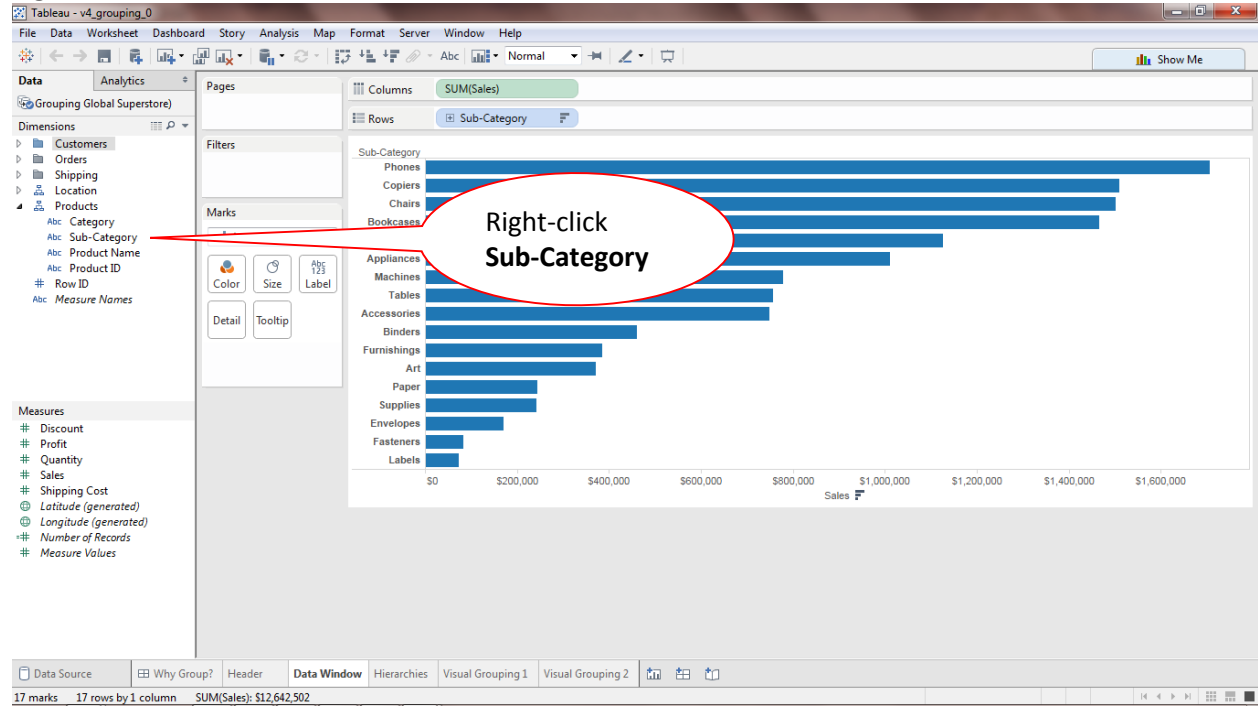


Objective: This exercise will demonstrate how grouping can be performed

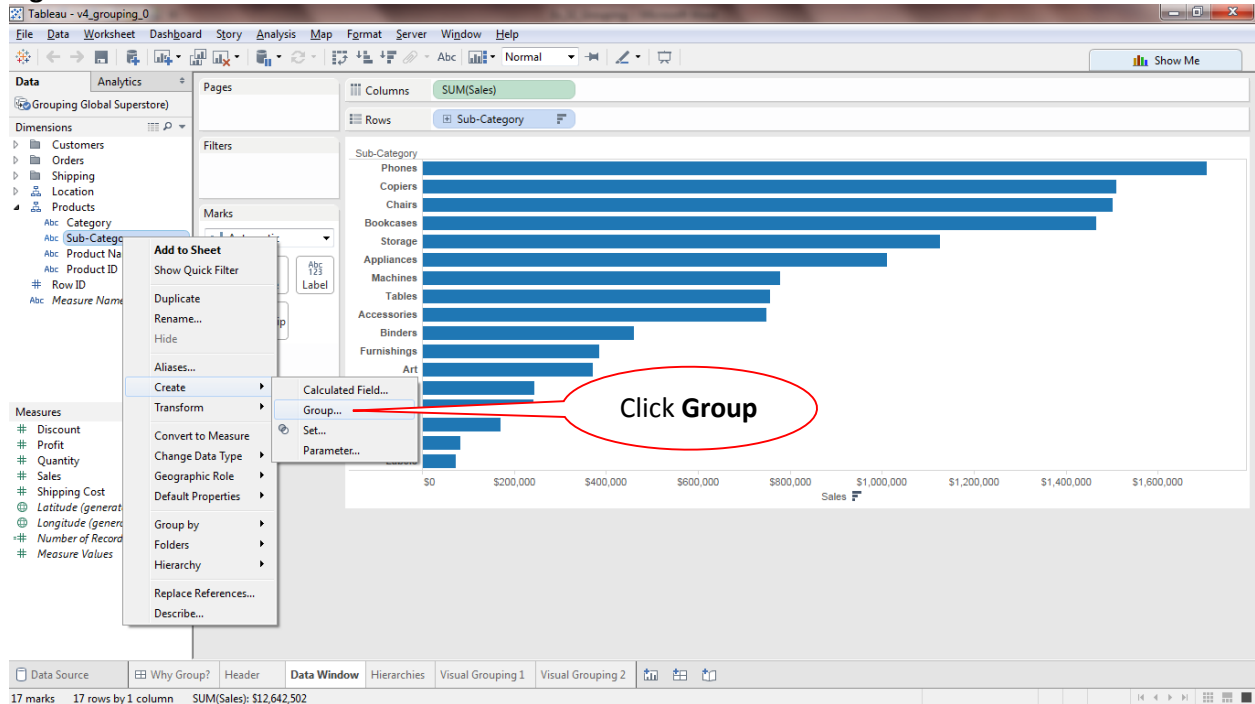
Figure 1 shows a chart with the sum of Sales for various Sub-Categories.

