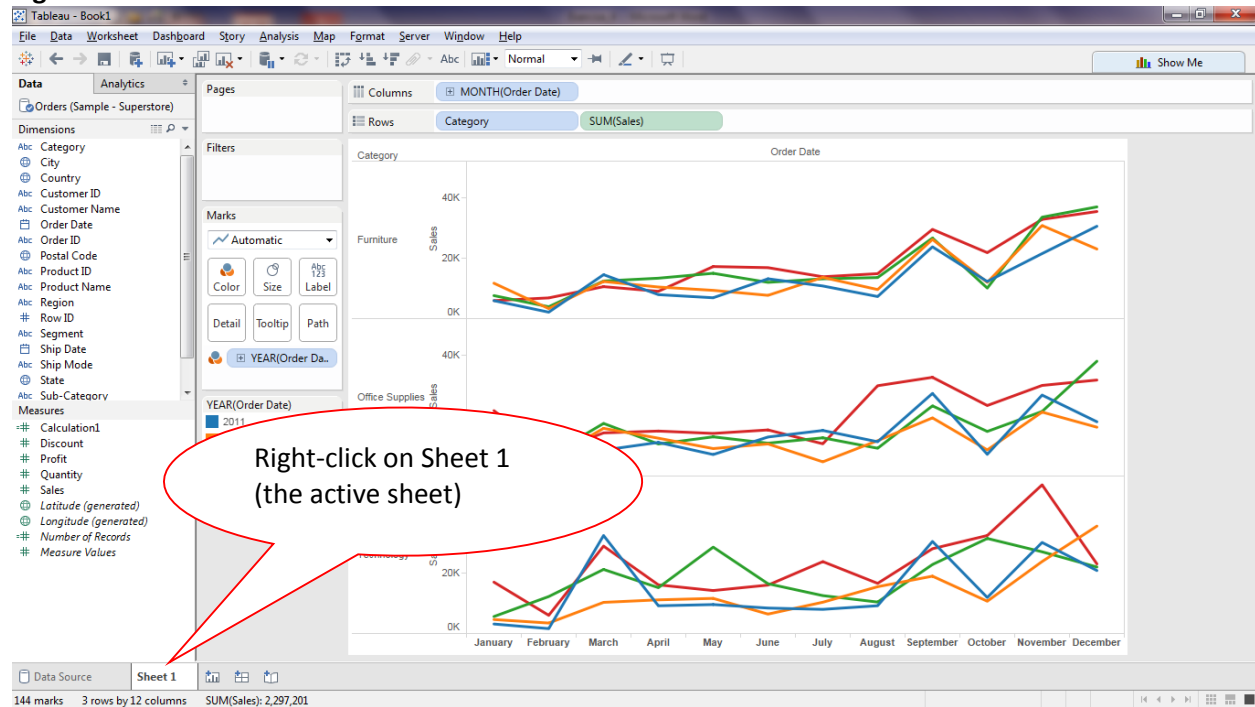


Objective: This exercise will demonstrate how to display visualization data in a crosstab format, swap axes so that data can be viewed from a different perspective, as well as how to size a view

