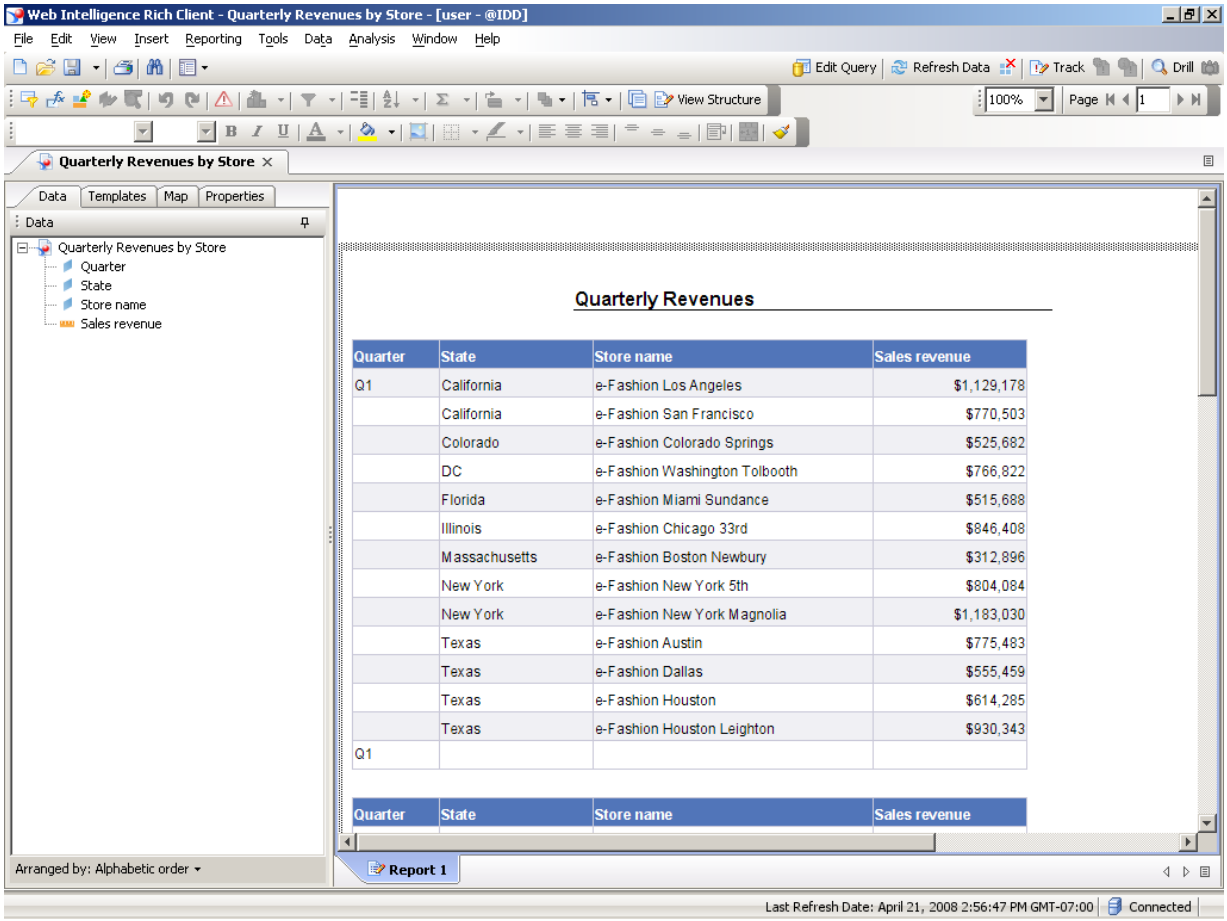
Procedure

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

Web Intelligence Rich Client



Quarterly Revenues

Quarter	State	Store name	Sales revenue
Q1	California	e-Fashion Los Angeles	$1,129,178
	California	e-Fashion San Francisco	$770,503
	Colorado	e-Fashion Colorado Springs	$525,682
	DC	e-Fashion Washington Tolbooth	$766,822
	Florida	e-Fashion Miami Sundance	$515,688
	Illinois	e-Fashion Chicago 33rd	$846,408
	Massachusetts	e-Fashion Boston Newbury	$312,896
	New York	e-Fashion New York 5th	$804,084
	New York	e-Fashion New York Magnolia	$1,183,030
	Texas	e-Fashion Austin	$775,483
	Texas	e-Fashion Dallas	$555,459
	Texas	e-Fashion Houston	$614,285
	Texas	e-Fashion Houston Leighton	$930,343
Q1			
Quarter	State	Store name	Sales revenue

2. Perform one of the following:

If...	Then...	Go To...
	Click the table border.	Step 3.
	Click the table border.	Step 3.
	Click the table border.	Step 3.

