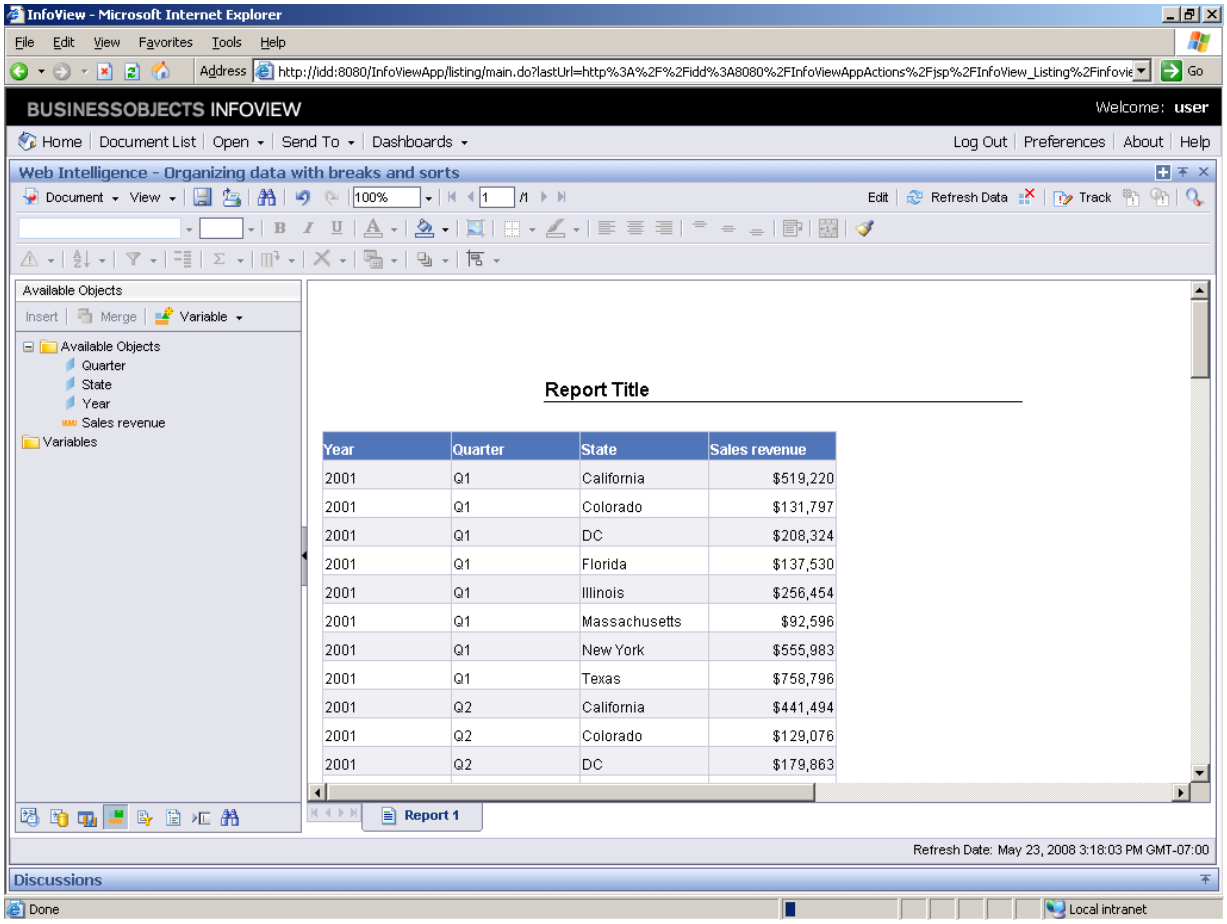
Procedure

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

Breaking a table



Year	Quarter	State	Sales revenue
2001	Q1	California	$519,220
2001	Q1	Colorado	$131,797
2001	Q1	DC	$208,324
2001	Q1	Florida	$137,530
2001	Q1	Illinois	$256,454
2001	Q1	Massachusetts	$92,596
2001	Q1	New York	$555,983
2001	Q1	Texas	$758,796
2001	Q2	California	$441,494
2001	Q2	Colorado	$129,076
2001	Q2	DC	$179,863

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

You want to break up this long table so that the sales figures are easier to read.

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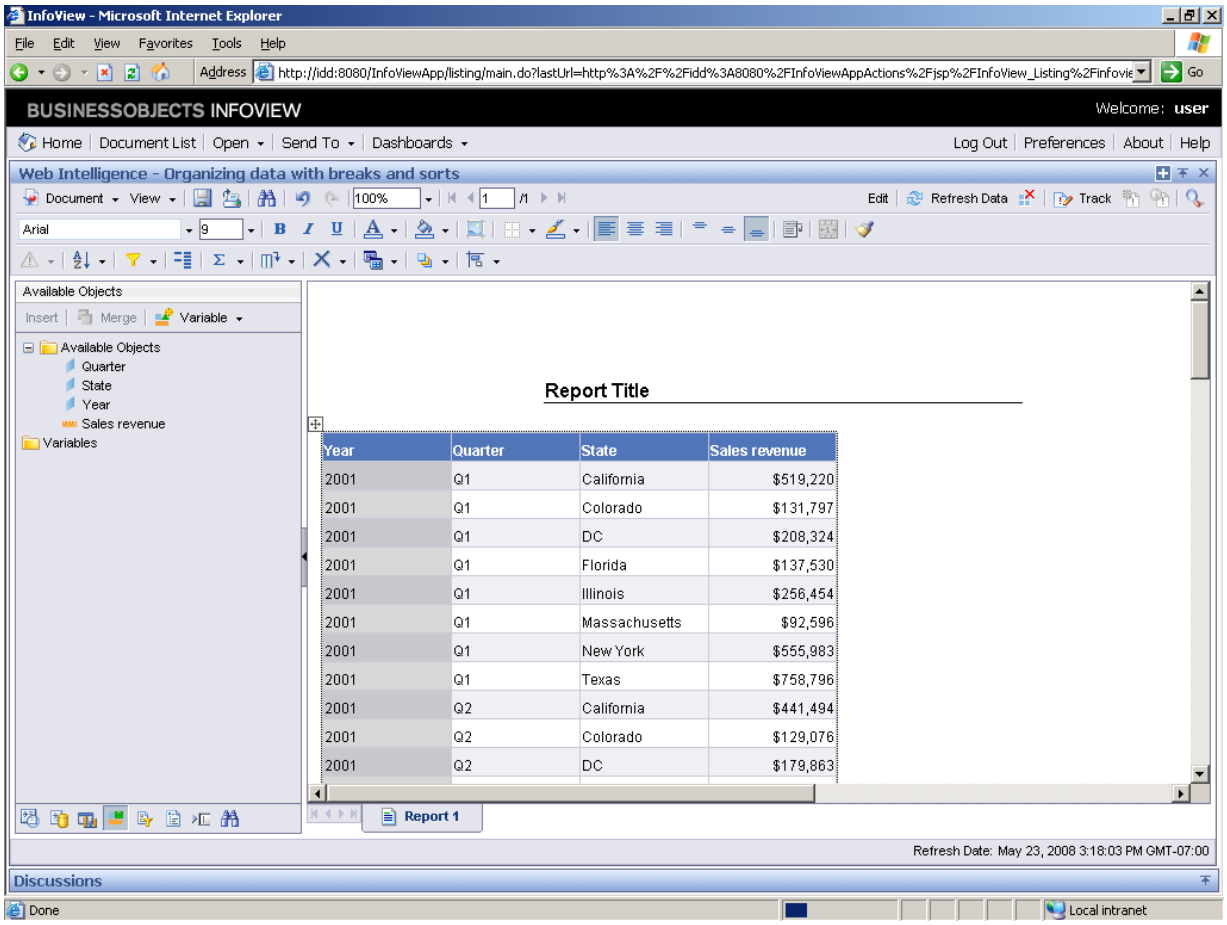
Breaking a table



