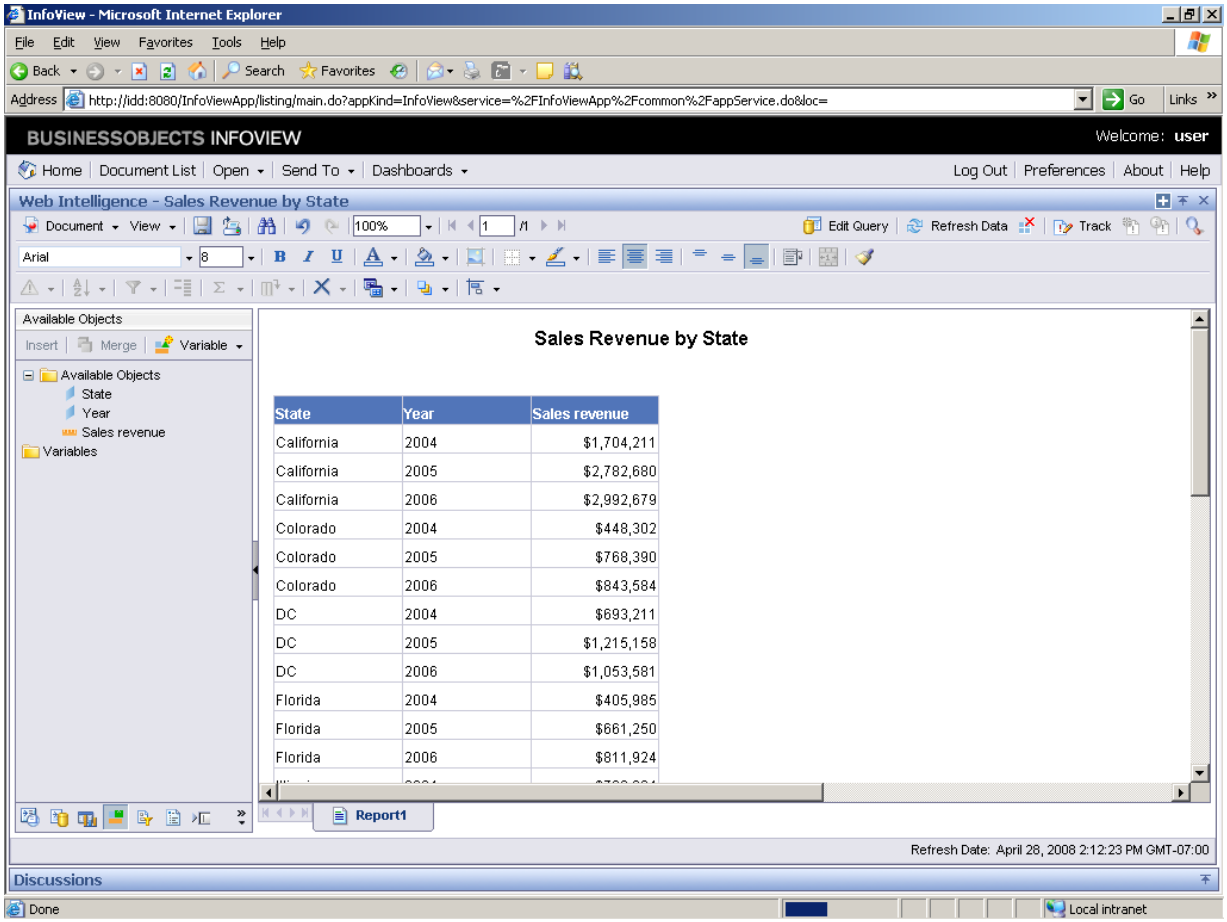
Procedure

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

Internal



2. Click **Sales Revenue by State**.

In this exercise, change the report title font color to red.

Then, break the table by State and add the Average sales to the Sales revenue column.

Finally, sort the Sales revenue into Descending order.