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You have been asked to format the Quarterly Revenues report so that it is easier to read.

Change the following table properties:

1. Change the table Name property to Revenues.
2. Add a medium black border around the table.
3. Change the Header cells font size to 12.
4. Change the Header cells background color to black.
5. Change the Body cells font size to 12.

3. Click the **Properties** tab.

Change the table Name property to Revenues.

4. Double-click the **Name** property.
5. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** Revenues

6. Click the **Borders** property.

Add a medium black border around the table.

7. Click the **ellipses** ...

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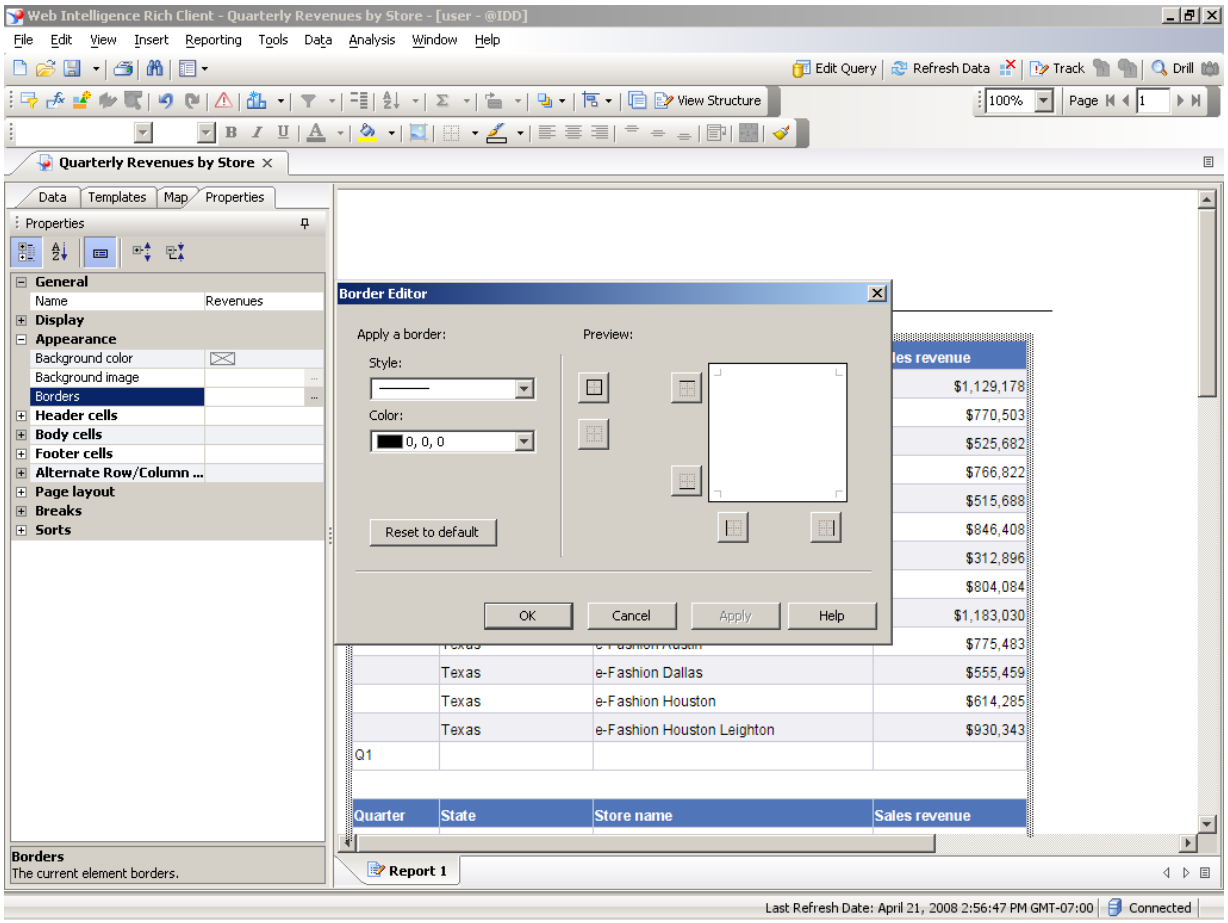
Border Editor