Year	Quarter	State	Sales revenue
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2001	Q1	Colorado	$131,797
2001	Q1	DC	$208,324
2001	Q1	Florida	$137,530
2001	Q1	Illinois	$256,454
2001	Q1	Massachusetts	$92,596
2001	Q1	New York	$555,983
2001	Q1	Texas	$758,796
2001	Q2	California	$441,494
2001	Q2	Colorado	$129,076
2001	Q2	DC	$179,863

3. Click **Break** .

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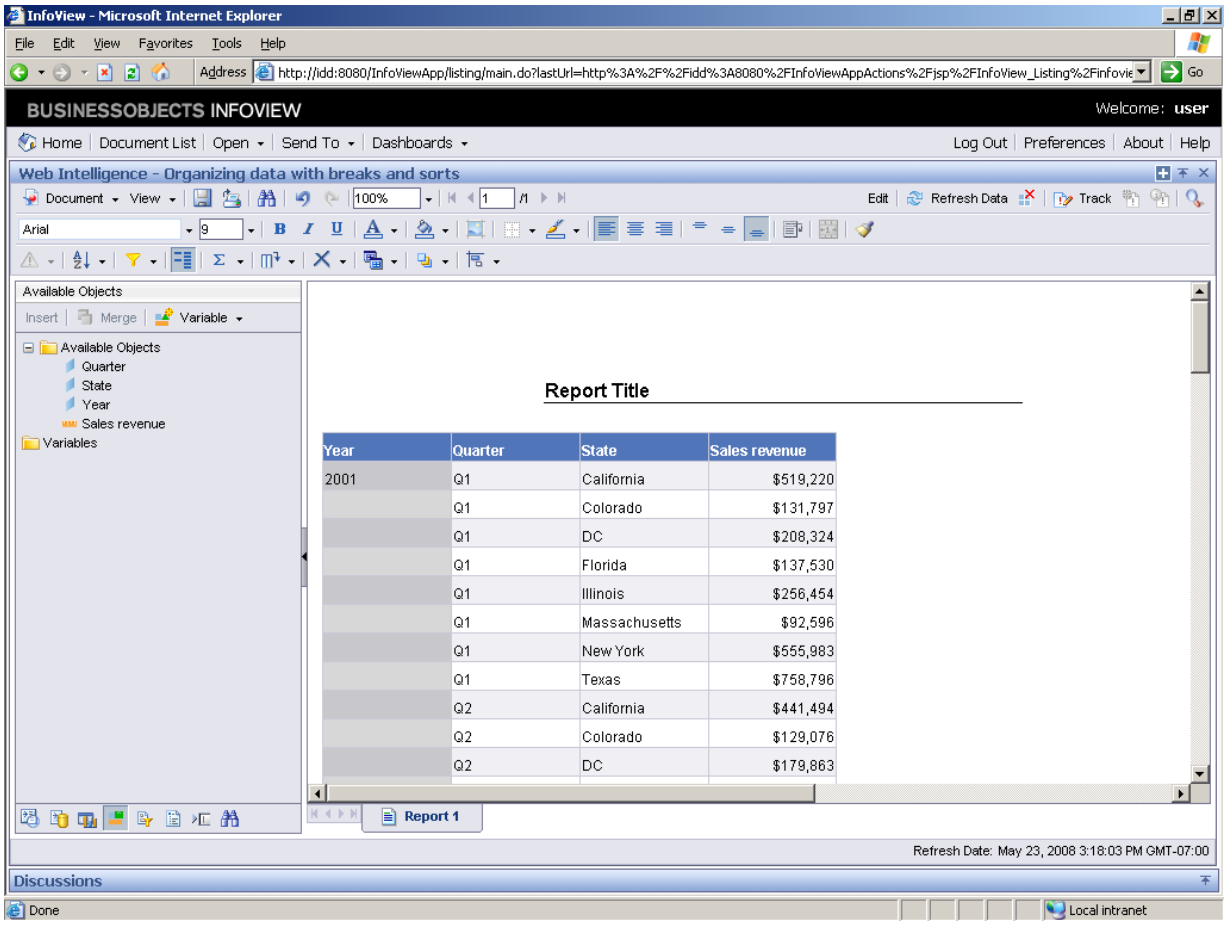
Breaking a table



Year	Quarter	State	Sales revenue
2001	Q1	California	$519,220
	Q1	Colorado	$131,797
	Q1	DC	$208,324
	Q1	Florida	$137,530
	Q1	Illinois	$256,454
	Q1	Massachusetts	$92,596
	Q1	New York	$555,983
	Q1	Texas	$758,796
	Q2	California	$441,494
	Q2	Colorado	$129,076
	Q2	DC	$179,863

