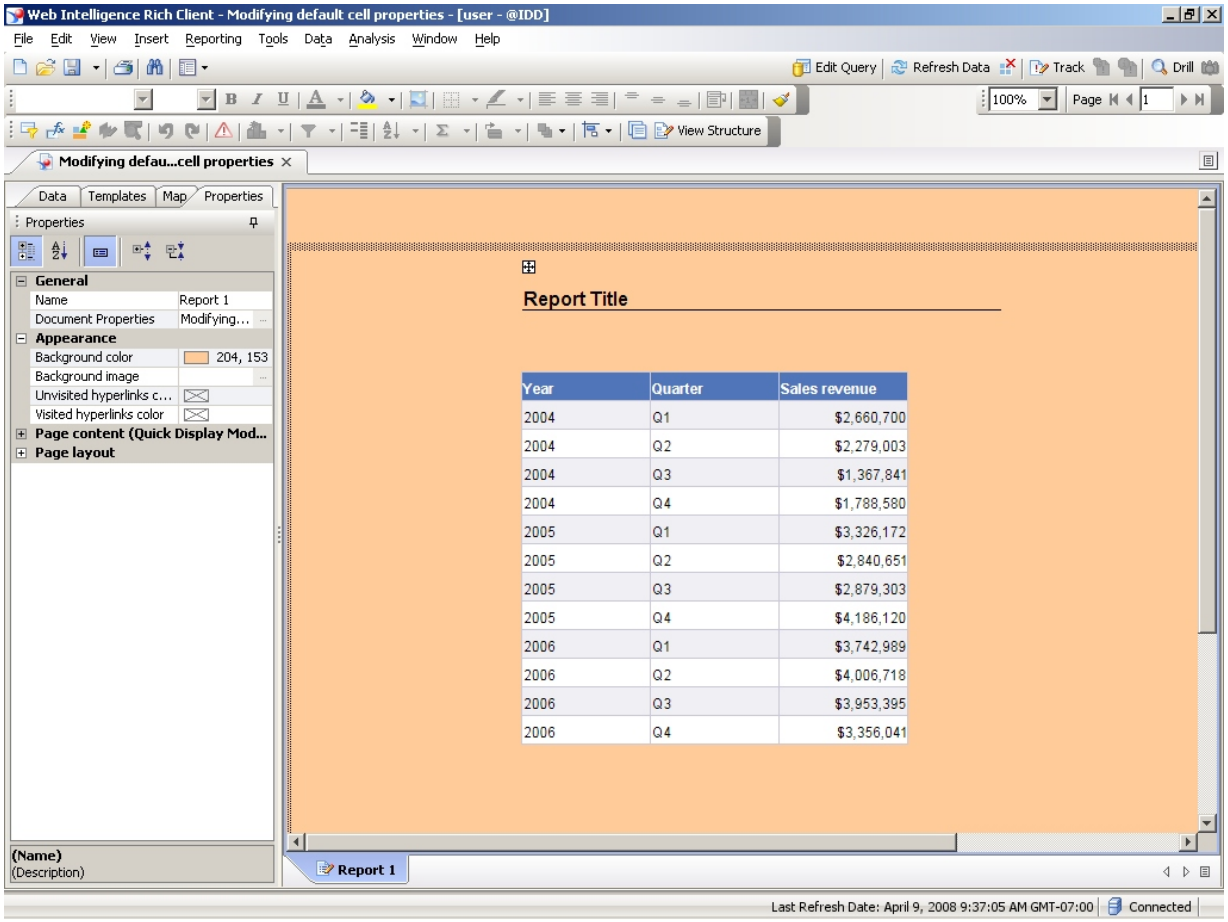
Procedure

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

Formatting a cell



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

When you highlight a cell, you can change the default formatting of that cell.

3. Click + before the **Display** tree item...

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4. Click in the **Width** field.

The cells are highlighted and the cell properties are listed in the Properties tab. You can modify any of these properties.

5. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** 75

Enter the desired information into the Width field.

