Section 3 Lab Instructions

1. Remove any non-report friendly items from tables or columns
   * Answer Columns: E.g. removing underscores (\_) or adding spaced between words (SalesAmount -> Sales Amount)
   * Answer Tables: Removing Database terms like Dimension & Fact from titles
2. Hide any columns not required in the report
   * Answer: Hiding Key Columns
3. Format any Date columns to short date format
   * Answer: Invoice Date & Delivery Date formatted to (1/1/2017)
4. Create any missing relationships in the relationship view
   * Answer: Connect Sales to Employee
5. Organize the tables in the relationship view by table types
   * Answer: Lookup tables at the top, Data tables at the bottom
6. Delete any Key columns that aren’t used in any relationship
   * Answer: Sales Columns (WWIInvoiceKey, Bill To Customer Key)