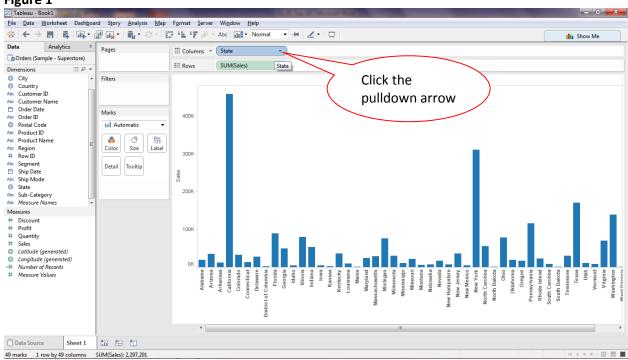**Objective:** This exercise will demonstrate how to use the Top N function to determine the top performers
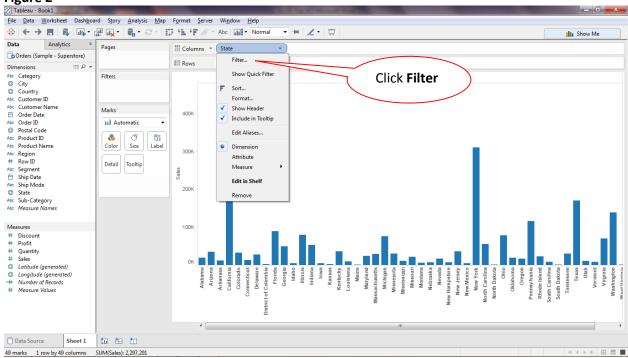
Figure 1 shows a chart with the sum of sales by state.
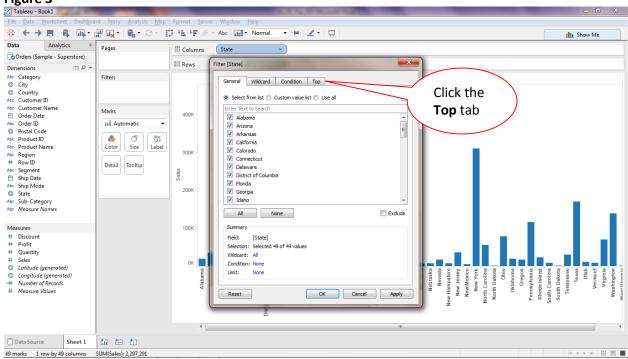
Figure 1

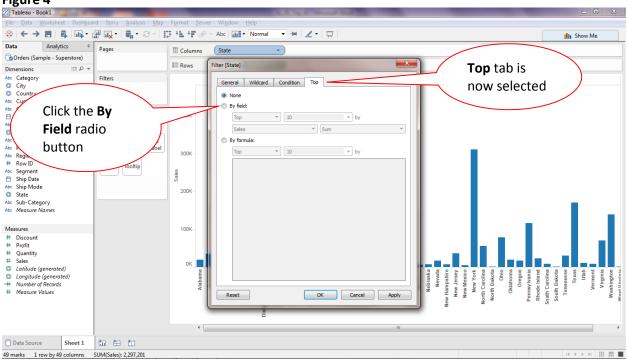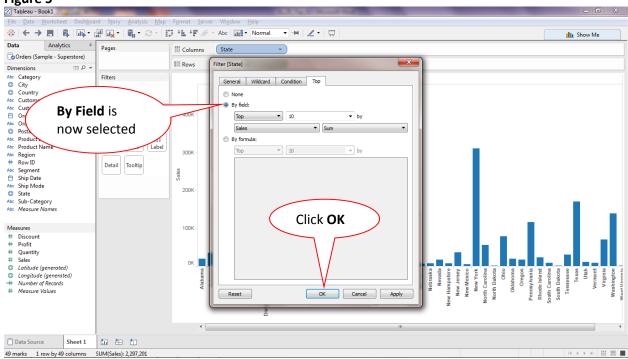- Click the pulldown arrow for the **State** as shown on Figure 1, which will popup the menu tree displayed on Figure 2

Figure 2

- Click **Filter** as shown on Figure 2, which will popup the **Filter (State)** window displayed on Figure 3
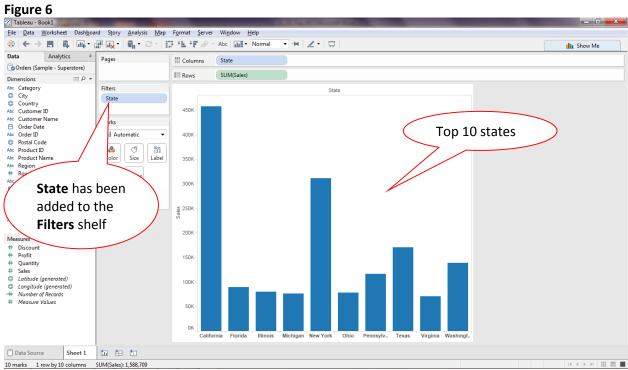
Figure 3

- Click the **Top** tab as shown on Figure 3, which will lead to the popup window displayed on Figure 4

Figure 4

- Click the **By Field** radio button as shown on Figure 4, which will lead to the display on Figure 5