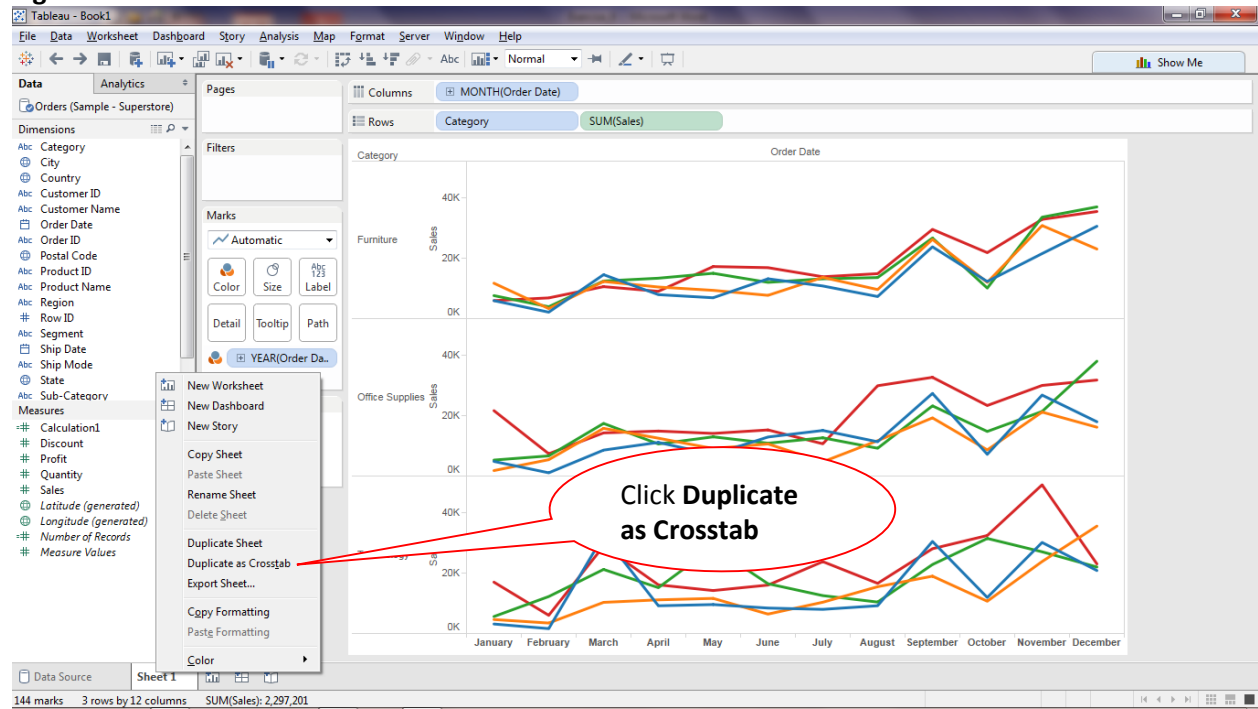
We will start this exercise with Figure 1, which is based on two dimensions (**Category** and **Order Date**) and one measure (**Sales**).

Figure 1



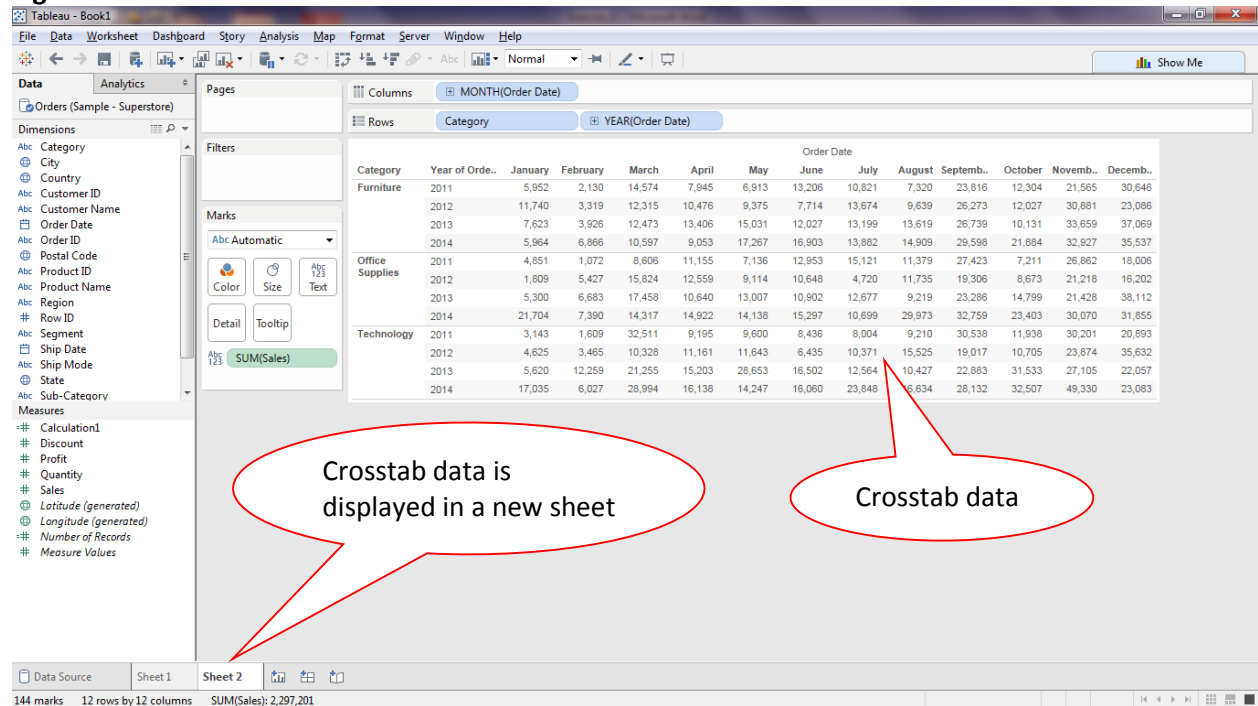
- Right-click the **Sheet 1** tab as shown on Figure 1, which will popup the menu tree displayed on Figure 2