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

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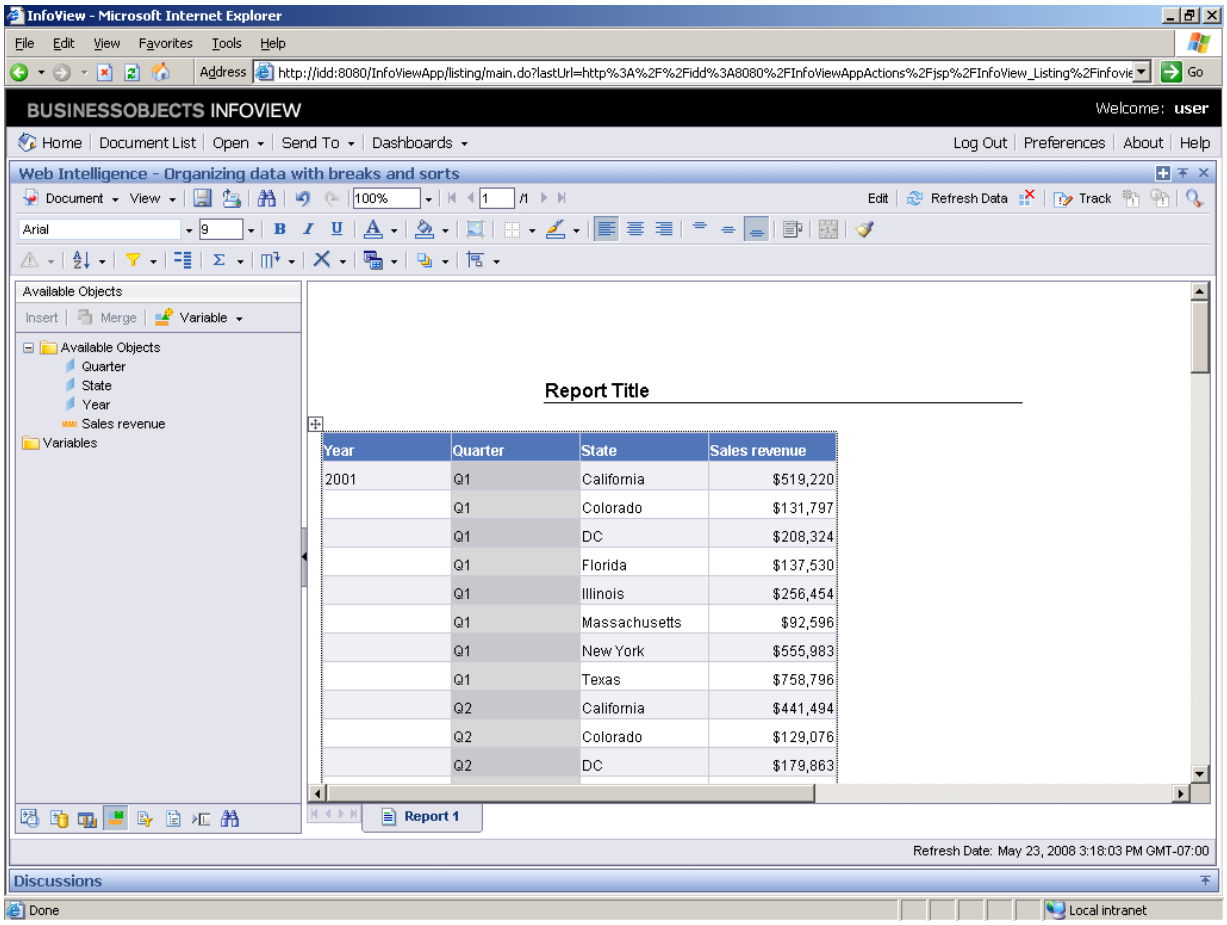
Breaking a table



Year	Quarter	State	Sales revenue
2001	Q1	California	$519,220
	Q1	Colorado	$131,797
	Q1	DC	$208,324
	Q1	Florida	$137,530
	Q1	Illinois	$256,454
	Q1	Massachusetts	$92,596
	Q1	New York	$555,983
	Q1	Texas	$758,796
	Q2	California	$441,494
	Q2	Colorado	$129,076
	Q2	DC	$179,863

5. Click **Break** .

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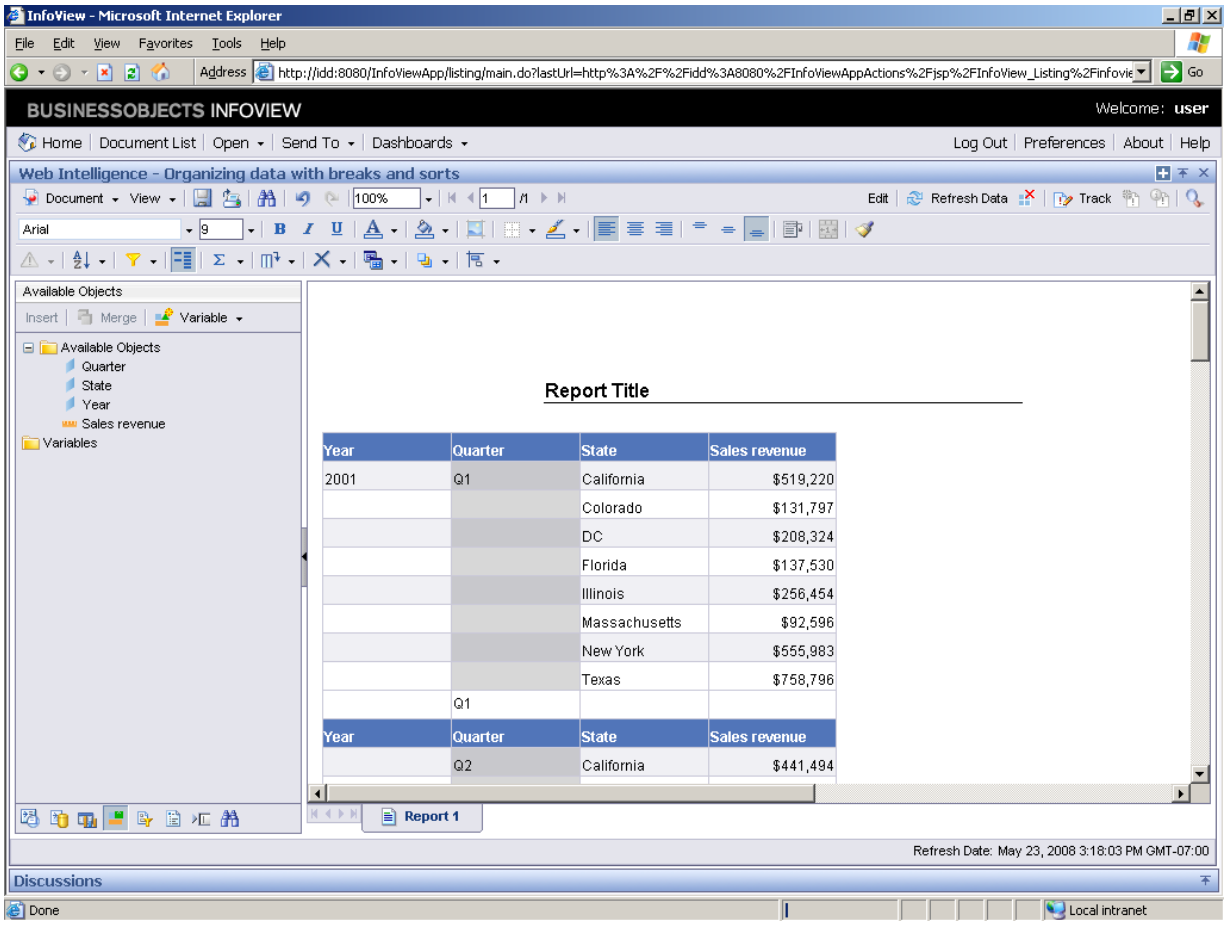
Breaking a table



Year	Quarter	State	Sales revenue
2001	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

6. Click an entry in the **Sales Revenue** column.

You have reorganized the table into groups of data. Each value of the Year and Quarter objects are broken up into separate groups of data.