8. Click the **Style:** drop-down list.

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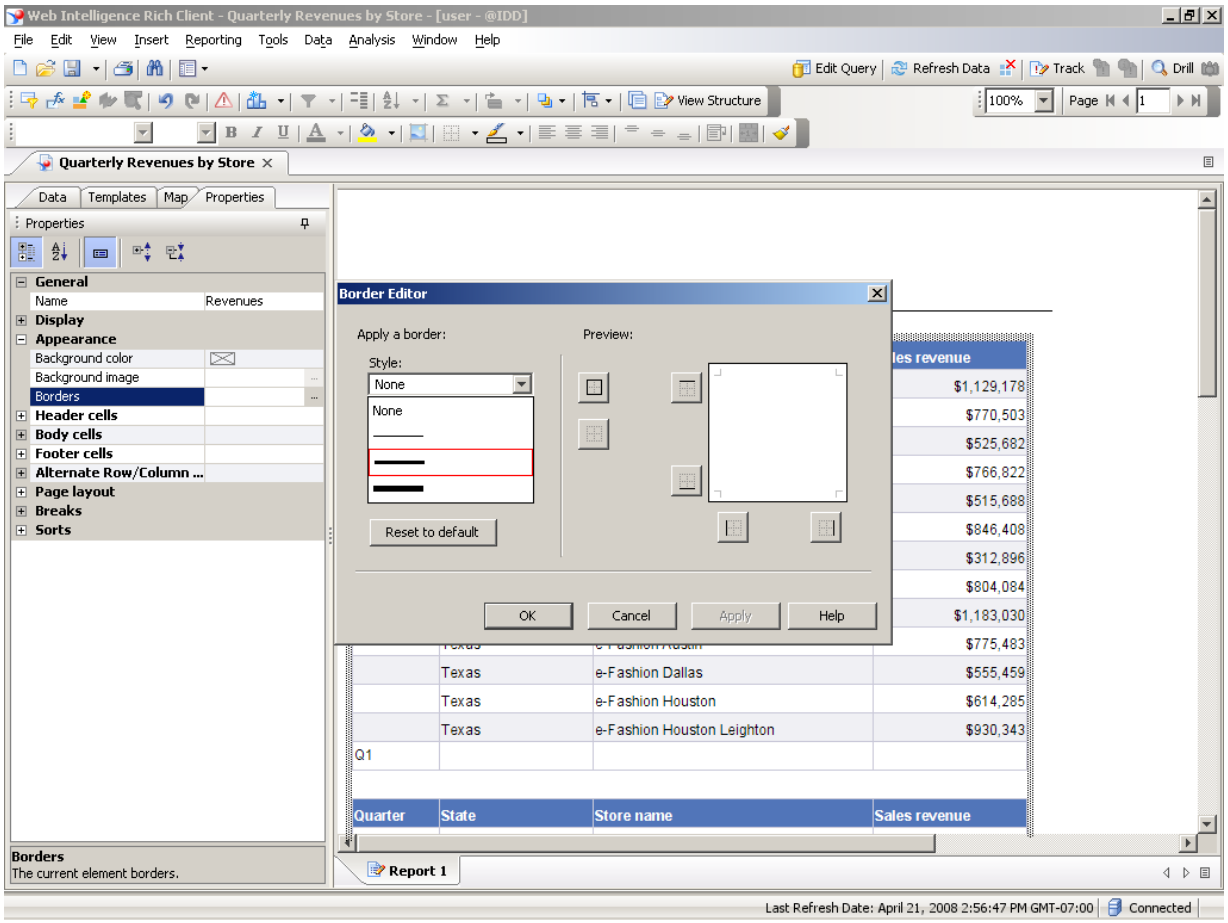
Border Editor