6. Click in the **Height** field.

7. Click the up arrow next to the **Height** field.

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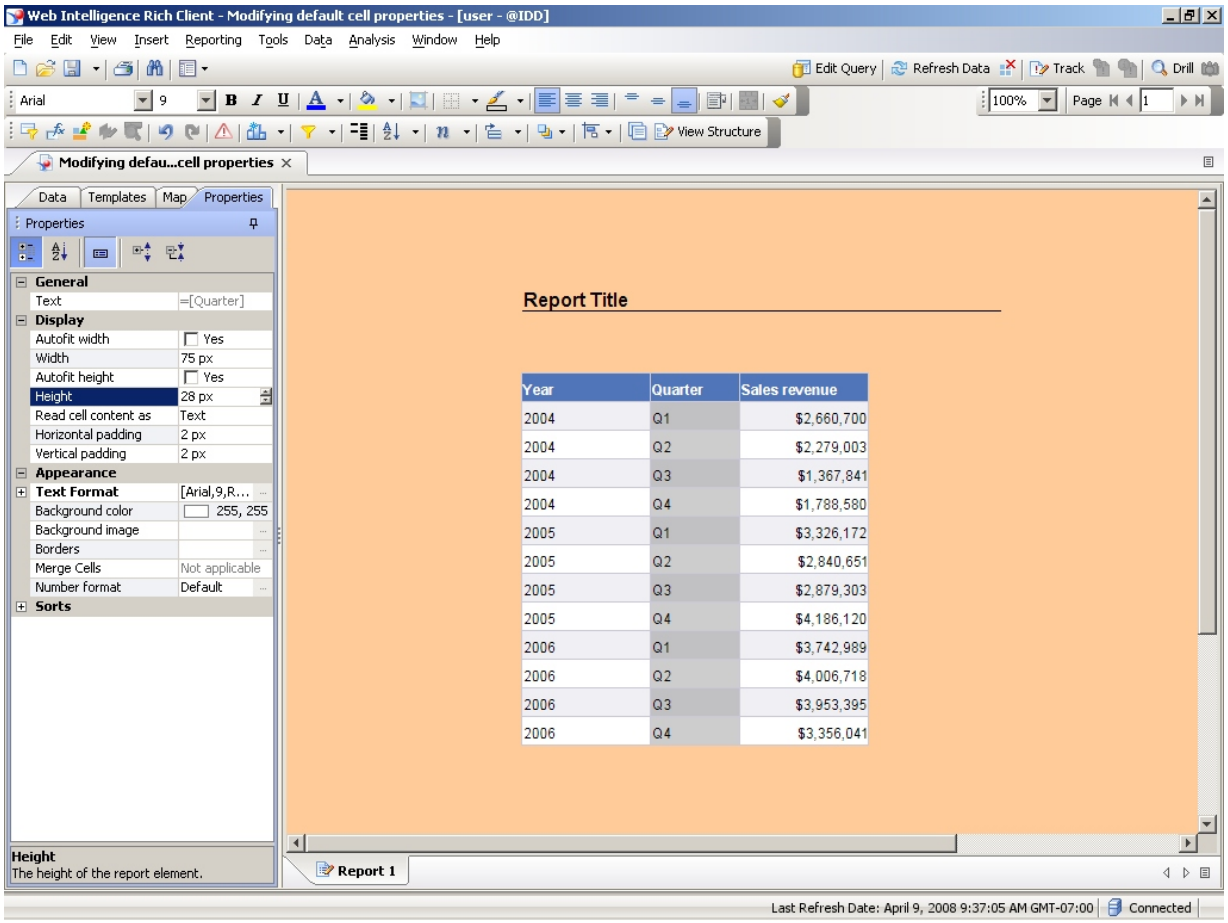
Cell Appearance



8. Click the **Quarter** column header.

The change in width is applied to the column specified only. The change of height has been applied to all cells in the table so that the table is visually balanced. You can modify cell properties in the column header or in the table cell.