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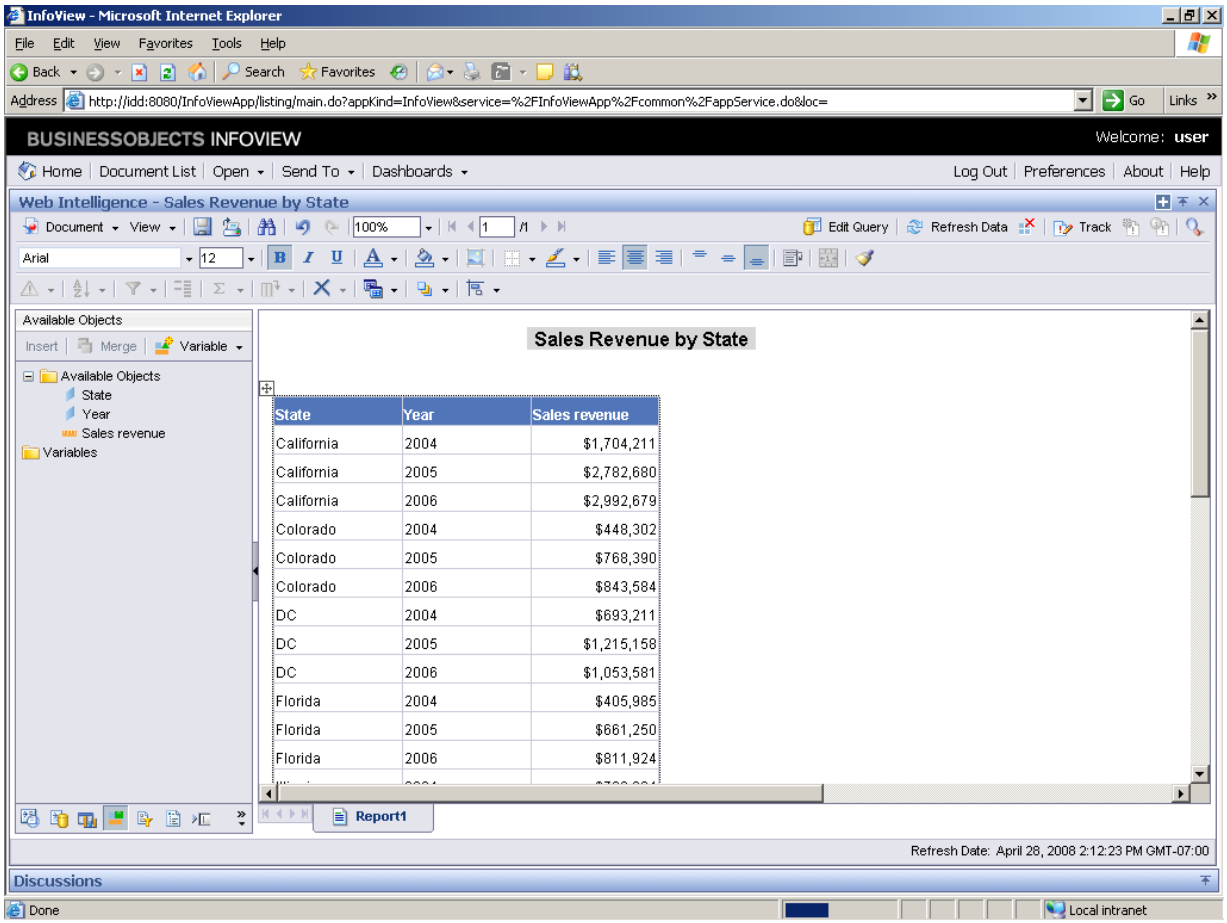
Internal