9. Click the **medium**border style.

10. Click **border**.

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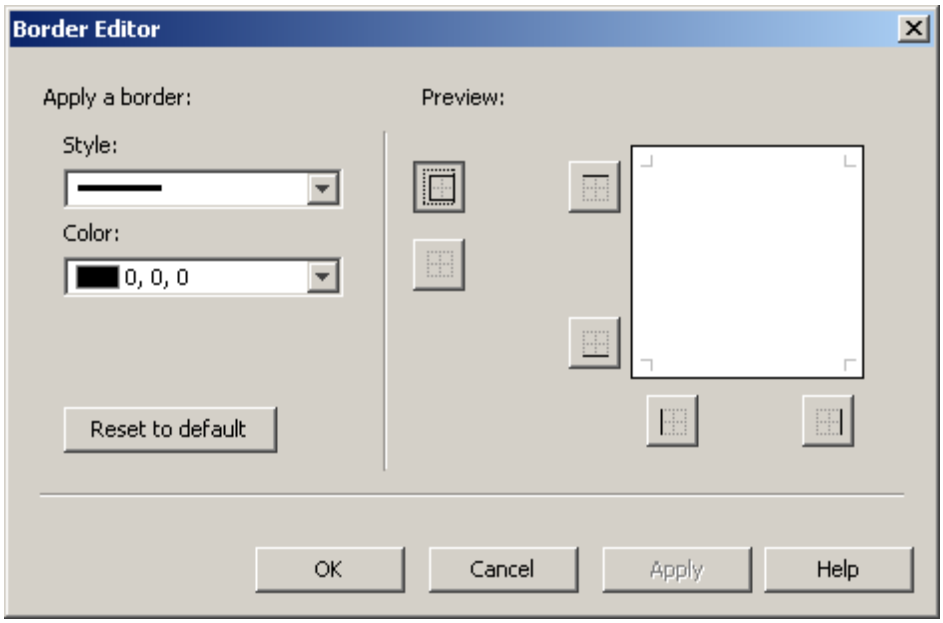
Border Editor



11. Click **OK**.

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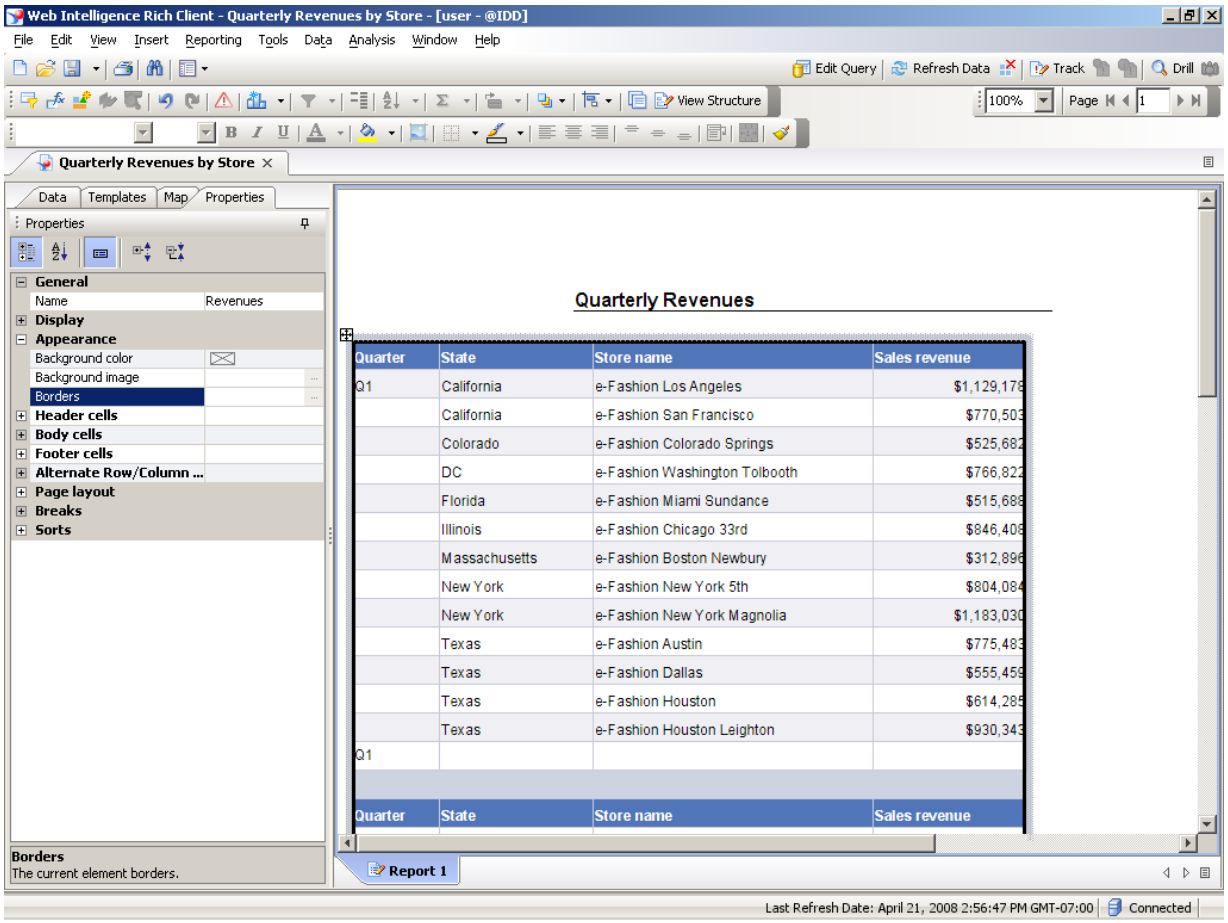
Web Intelligence Rich Client