Figure 2



- Click the menu tree item **Duplicate as Crosstab** as shown on Figure 2, which will lead to the display on Figure 3

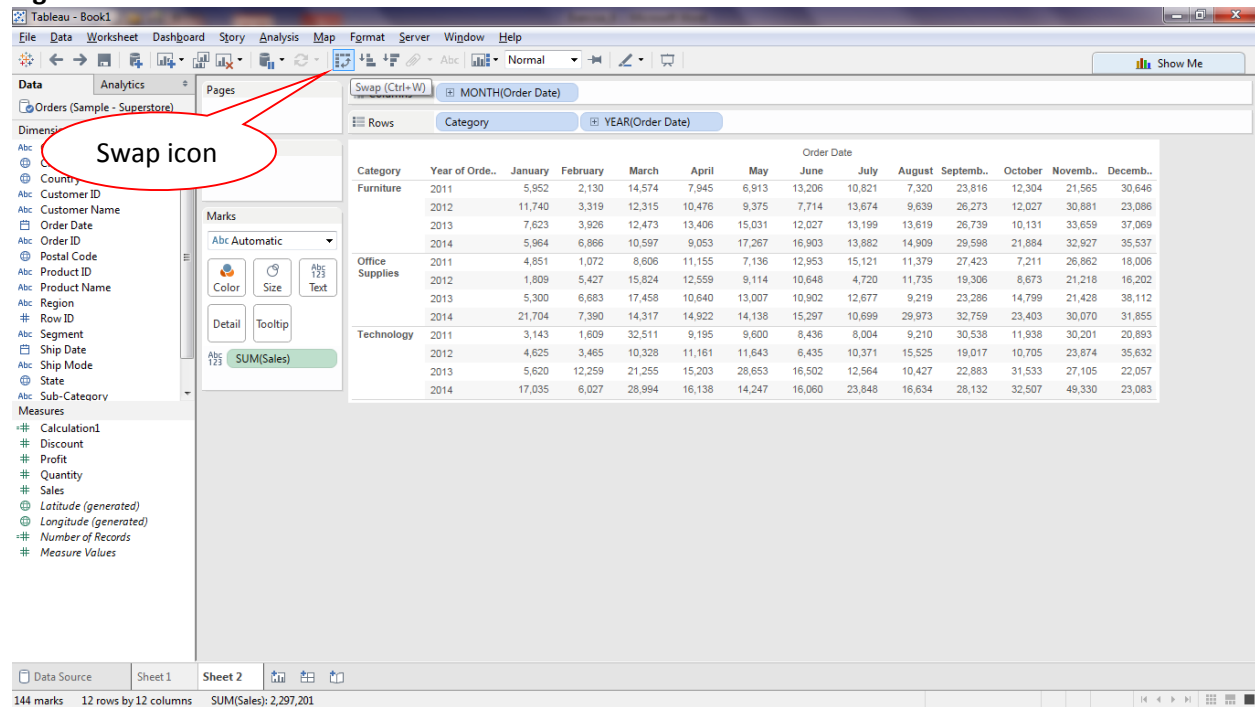
Figure 3



Notice that a new worksheet has been created, **Sheet 2**, where the crosstab data is displayed.

The following steps will demonstrate how to swap axes so that data can be viewed from a different perspective. We will start this exercise with the data displayed on Figure 4.