Figure 1



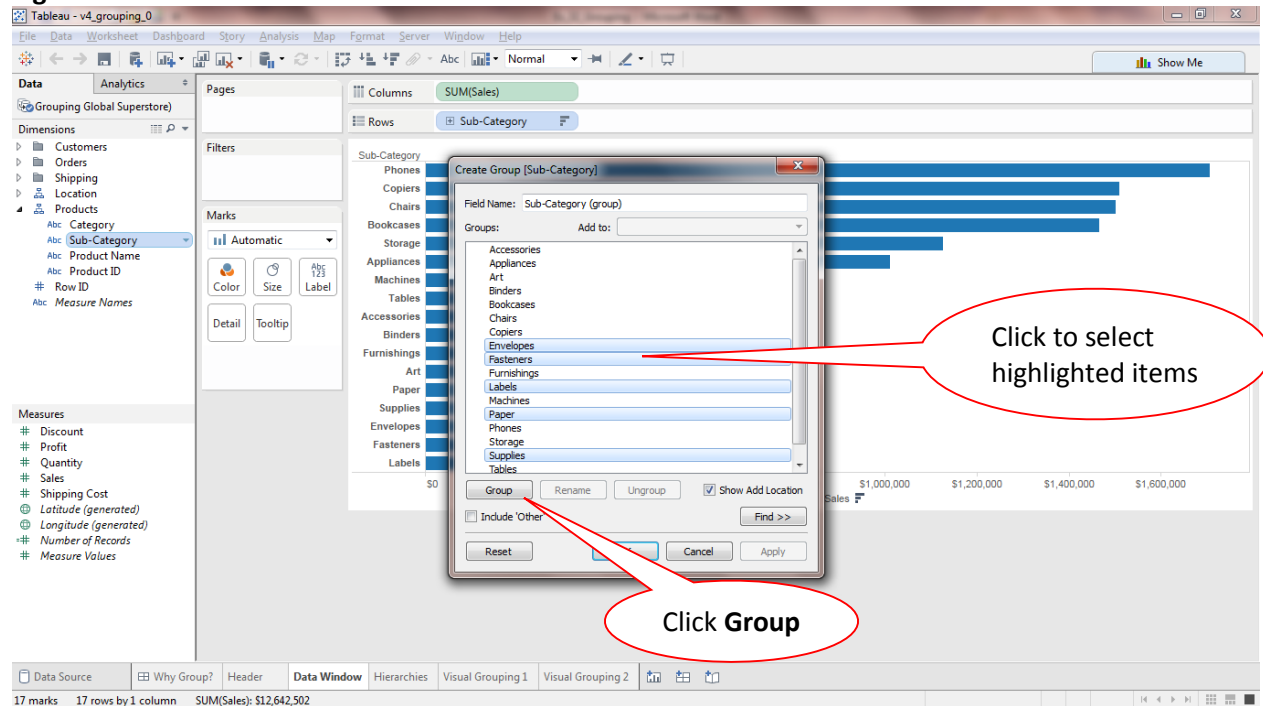
- Right-click **Sub-Category** as shown on Figure 1, which will popup the menu tree displayed on Figure 2

Figure 2



- Navigate to the secondary menu shown on Figure 2 via the menu path: **Create > Group**
- Click **Group** as shown on Figure 2, which will lead to the **Create Group (Sub-Category)** popup window displayed on Figure 3

Figure 3



Select the items displayed in the **Create Group (Sub-Category)** window on Figure 3.