3. Click the **arrow** beside Font color .

4. Click the **Red** option .

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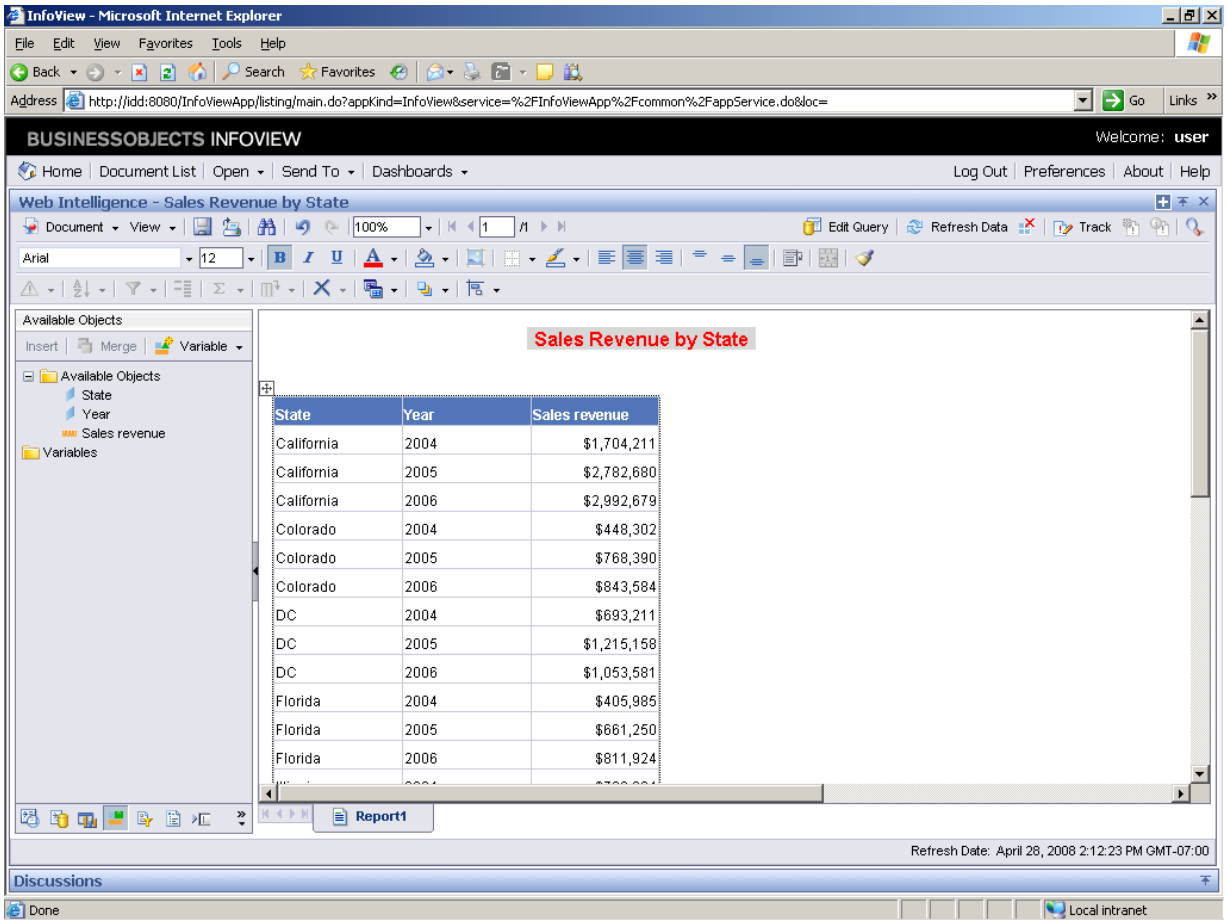
Internal



5. Click in the **State** column.

Now, break the table by State.