This makes the data easier to read. But it also makes it easy to display calculations in the table, as you will see in the following steps.

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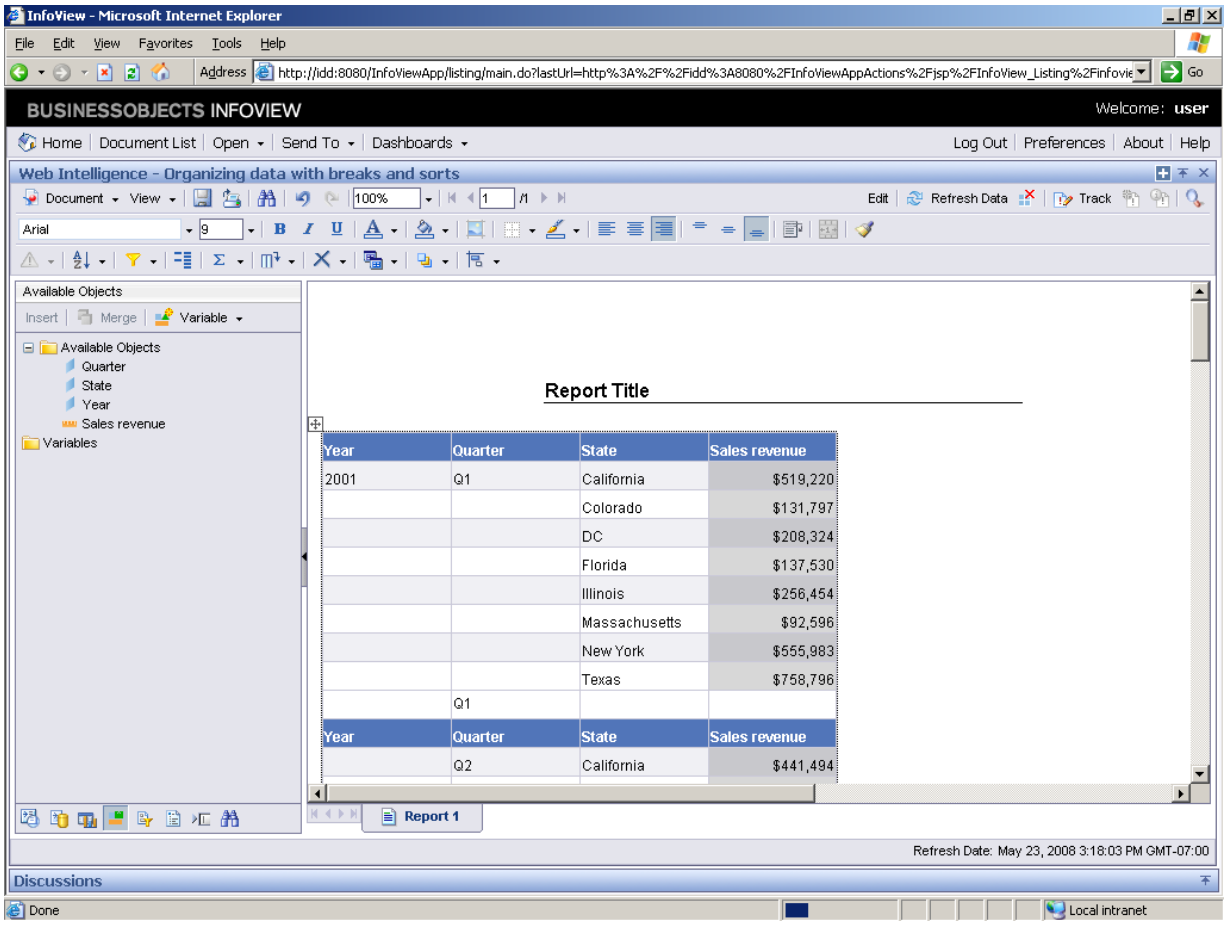
Calculations



Year	Quarter	State	Sales revenue
2001	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

7. Press [Enter] to continue.

Web Intelligence provides standard calculation functions to help you quickly calculate sums, averages, and percentages on the data in your reports.

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

Press **[Enter]** to continue.