9. Click in the **Background color** field.

10. Click the drop-down button for the **Background color** field.

11. Click **Aqua**.

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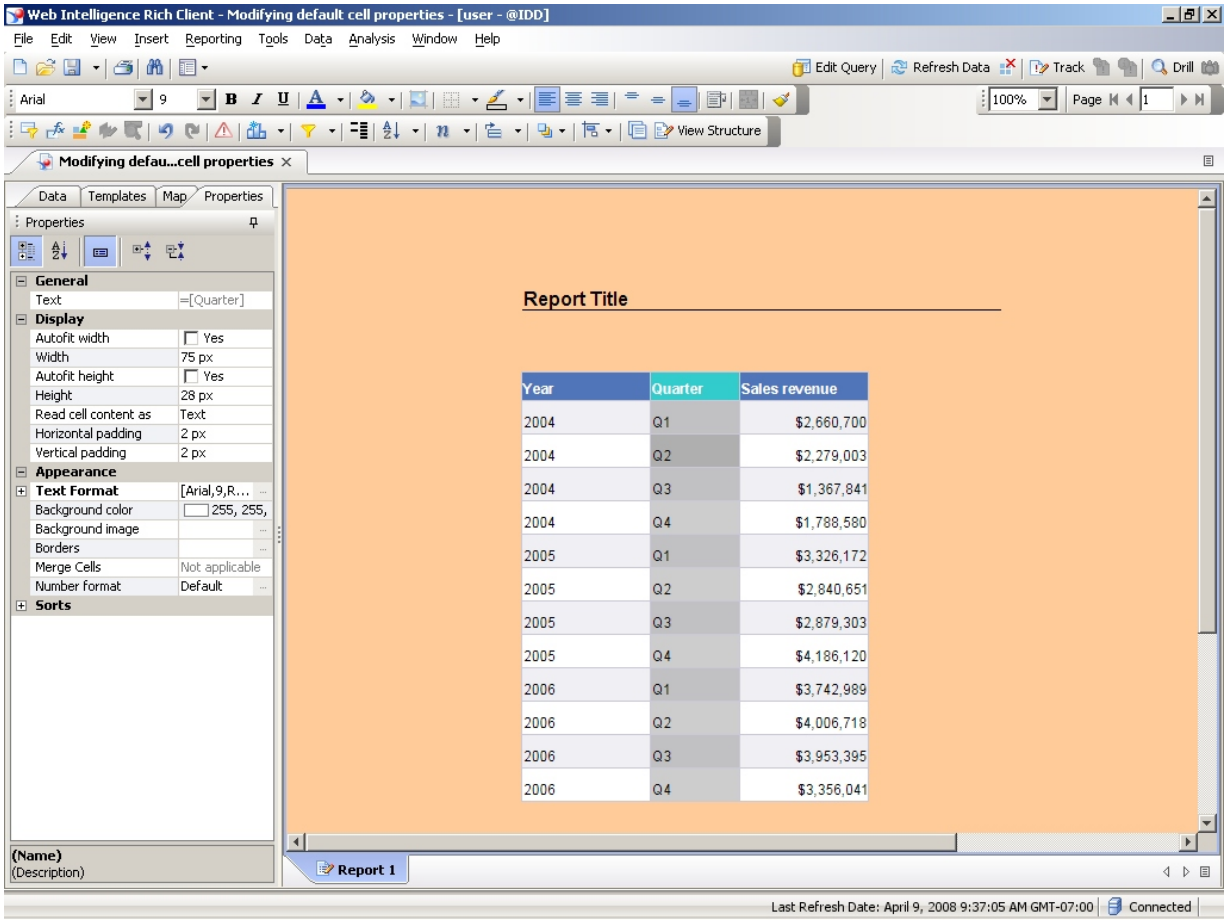
12. Click an entry in the **Quarter** column.