12. Perform one of the following:

If...	Then...	Go To...
	Click the + before Header cells.	Step 13.
	Or double-click Header cells.	Step 13.

Change the Header cells font size to 12.

13. Click the **Text Format**property.

14. Click the **ellipses** ...

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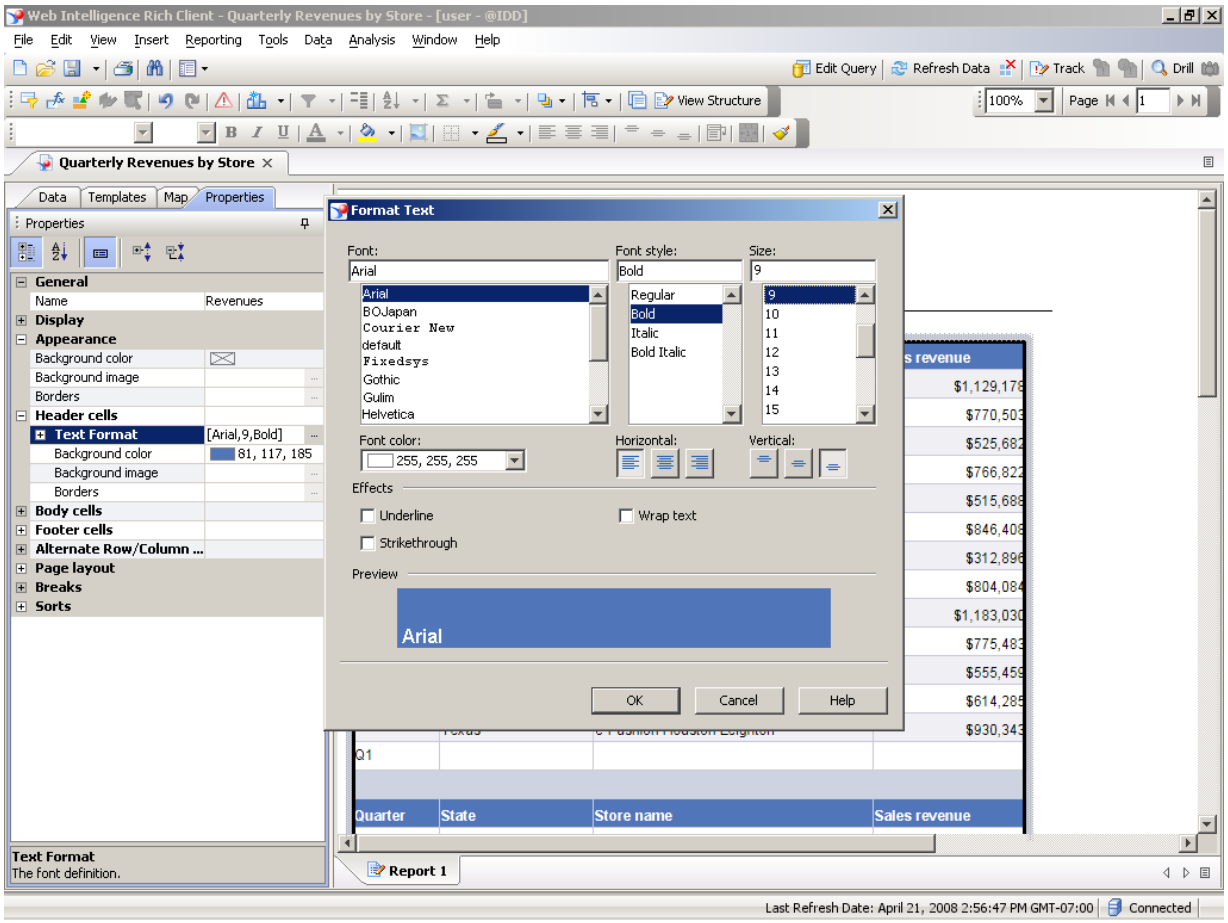
Format Text