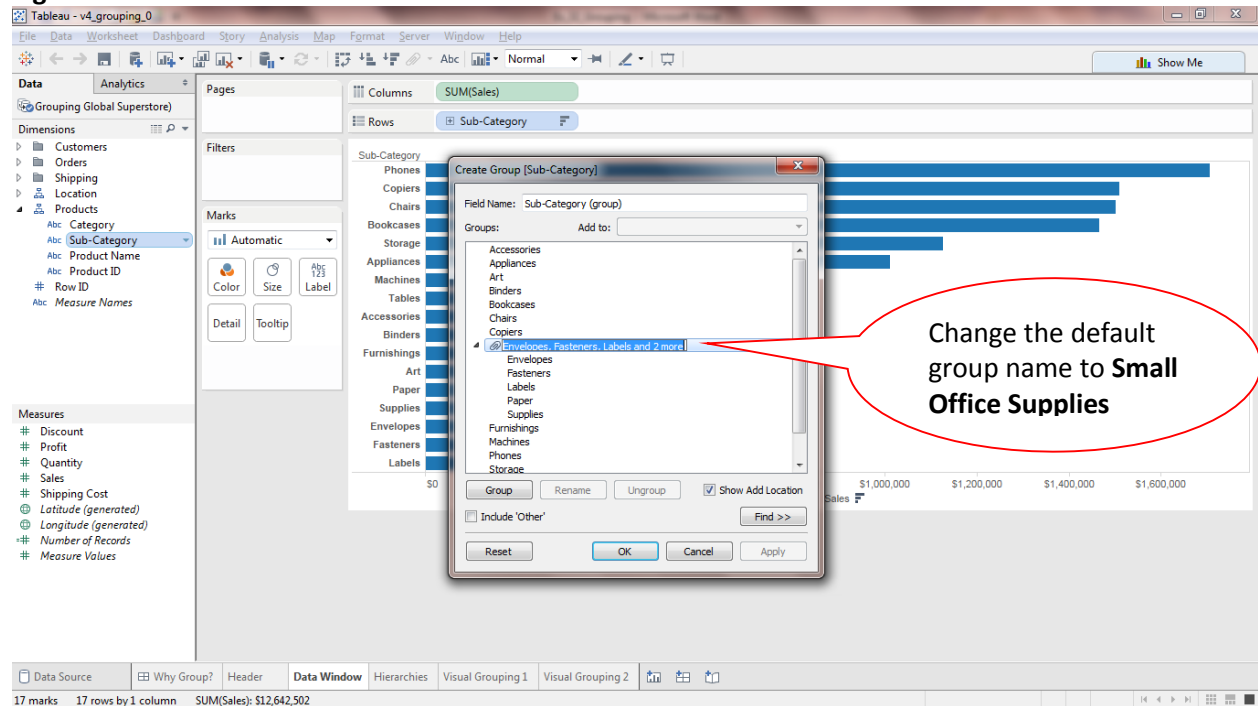
To select multiple items:

- Hold down the **Ctrl** key and then click on the desired items

After the items highlighted on Figure 3 have been selected:

- Click the **Group** button as shown on Figure 3, which will lead to the display on Figure 4