Text Formatting



Year	Quarter	Sales revenue
2004	Q1	$2,660,700
2004	Q2	$2,279,003
2004	Q3	$1,367,841
2004	Q4	$1,788,580
2005	Q1	$3,326,172
2005	Q2	$2,840,651
2005	Q3	$2,879,303
2005	Q4	$4,186,120
2006	Q1	$3,742,989
2006	Q2	$4,006,718
2006	Q3	$3,953,395
2006	Q4	$3,356,041

13. Click + before the **Text Format** tree item.

14. Click in the **Size** field.

15. Click the drop-down button for the **Size** field .

16. Click the **10** list item.

17. Click in the **Style** field.

18. Click the drop-down button for the **Style** field .

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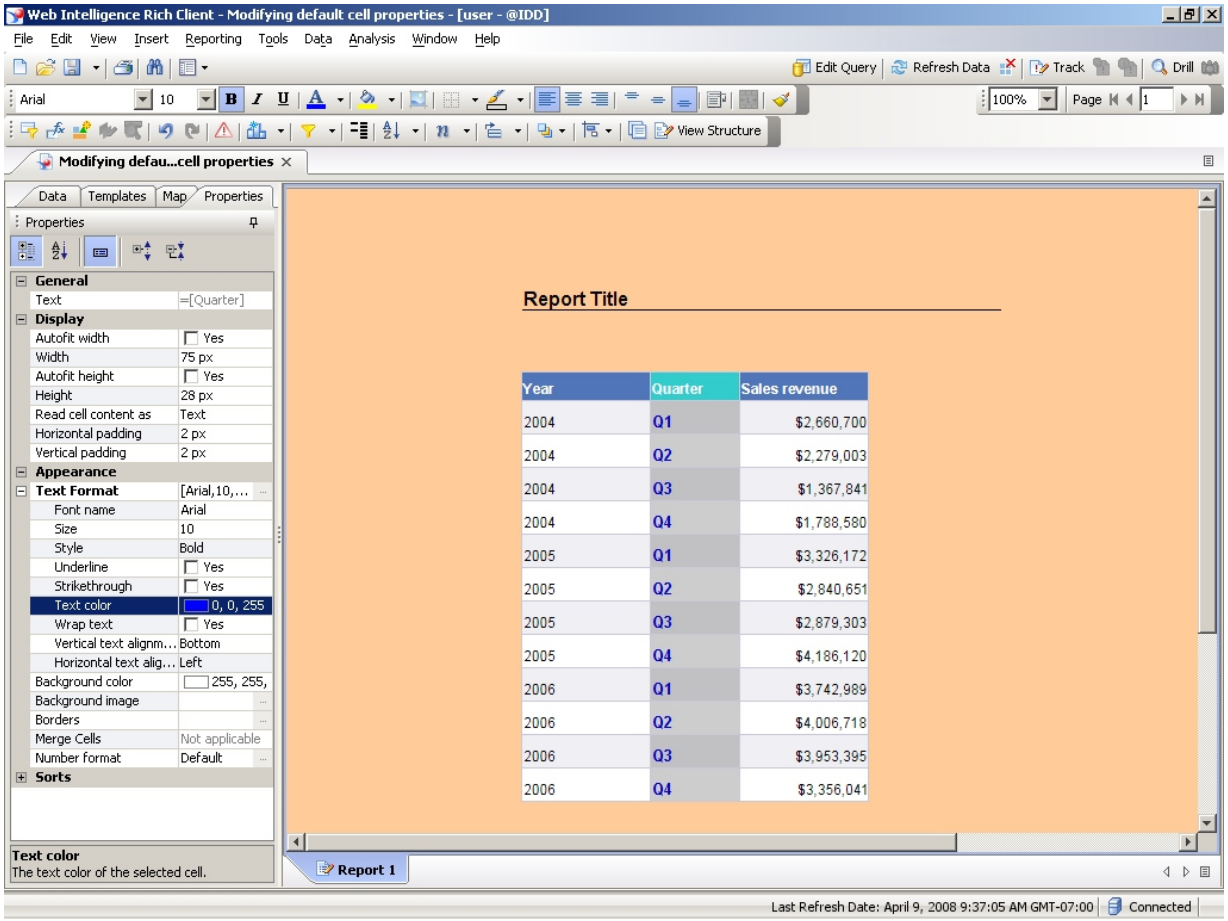
19. Click **Bold** list item.

