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| **L2 - Exercise 1** |  |  |
| Remove the decimal places on the SalesYTD and Sales fields. | 1-make sure you select the visual on the L2 – Exercise 1 page  2-click on the Sales YTD field in the fields panel  3-change the value of the decimal places from 2 to 0  4-repeat for Sales field |  |
| Replace the gradient background color on the sales column. | 5-click on the down arrow next to the Sales field  6-select Conditional formatting > Background color  7-change the Minimum color to white and the Maximum color to light green  8-add a background color for the Avg Per Sales field – use white for the Minimum color and light blue for the Maximum color |  |
| Add a data bar to the Units field | 9-click on the down arrow next to the Units field  10-select Conditional formatting > Data bar  11-change the Positive bar color to light gray and the Bar direction to “Right to left” |  |
| Change the sort column to explore relationships. | 12-click on the Avg Per Sale column header to change the sort order and compare the Avg Per Sale values to the Sales values. Try changing the sort on other columns. |  |

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| **L2 - Exercise 2** |  |  |
| Convert a column visual to a stacked bar visual | 1-make sure you select the visual on the L2 – Exercise 2 page  2-click on the Stacked bar visual icon  3-under the format menu in the visualization pane, turn the data label on and set the font size to 12 pt  4-turn the X axis off to remove the axis labels |  |

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| **L2 - Exercise 3** |  |  |
| Sort the columns by sales instead of by state | 1-make sure you select the visual on the L2 – Exercise 3 page  2-click on the three dots (elipses) in the top right corner of the visual  3-select Sort by Sales |  |
| Add a constant threshold line | 4-click on the Analysis icon in the visualization panel  5-click on the +Add button  6-enter 1800000 in the Value field  7-change the color to yellow  8-set the Transparency to 0% |  |
| Change the bar color of those bars that are below the threshold line | 9-click on the Format icon in the visualization panel  10-open the Data colors menu and click on the fx button next to the Default color  11-change Format by to Rules  12-use the Based on field to select Sales from the Sales table  13-click on the +New rule button to add a second line to the form and complete all the values as indicated in the example below |  |
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| **L2 - Exercise 4** |  |  |
| Replace a pie chart with a more effective visualization | 1-make sure you select the pie chart visual on the L2 – Exercise 4 page  2-click on the Stacked bar visual icon to convert the pie chart to a bar chart  3-use the format menu in the visualization pane to turn off the X axis  4-use the drop down on the Y axis to change the Text size to 12 pt  5- Turn Data labels on and make the following changes to the Data labels: change the Value decimal places from auto to 2; change the Text size to 12 pt |  |