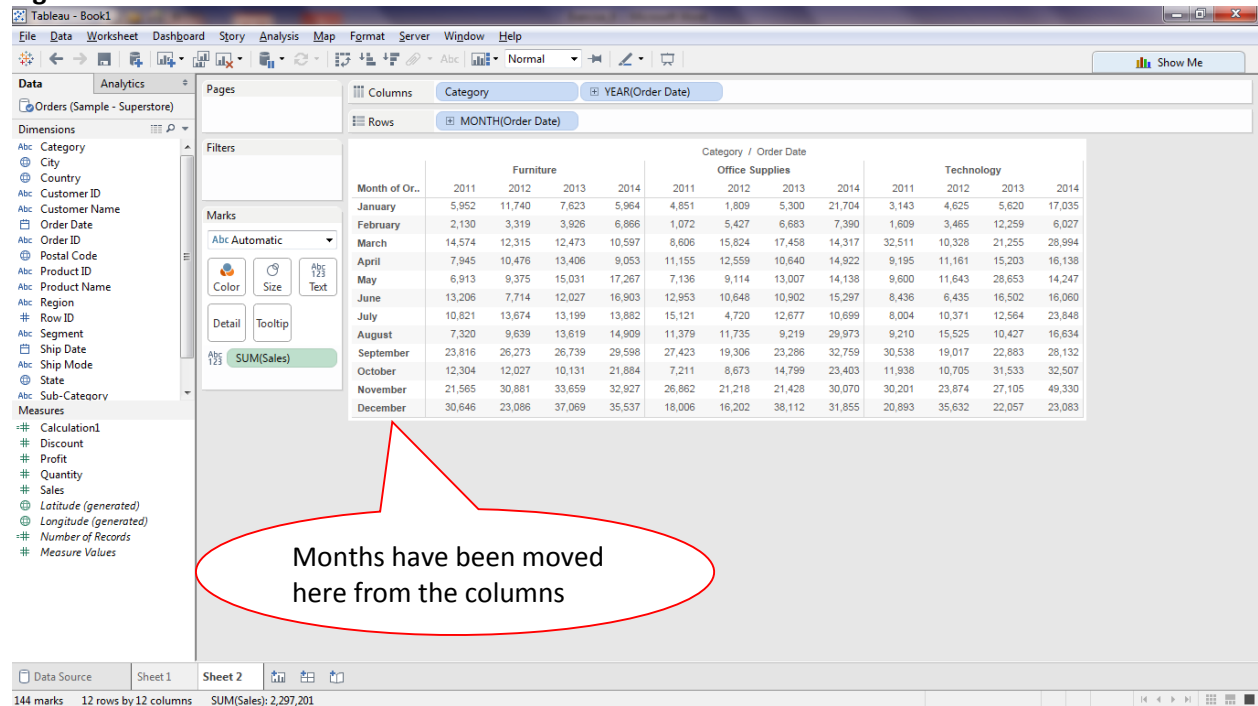
Figure 4



To perform the axis swap:

- Click the **Swap** icon as shown on Figure 4, which will lead to the display on Figure 5 where the rows have been swapped with the columns