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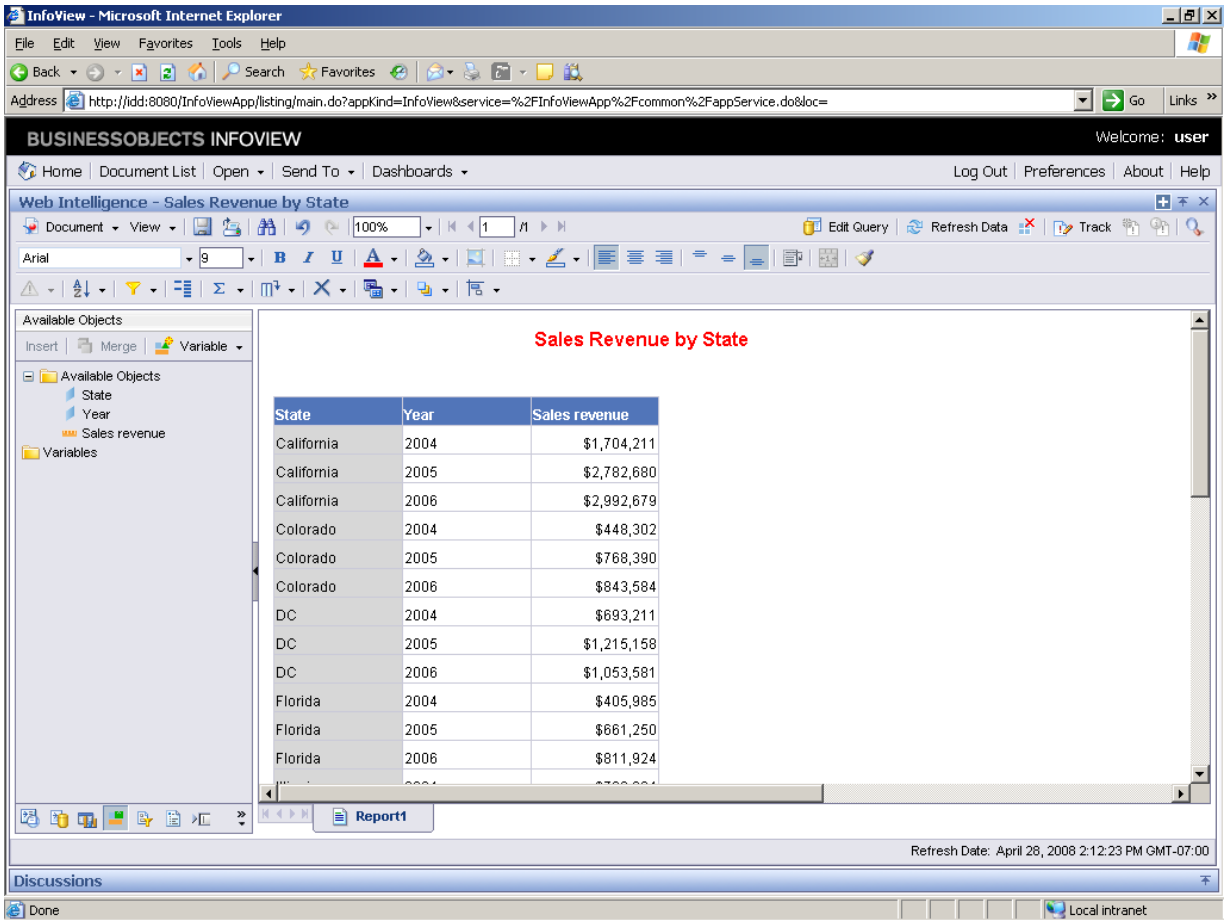
Internal



6. Click **Break** .

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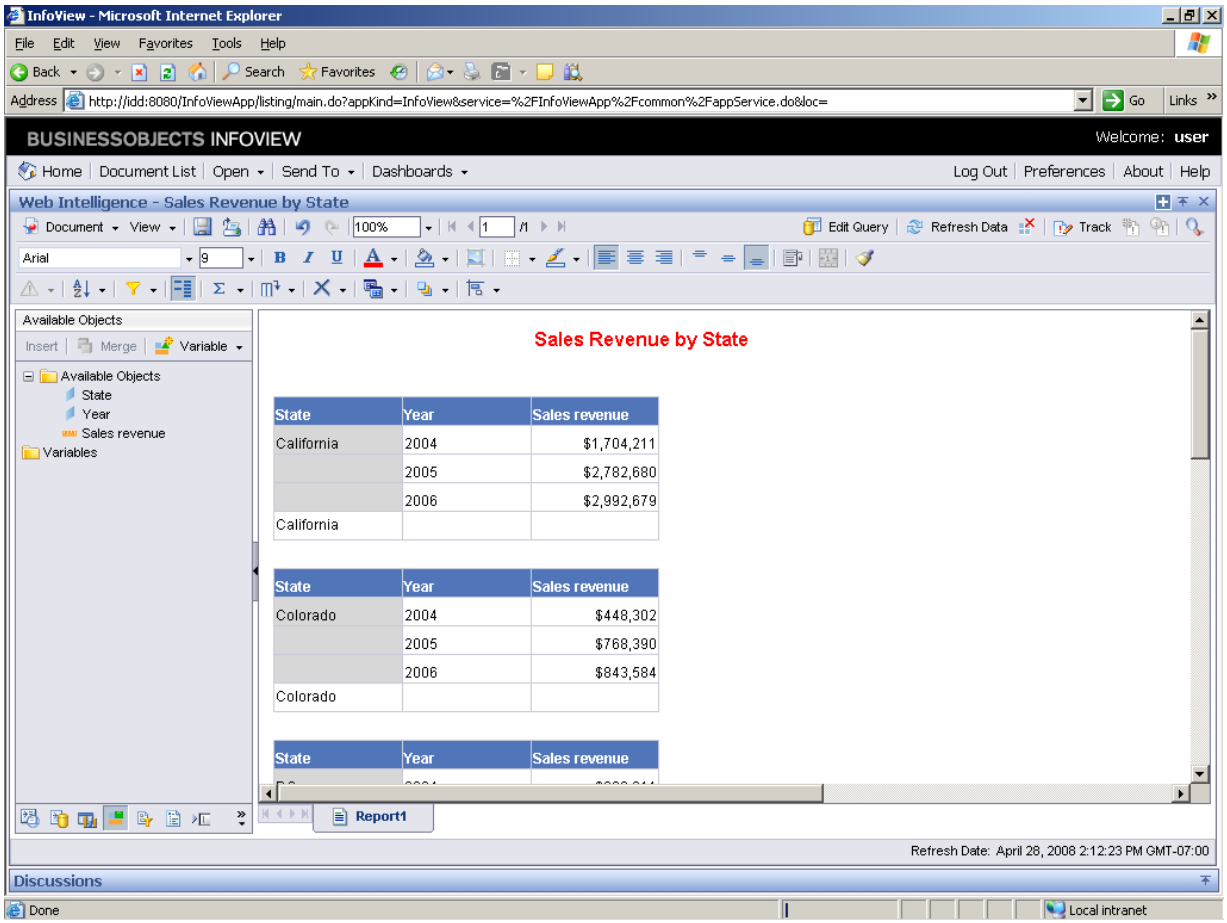
Internal