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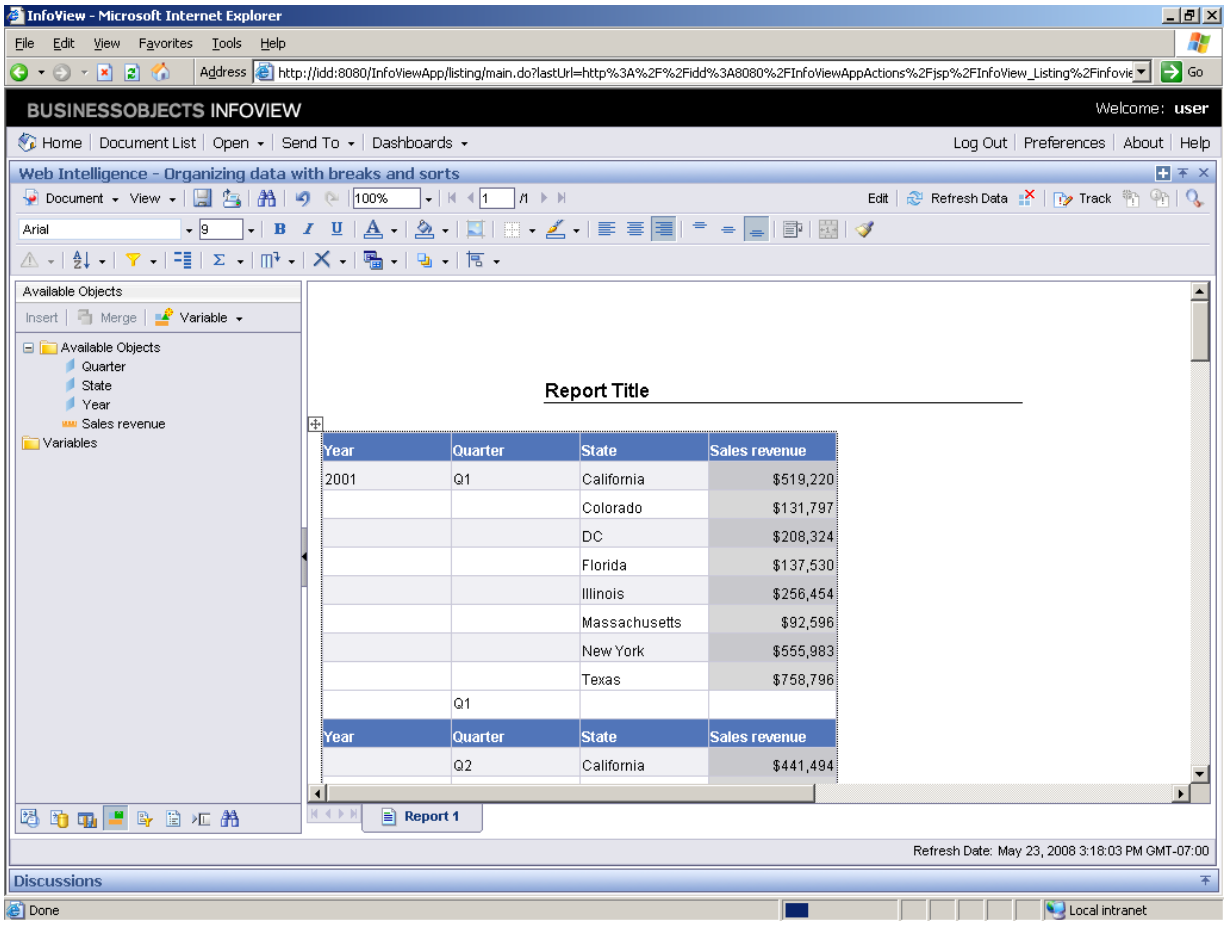
Calculations



Year	Quarter	State	Sales revenue
2001	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

8. Click **Sum** Σ.

Apply a sum to the Sales revenue column.

9. Click the **Calculations** drop-down button .

Note that the total revenue per quarter is displayed in the break footer.

Now, apply a calculation that will add a count to the table.

10. Click the **Count** list item.

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11. Click the **Calculations** drop-down button .

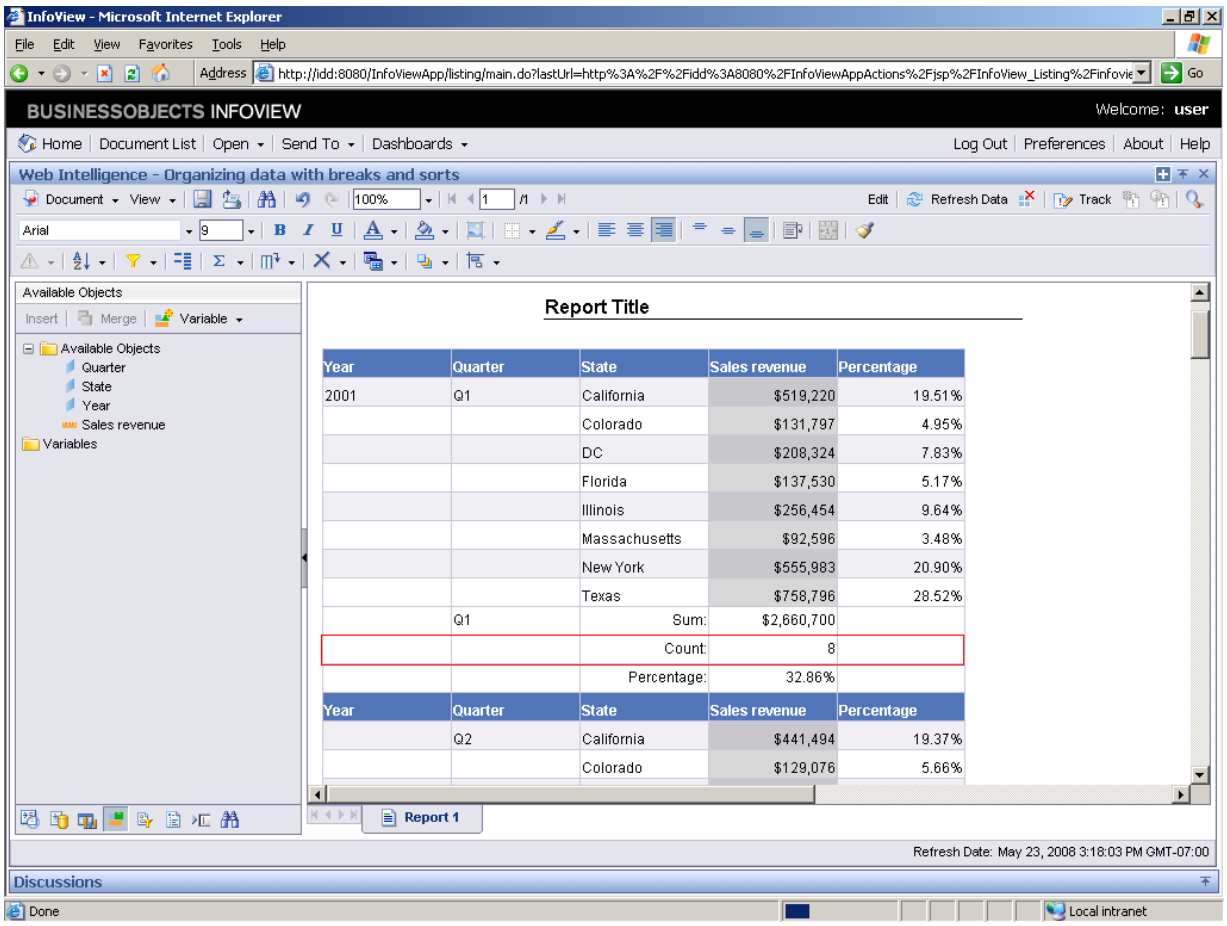
A new row in the table displays a count of all the states.

Now, add a calculation that will add a percentage to the table.

12. Click the **Percentage** list item.

Note that both the Sum and Count functions are highlighted in the menu list, to indicate that these functions have been applied to the column.