20. Click in the **Text color** field.

21. Click the drop-down button for the **Text color** field .

22. Click the **Blue** option .

Free-Standing Cells



23. Click **Templates** tab.

From the Templates tab, insert a free-standing cell for the page number. You can insert a free-standing cell such as a page number into a report.

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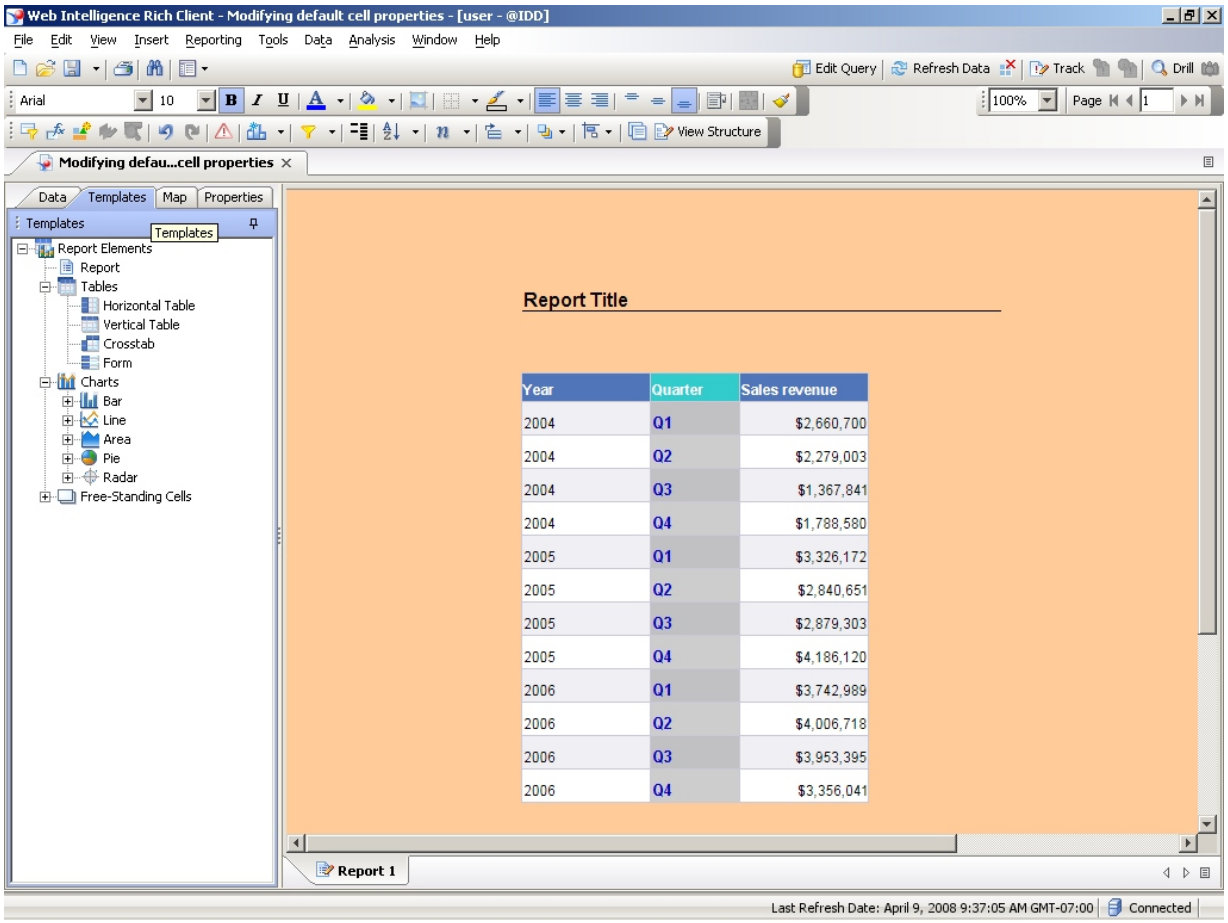
Free-Standing Cells



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2006	Q1	$3,742,989
2006	Q2	$4,006,718
2006	Q3	$3,953,395
2006	Q4	$3,356,041