Figure 5

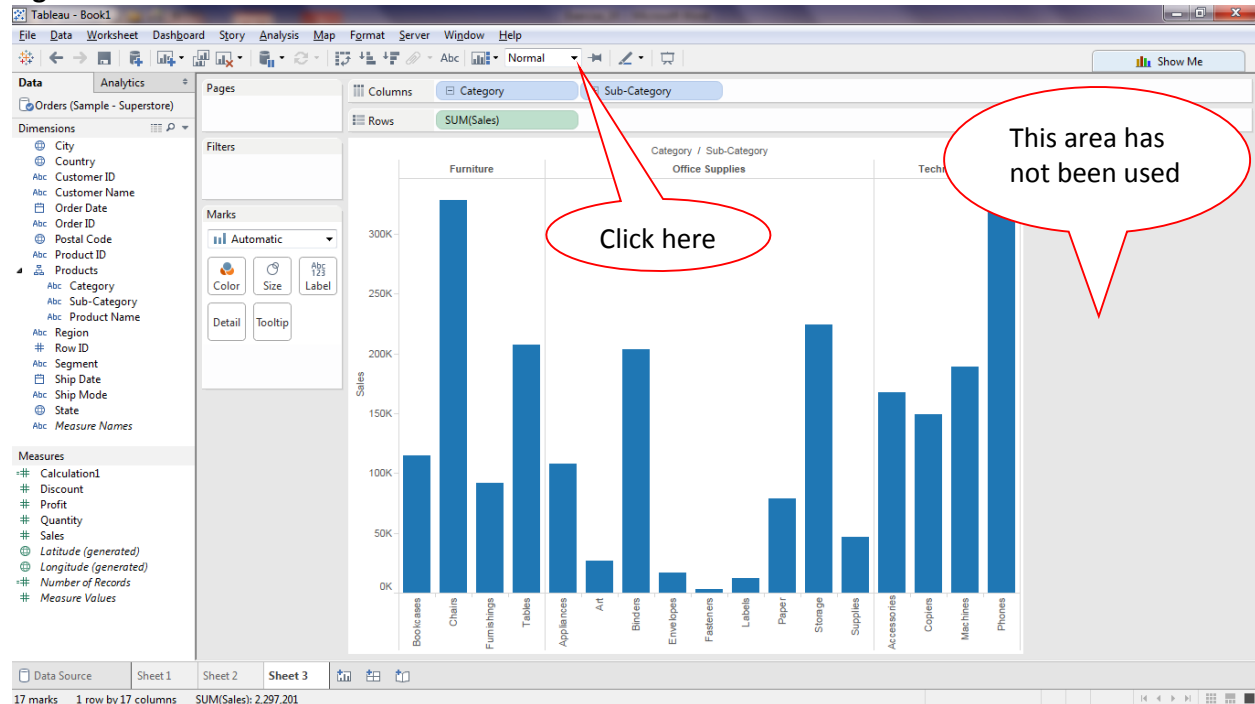


On Figure 5, due to the swap:

- Months are now displayed in the rows
- Categories are now displayed in the columns

The following steps will demonstrate how to size a view. We will start with Figure 6, which displays a visualization that covers only part of the available window. It does not cover the full screen and, therefore, valuable real estate is wasted. Hence, we will resize the display so that it cover the width of the window.

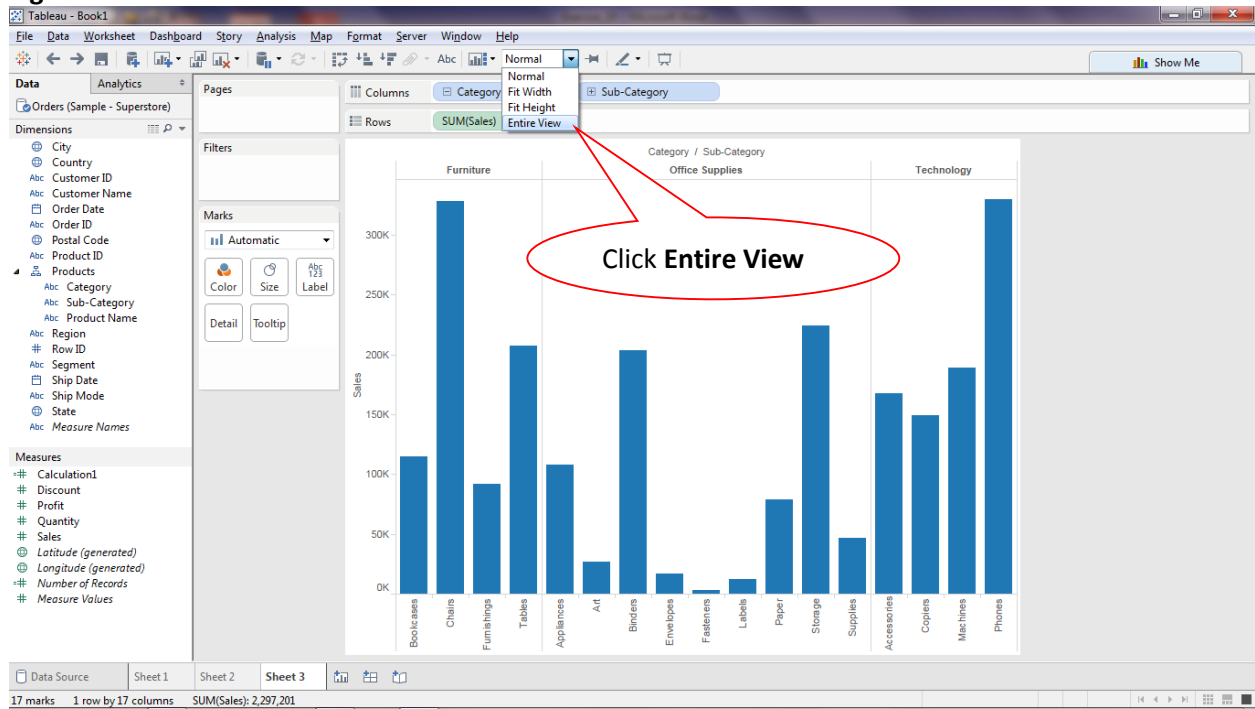
Figure 6



To expand the visualization:

- Click the pulldown arrow as shown on Figure 6, which will display the available screen size options shown on Figure 7

Figure 7



- Click the **Entire View** menu tree item as shown on Figure 7, which will lead to the display on Figure 8

Figure 8