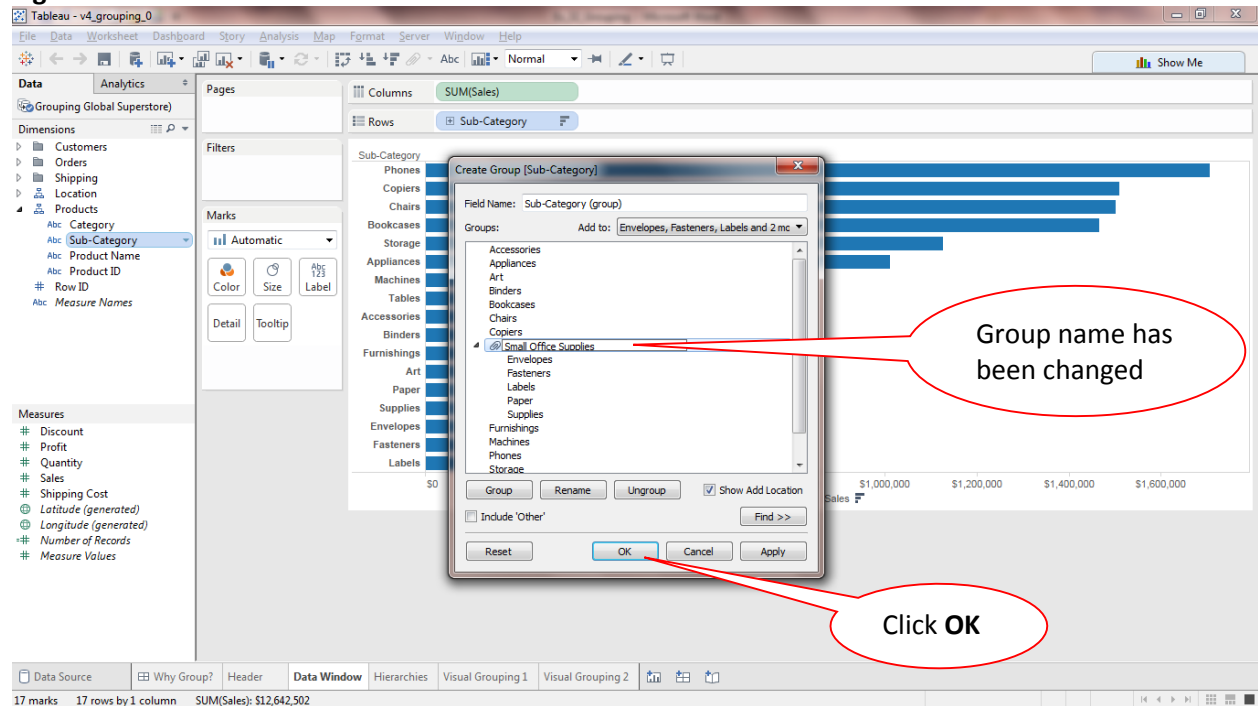
Figure 4



To make the title more meaningful, we will change the default group name to **Small Office Supplies**. To change the name:

- Overwrite the default name shown on Figure 4 by typing in **Small Office Supplies**, which will lead to the display on Figure 5

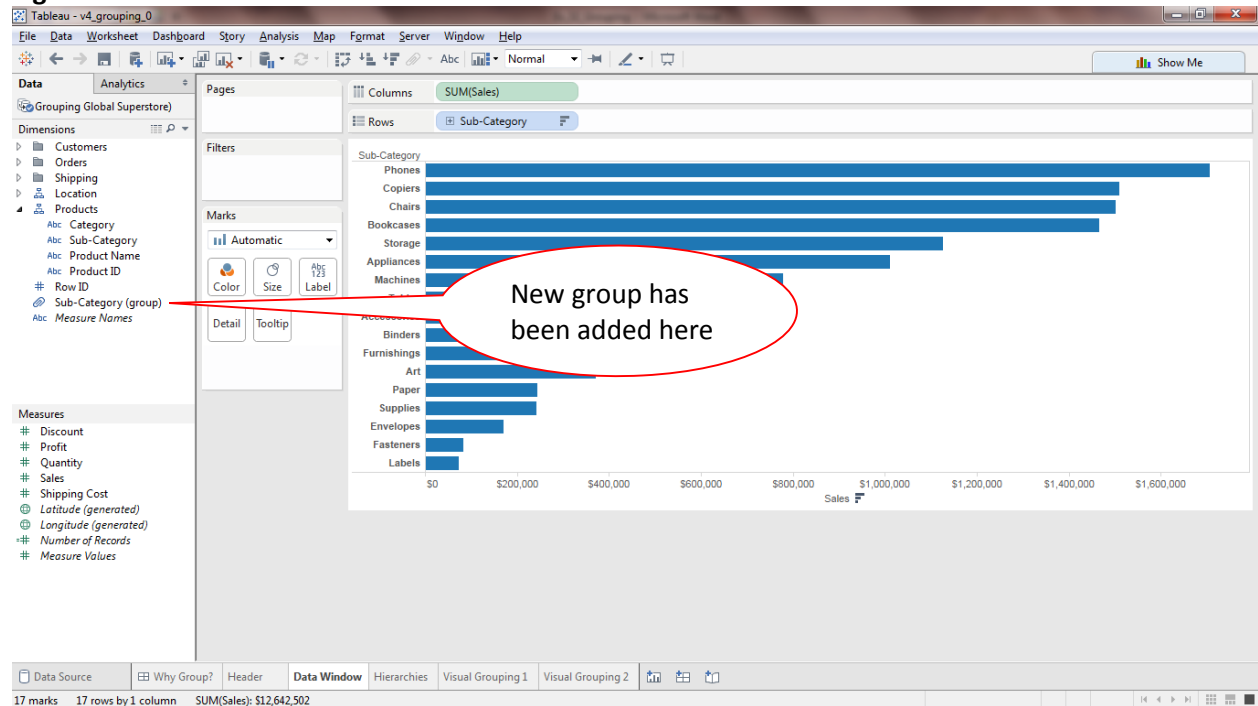
Figure 5



After the group name has been changed:

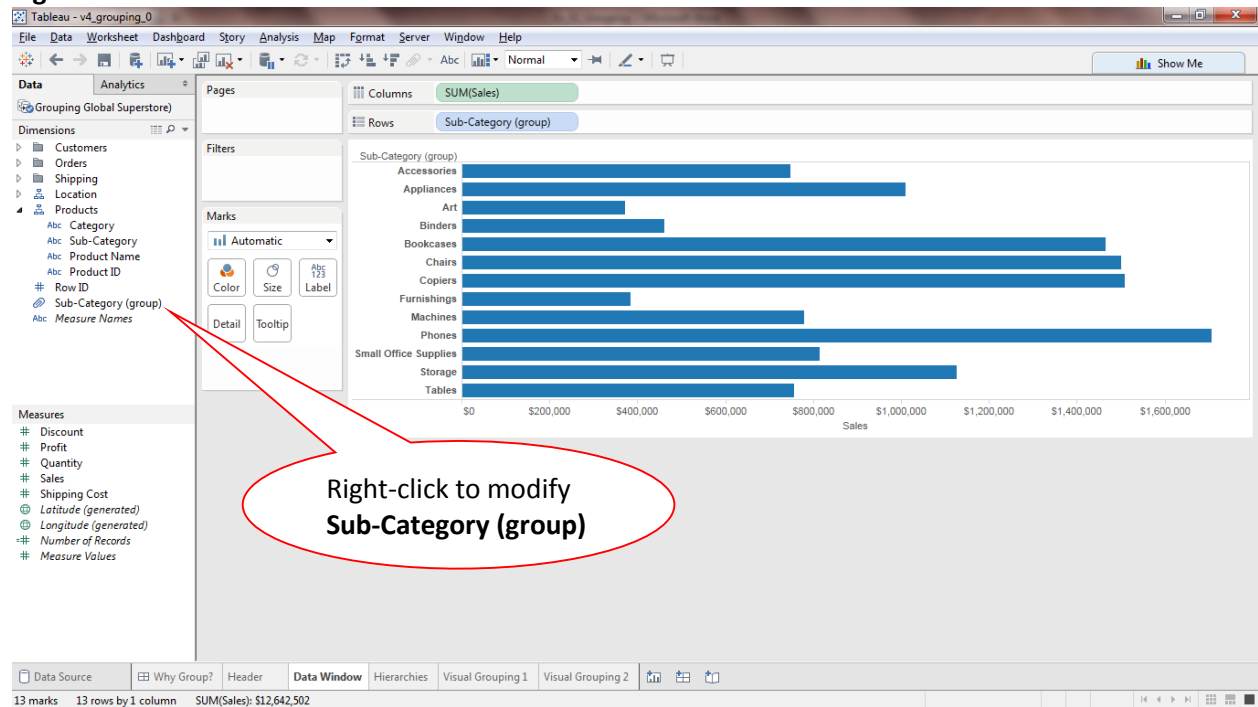
- Click **OK** which will save the group and place it in the list of dimensions in the **Data Window** as shown on Figure 6

Figure 6



A group can be edited and, as needed, items can be added to it or deleted from it. On Figure 7, the **Sub-Category** group will be modified.