Calculations



Year	Quarter	State	Sales revenue	Percentage
2001	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%

13. Press [Enter] to continue.

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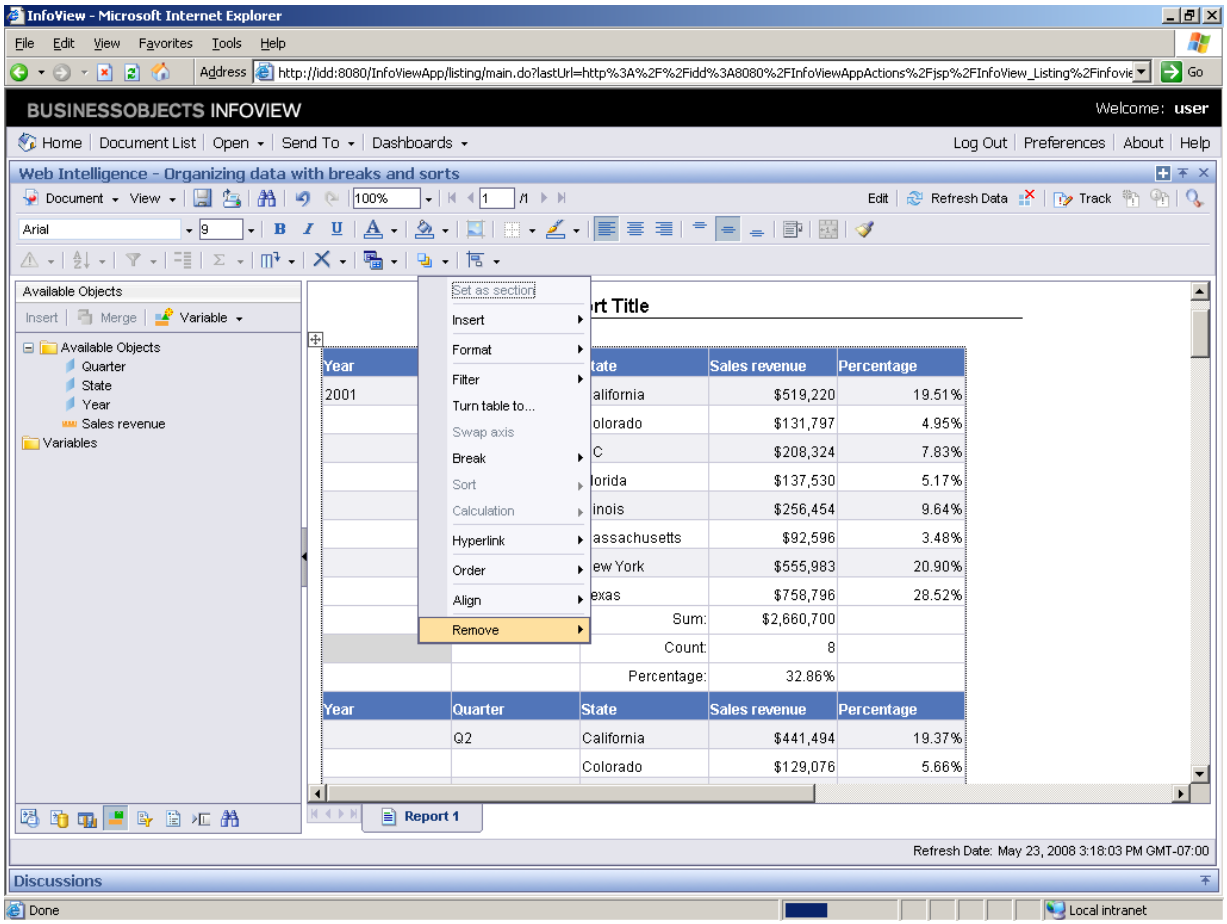
Another row has been added to the table to display the percentage of annual revenue earned during the quarter. A new column appears as well, displaying each state's percentage of the quarterly revenue.

Now remove the row that contains the Count.

In the application you would right-click the row that contains the count information. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

Remove row



14. Click the **Remove** list item.

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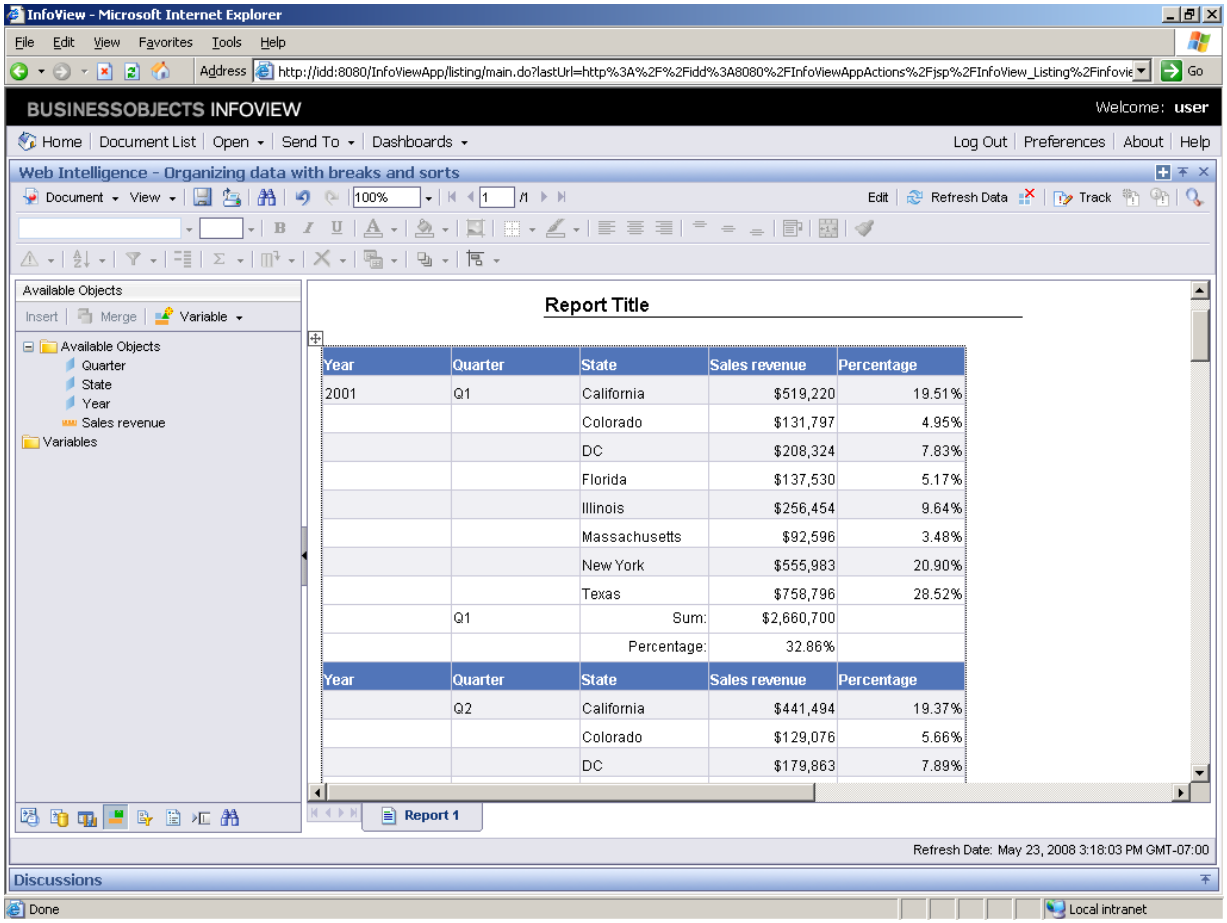
15. Click the **Row** list item.