24. Click + before the **Free-Standing Cells** tree item.

25. Click + before the **Page Number Cells** tree item.

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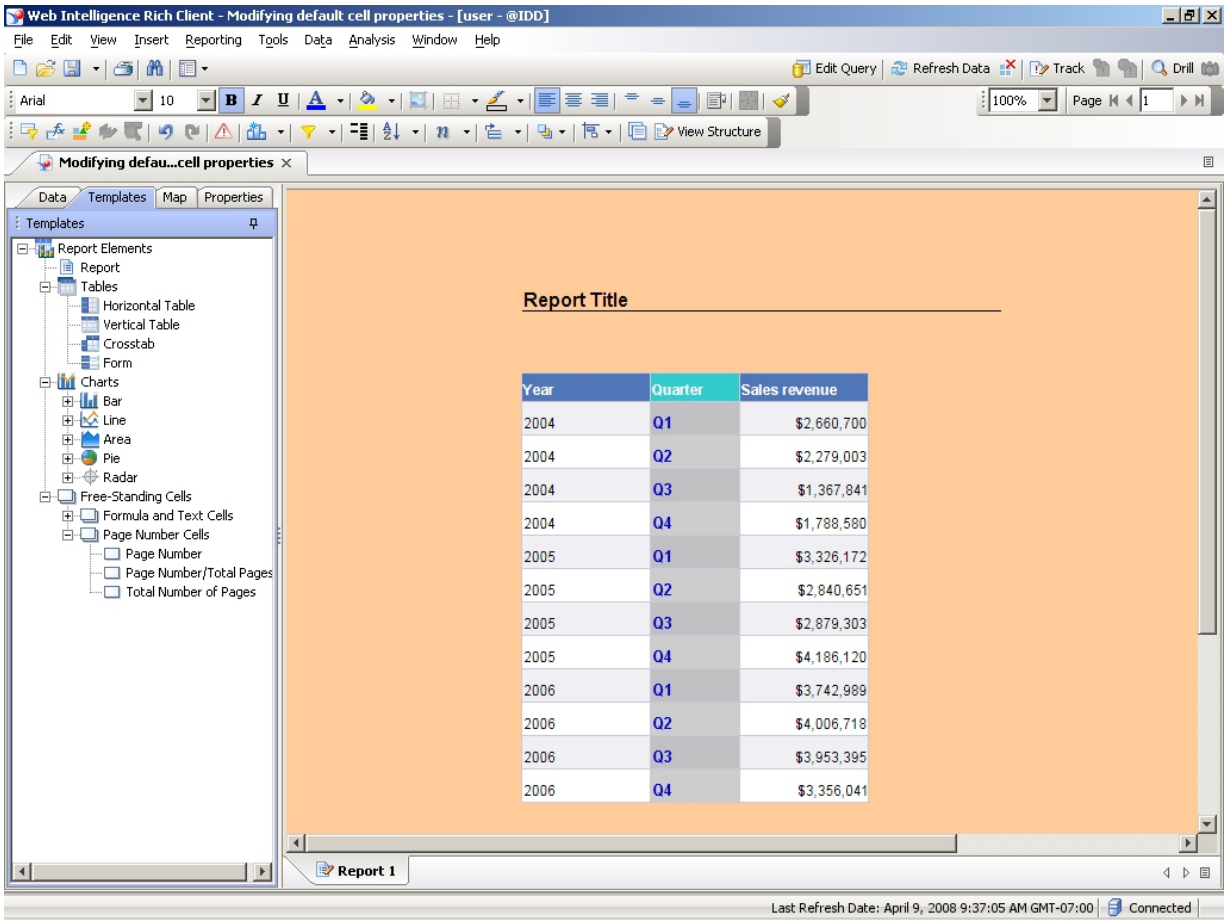
Free-Standing Cells



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2006	Q1	$3,742,989
2006	Q2	$4,006,718
2006	Q3	$3,953,395
2006	Q4	$3,356,041

26. Press the left mouse button and drag **Page Number** to the area left of the Year column.

    The page number can be inserted anywhere on the page.

27. Press [Enter] to continue.

    The page number now appears in the report.

    Press **[Enter]** to continue.

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