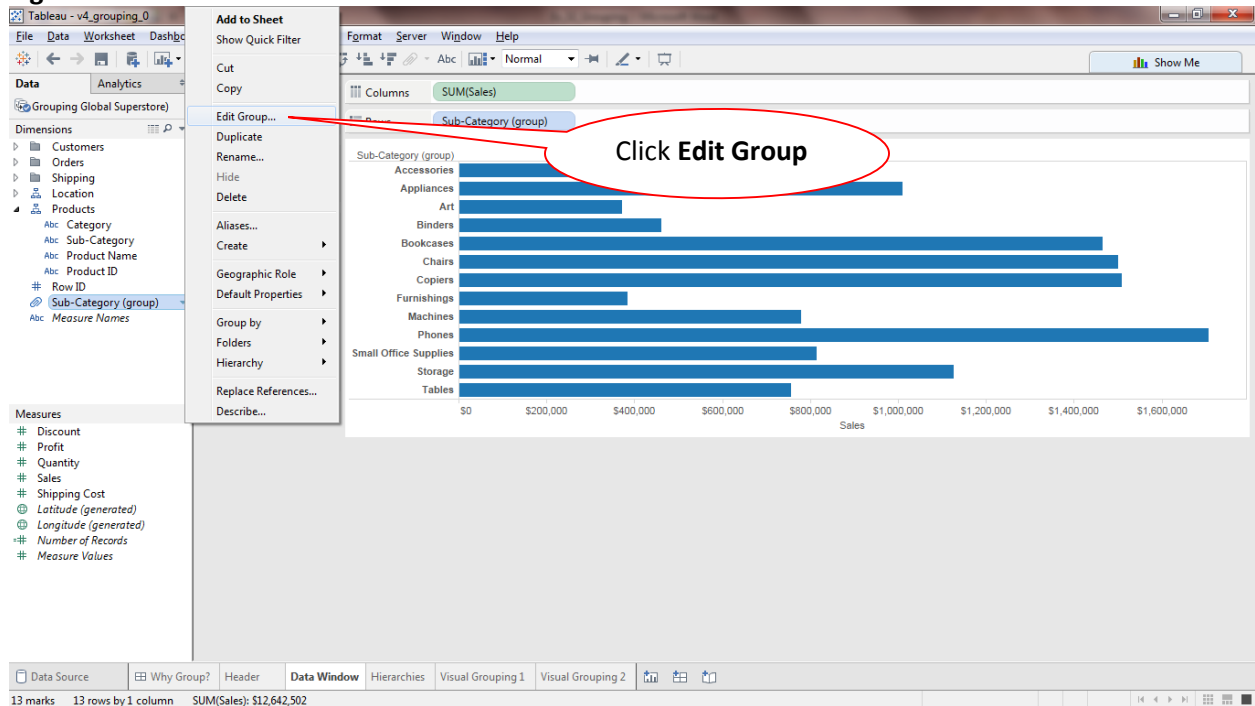
Figure 7



To modify the **Sub-Category (group)**:

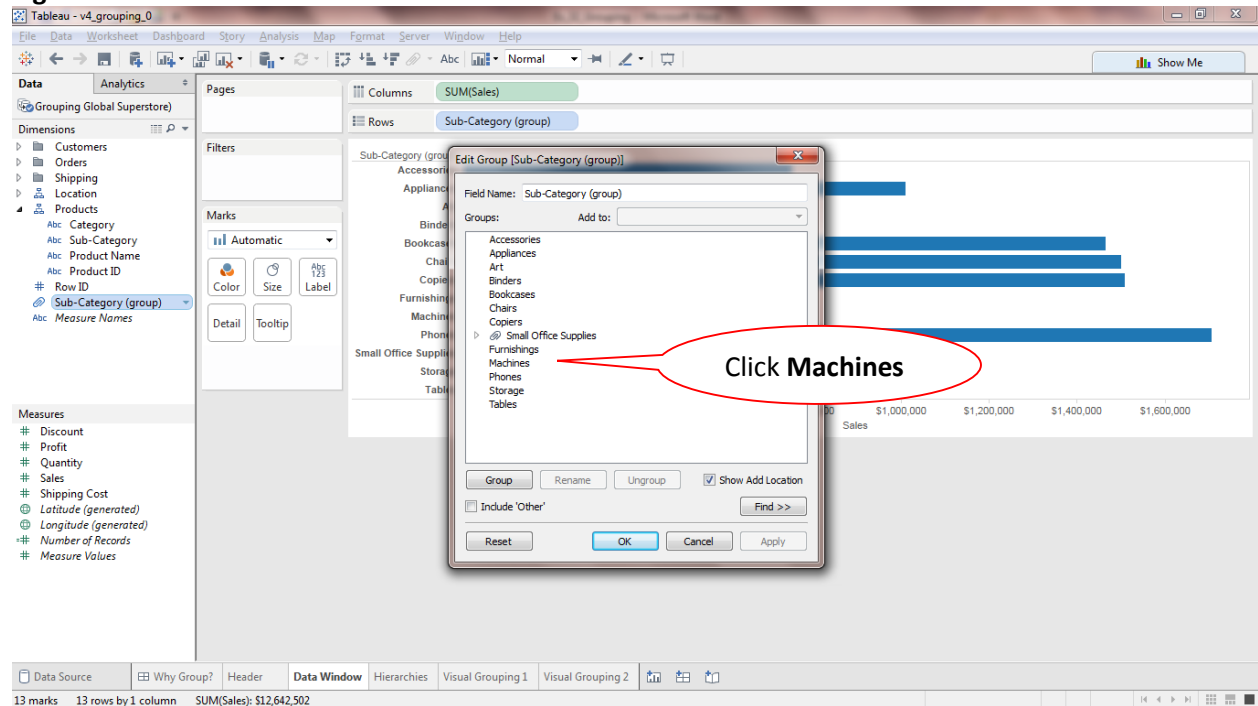
- Right-click **Sub-Category (group)** as shown on Figure 7, which will popup the menu tree displayed on Figure 8

Figure 8



- Click the menu tree item **Edit Group** as shown on Figure 8, which will popup the **Edit Group (Sub-Category (group))** window displayed on Figure 9