15. Click **12**.

16. Click **OK**.

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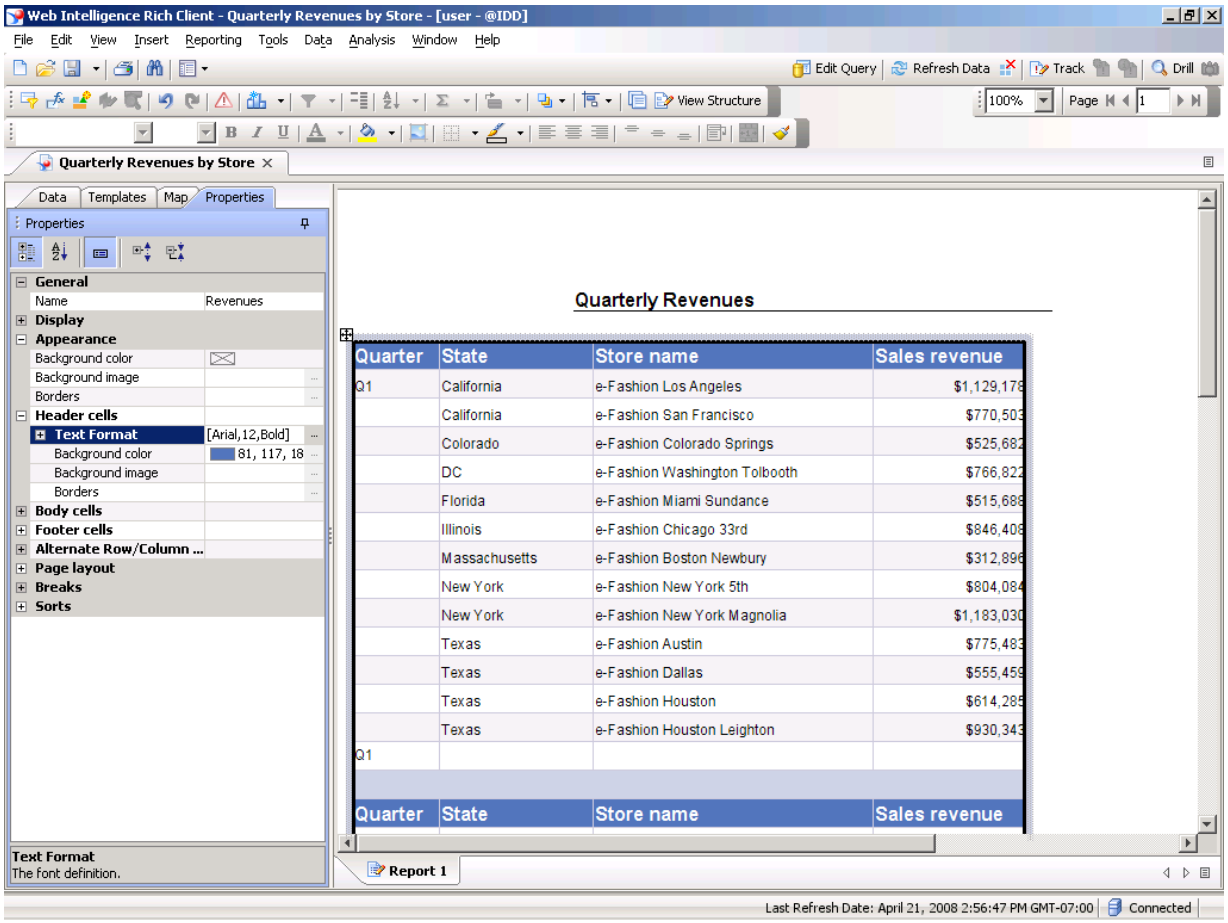
Web Intelligence Rich Client



