list item.

Apply a descending sort to the Sales revenue column.

30. Press [Enter] to continue.

The descending sort order on the Sales revenue column is now applied.

Press **[Enter]** to continue.

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