Figure 5

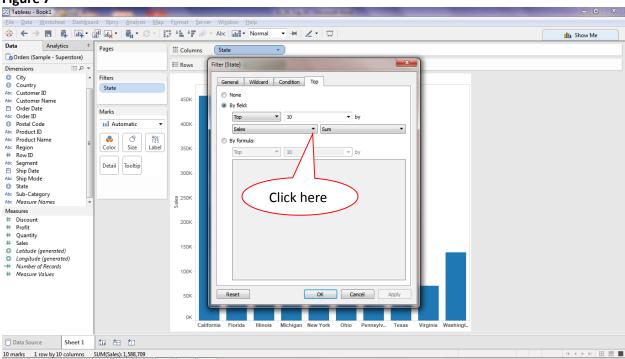
- Click **OK** as shown on Figure 5, which will lead to Figure 6, where the 10 top states with the highest sales are displayed

Figure 6

Callout: **State** has been added to the **Filters** shelf
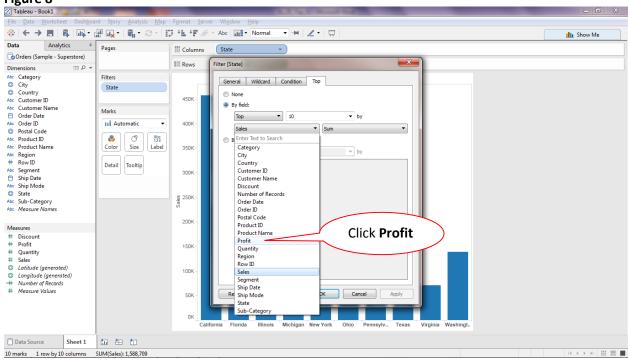
Callout: Top 10 states

To view the top ten states by profit rather than by sales:

- Navigate to the **Filter (State)** popup window shown on Figure 7, which is the same as Figure 5, using the procedure demonstrated earlier in this exercise
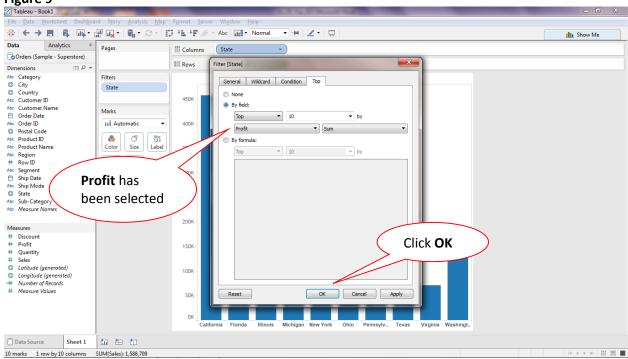
Figure 7

- Click the pulldown arrow as shown on Figure 7, which will lead to the menu tree displayed on Figure 8 (from which the desired field, profit, can be selected)

Figure 8

- Click **Profit** as shown on Figure 8, which will lead to the display on Figure 9

Figure 9

- Click **OK** as shown on Figure 9, which will lead to Figure 10, where the 10 top states with the highest profit are displayed
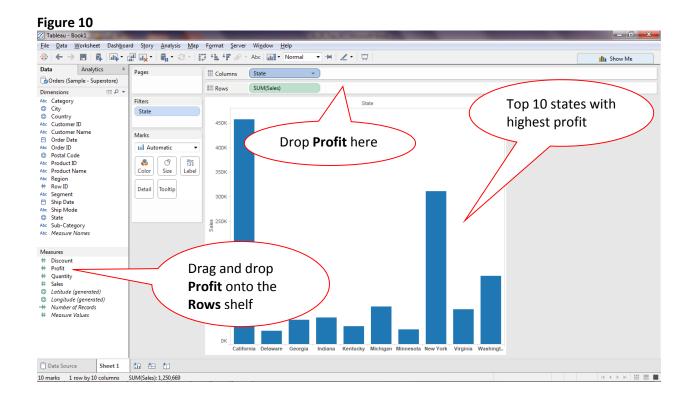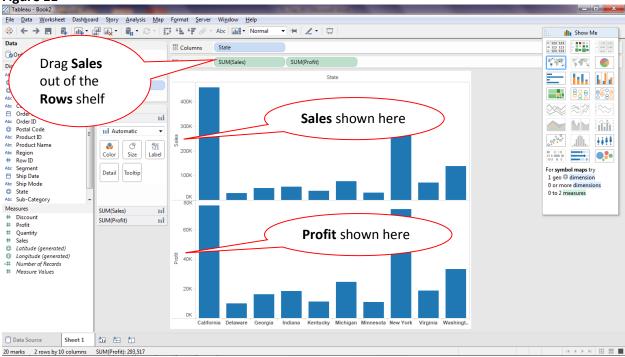
Figure 10

Figure 10 displays **Sales** on the vertical axis.

To also view **Profit** on the vertical axis:
- Drag and drop **Profit** onto the **Rows** shelf as shown on Figure 10, which will lead to Figure 11, where both the **Sales and Profit** charts are displayed

Figure 11

To display only **Profit** on the vertical axis:

- Drag **Sales** out of the **Rows** shelf as shown on Figure 11, which will lead to Figure 12, where only **Profit** is displayed on the vertical axis