7. Click in the **Sales revenue** column.

Now, add an average to the Sales revenue column, for an average sales amount for each state for the the years 2004-2006.

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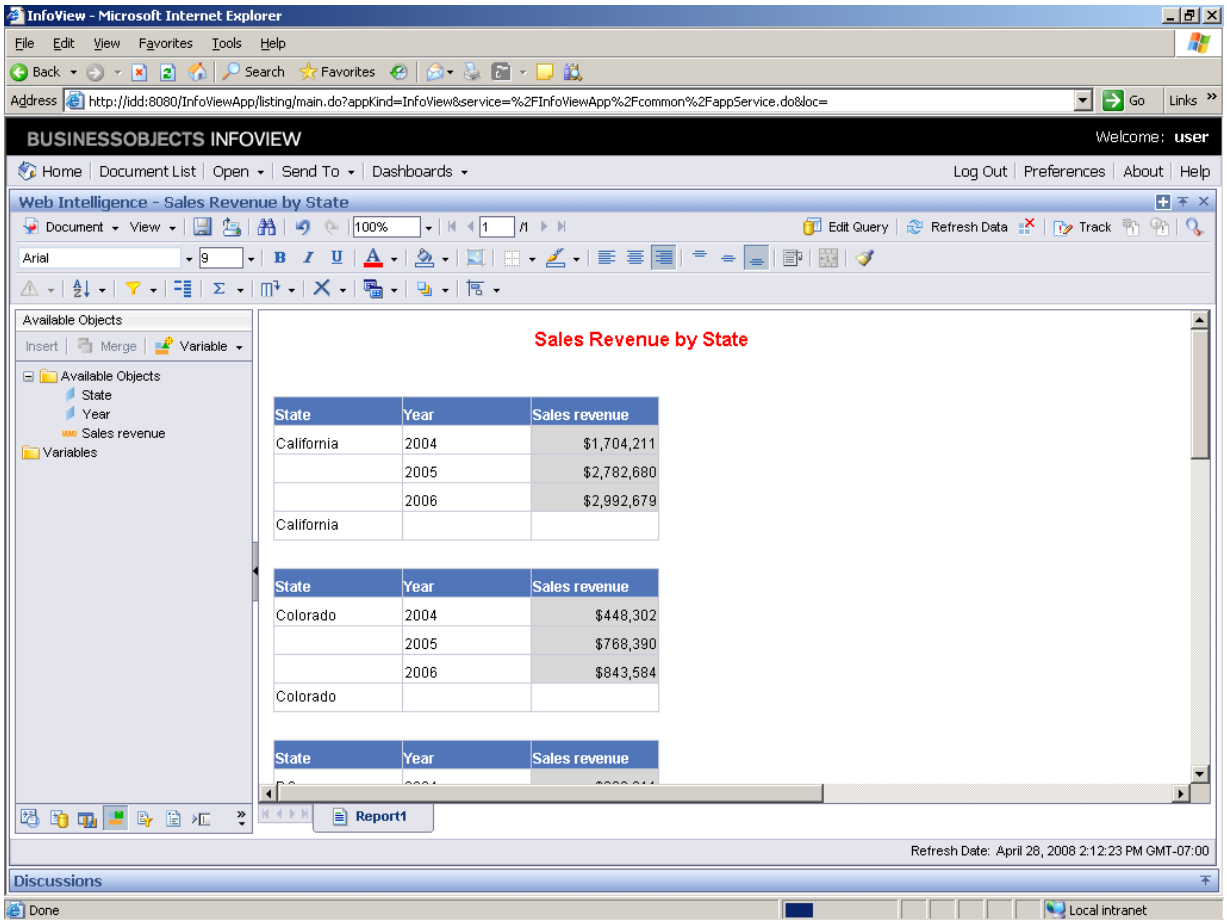
Internal