17. Click the **Background color** property.

Change the Header cells background color to black.

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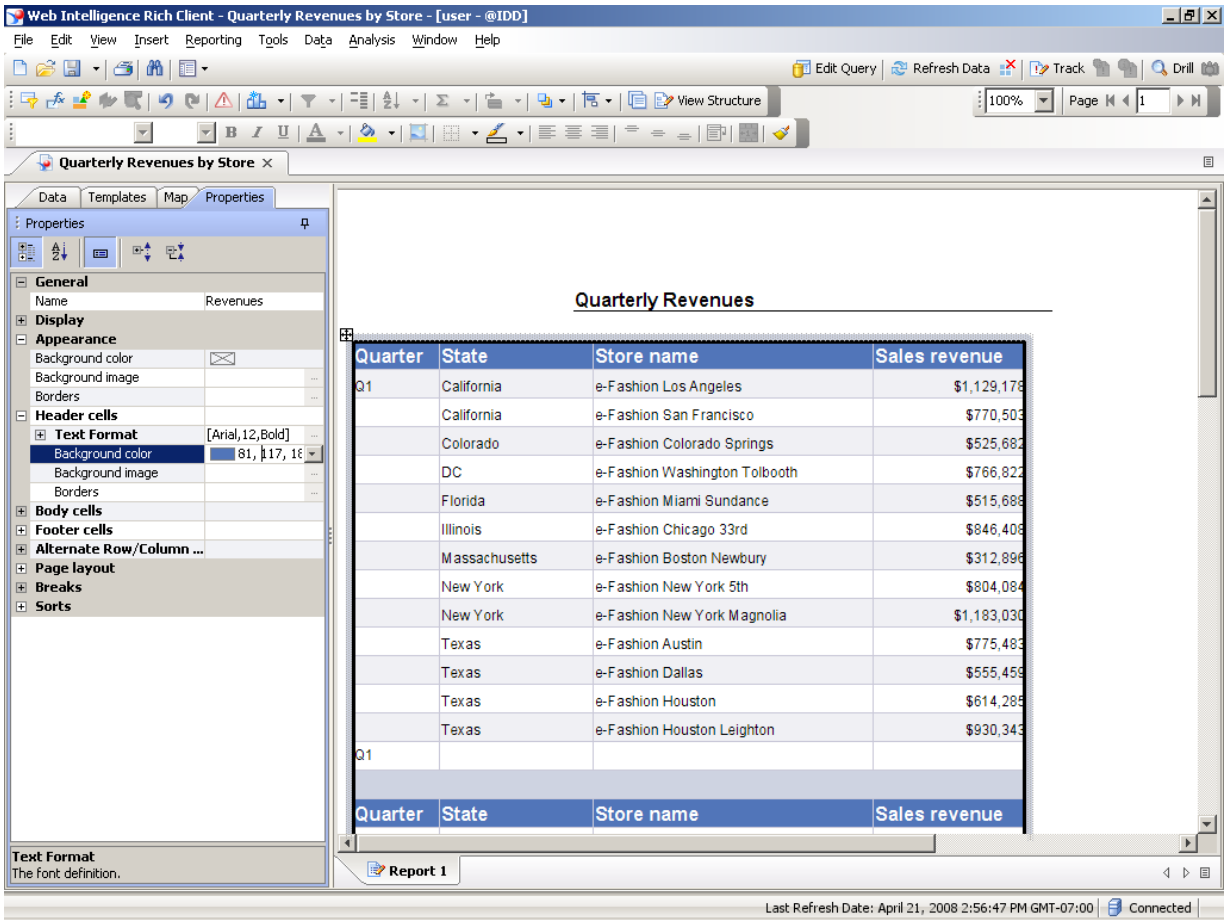
Web Intelligence Rich Client



18. Click the **Background color** drop-down list .

19. Click the **black** option .

20. Click the + before **Body cells**.

Change the Body cells font size to 12.