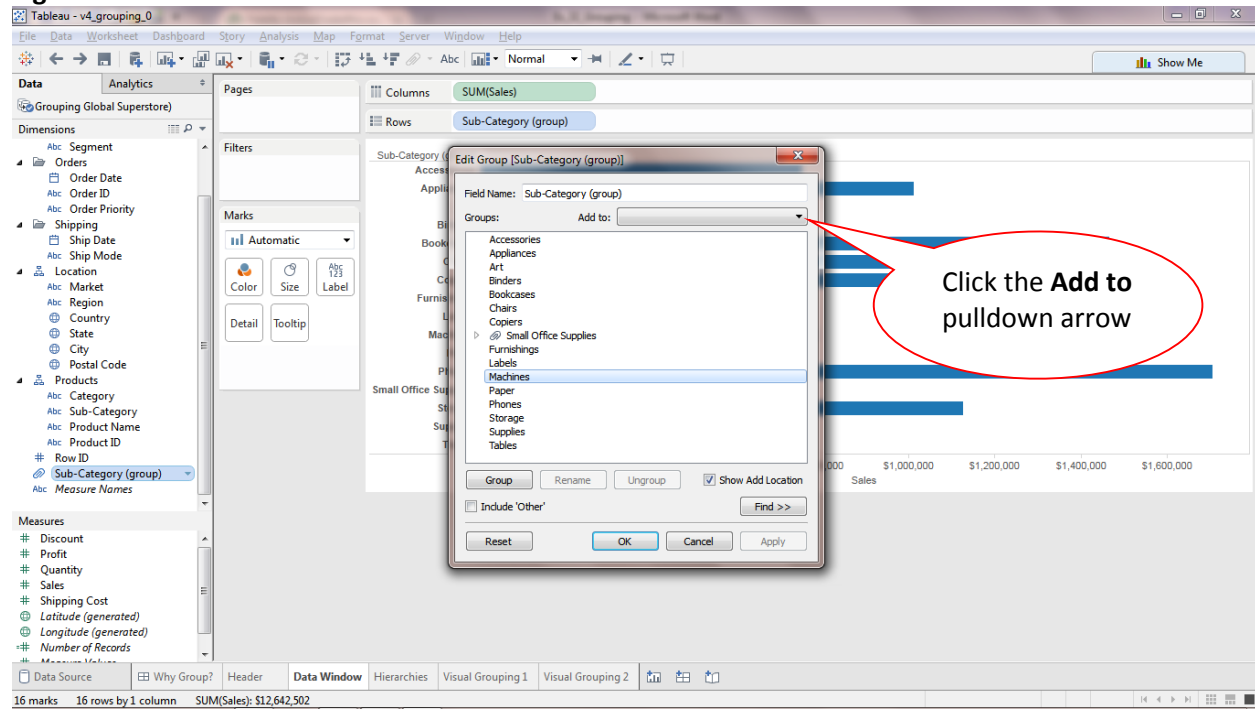
Figure 9



To add the item **Machines** to the group:

- Click **Machines** as shown on Figure 9, which will lead to the display on Figure 10