8. Click the **arrow** beside Sum .

9. Click **Average**.

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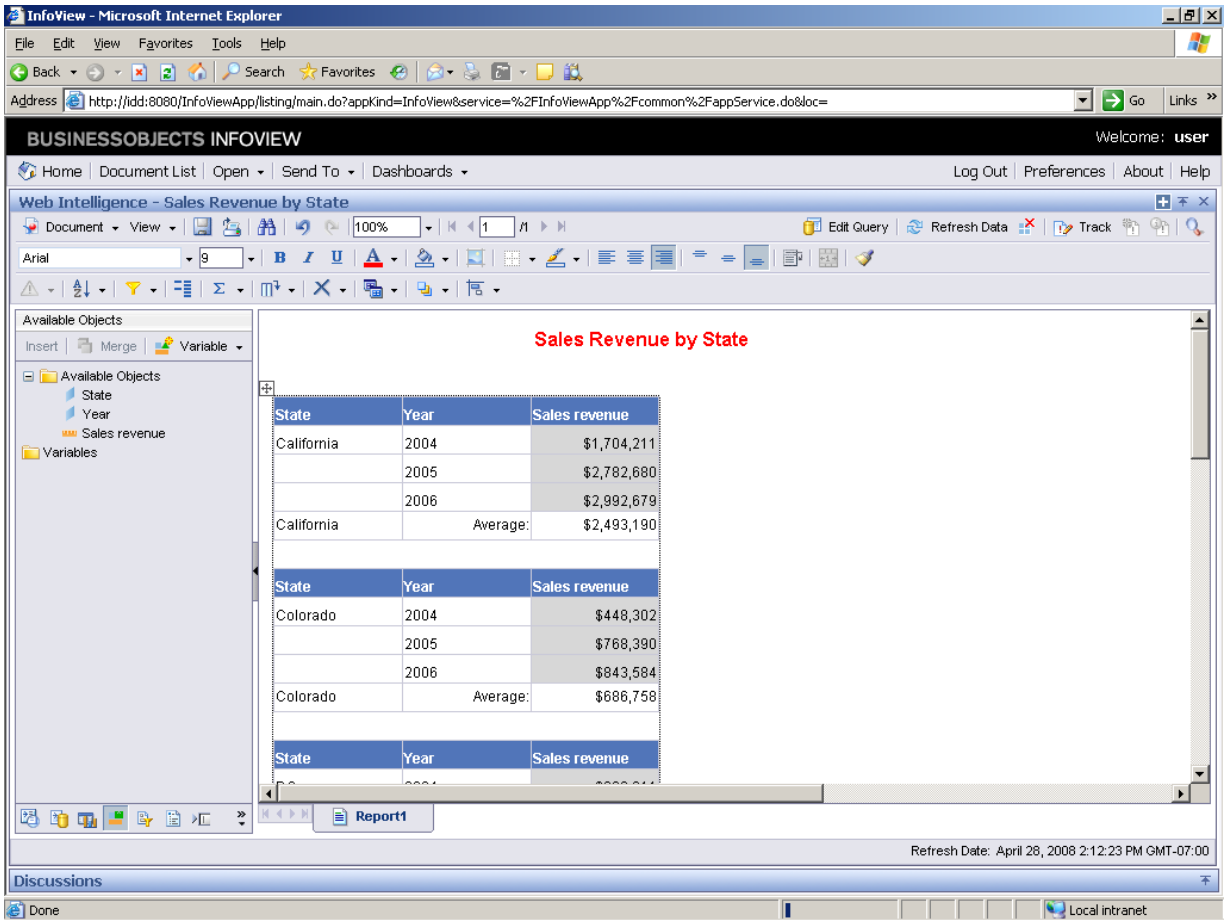
Internal



10. Click the **arrow** beside Sort Ascending .

Now, sort the Sales revenue that is listed by state into Descending order.