21. Click the **Text Format** property.

22. Click the **ellipses** .

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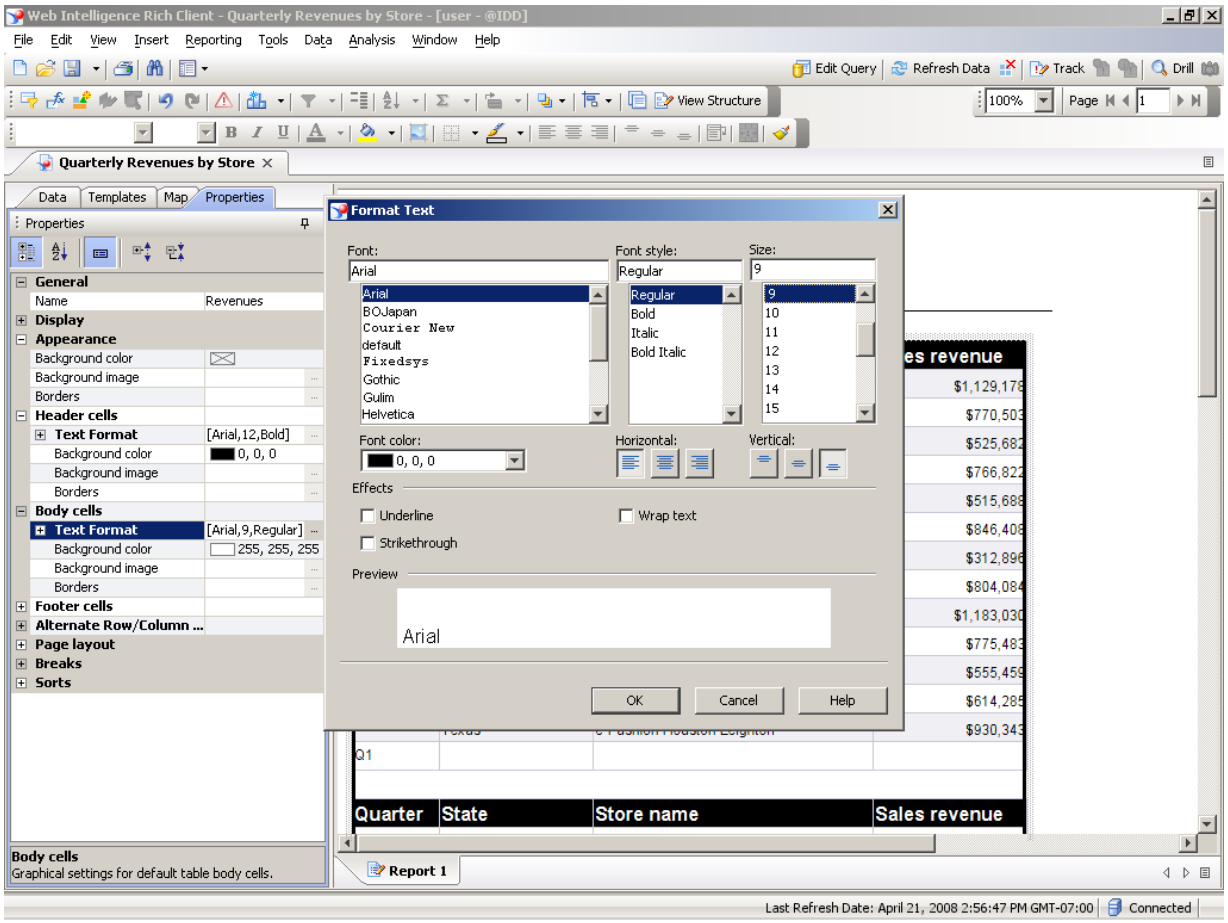
Format Text



23. Click **12**.

24. Click **OK**.

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