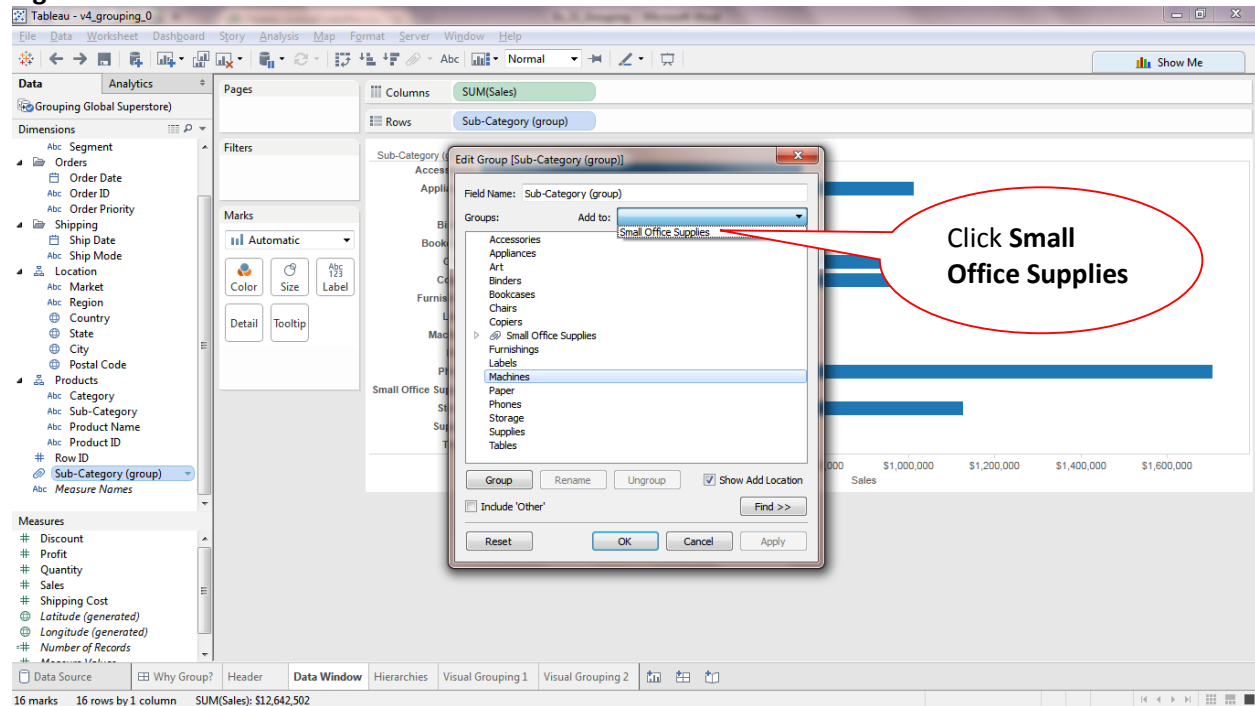
Figure 10



To select the group to which the highlighted item, **Machines**, is to be added:

- Click the pulldown arrow for **Add to** as shown on Figure 10, which will lead to the display on Figure 11

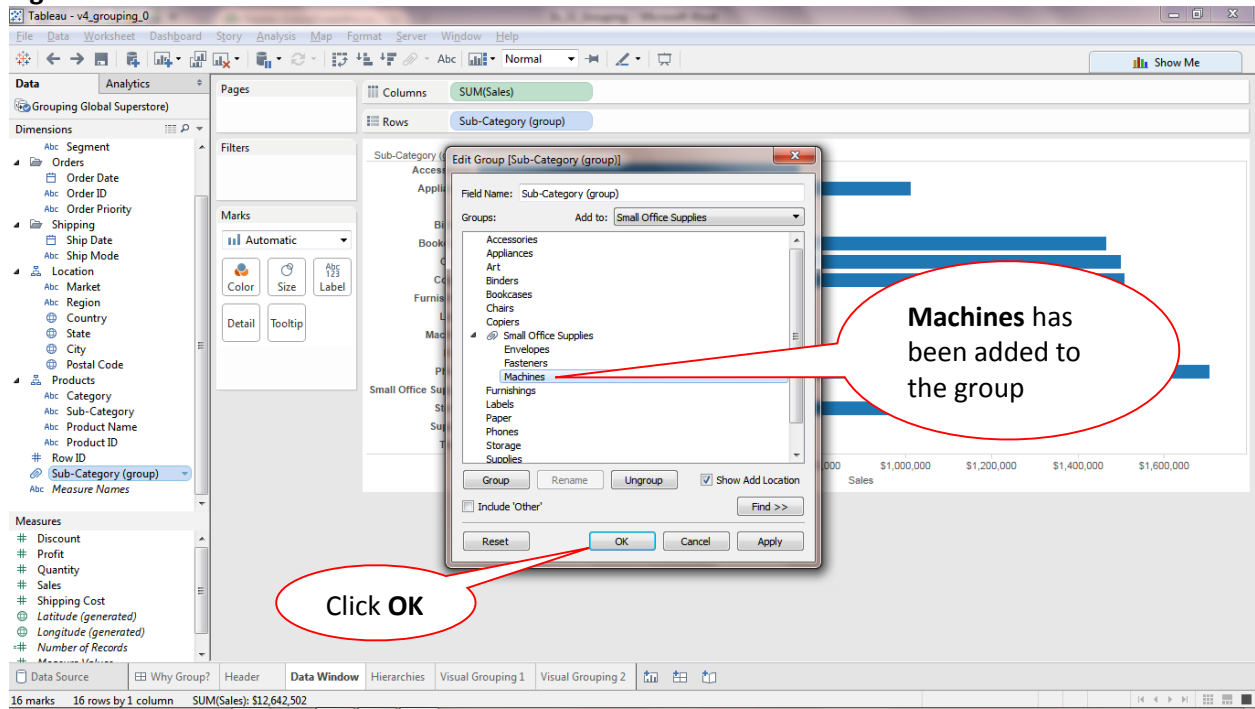
Figure 11



- Click **Small Office Supplies** as shown on Figure 11, which will lead to the display on Figure 12

Note that in this case, only one item (**Small Office Supplies**) is displayed when the pulldown arrow for **Add to** is clicked. Typically, there will be multiple groups from which the selection can be made.

Figure 12



- Click **OK** as shown on Figure 12, which will save the changes and add the selected item (Machines) to the group