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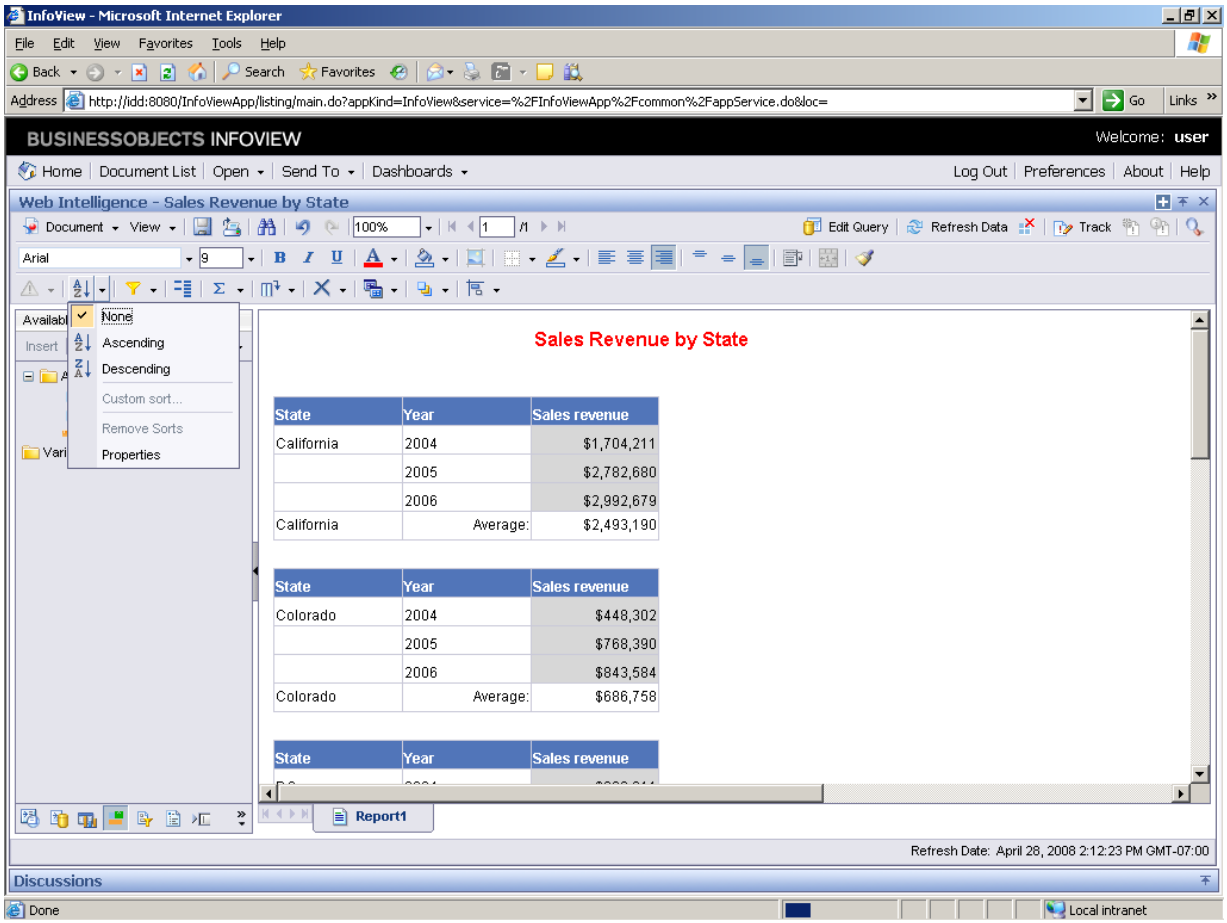
Internal



11. Click **Descending**.

Now, sort the Sales revenue that listed by state in Descending order.

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