Remove row



Year	Quarter	State	Sales revenue	Percentage
2001	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%

16. Press [Enter] to continue.

The Count row has been deleted.

Now you are going to sort the data in this table in ascending order.

Press **[Enter]** to continue.

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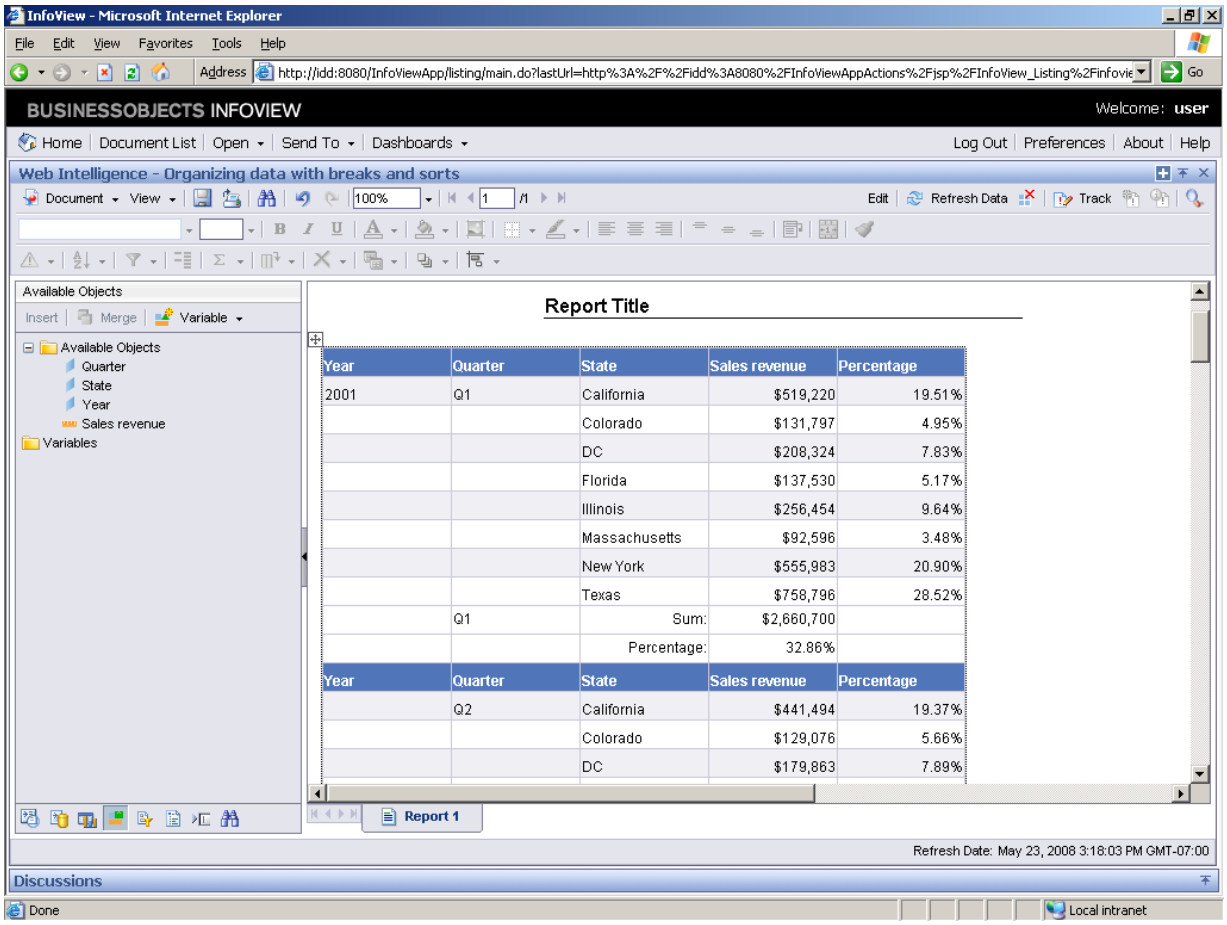
Sorting



Year	Quarter	State	Sales revenue	Percentage
2001	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%

17. Click an entry in the **Sales Revenue** column.

Apply an ascending sort to the Sales revenue column.

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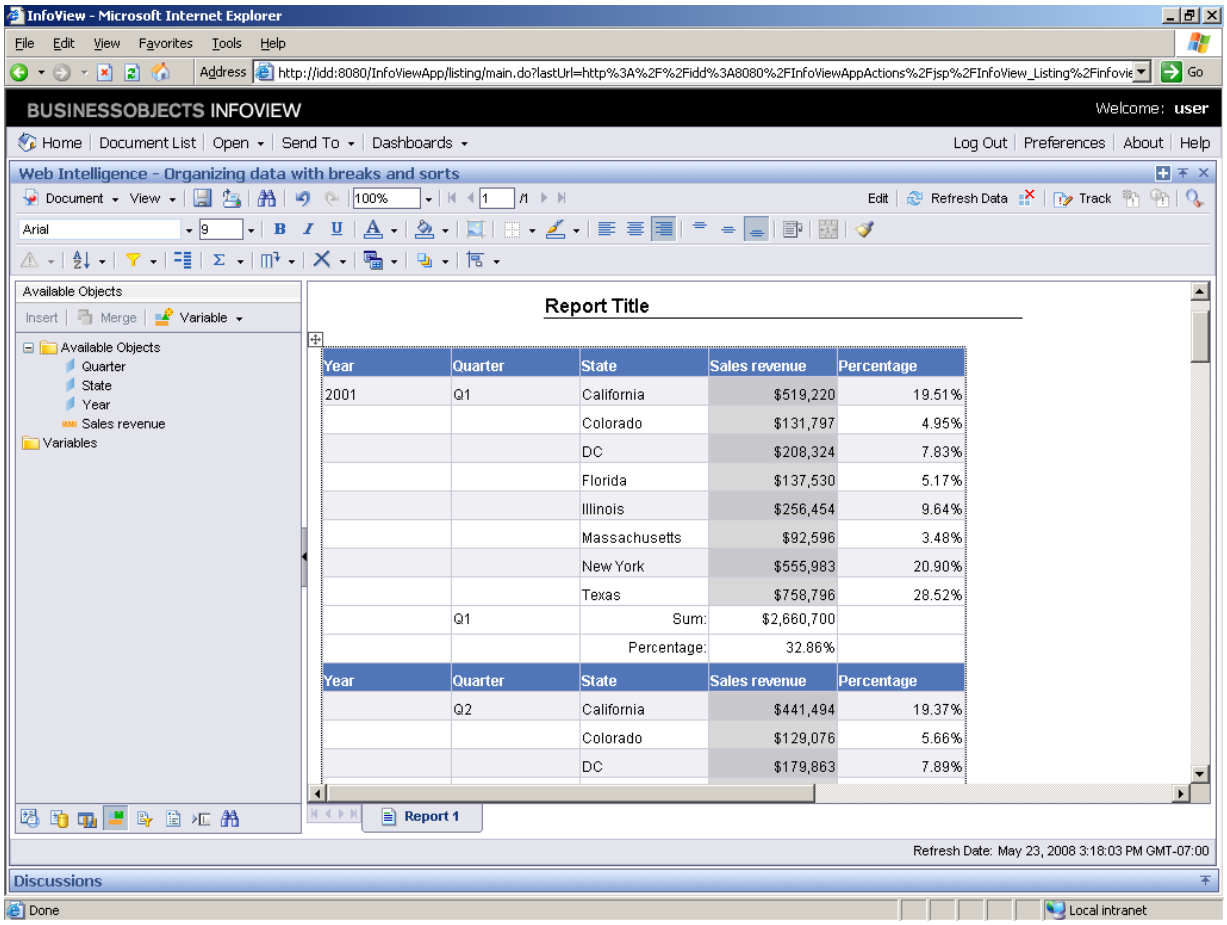
Sorting



Year	Quarter	State	Sales revenue	Percentage
2001	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%

18. Click the **Ascending Sort** button .

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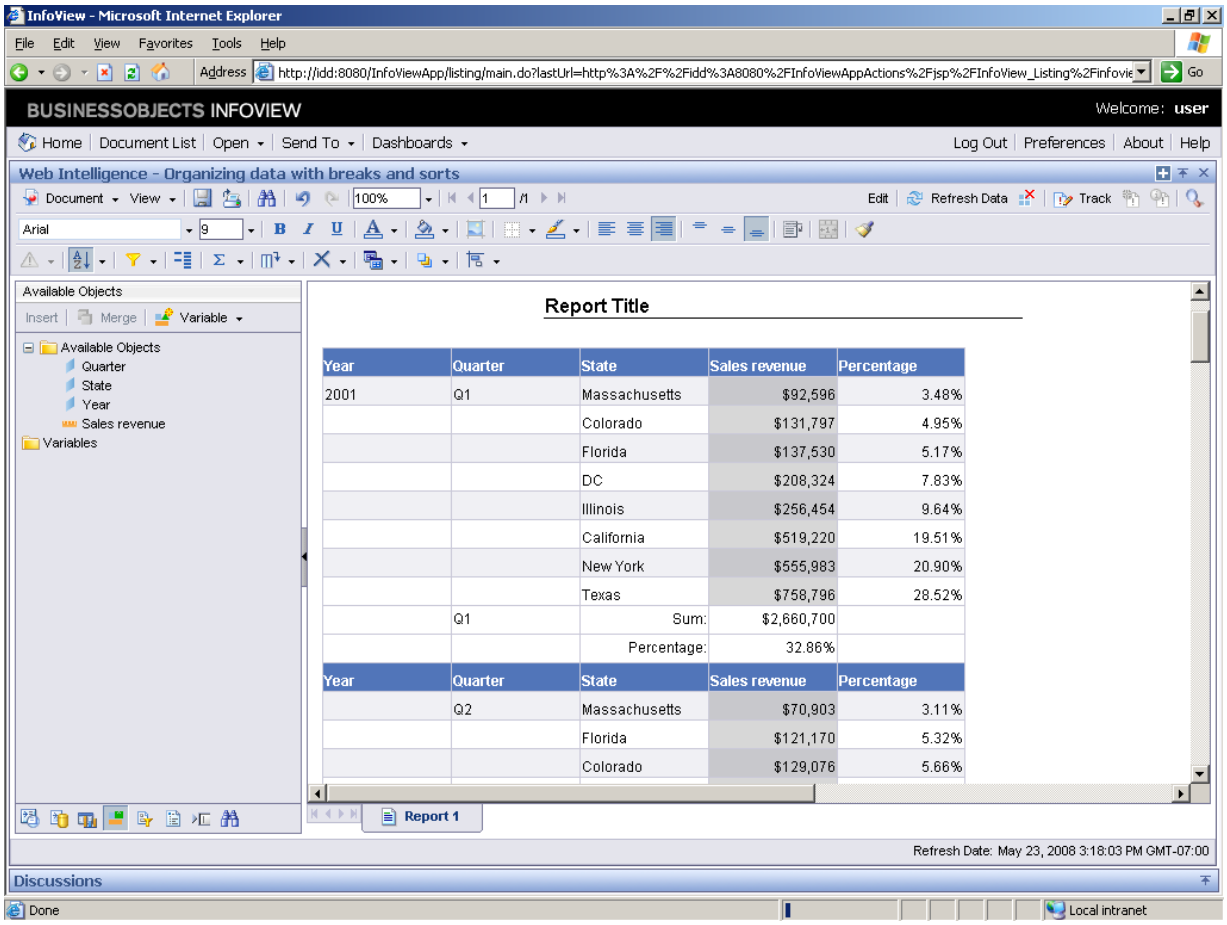
Sorting



Year	Quarter	State	Sales revenue	Percentage
2001	Q1	Massachusetts	$92,596	3.48%
		Colorado	$131,797	4.95%
		Florida	$137,530	5.17%
		DC	$208,324	7.83%
		Illinois	$256,454	9.64%
		California	$519,220	19.51%
		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	Massachusetts	$70,903	3.11%
		Florida	$121,170	5.32%
		Colorado	$129,076	5.66%

19. Press [Enter] to continue.

The data in this table is now sorted by Sales revenue in ascending order.

Press **[Enter]** to continue.

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