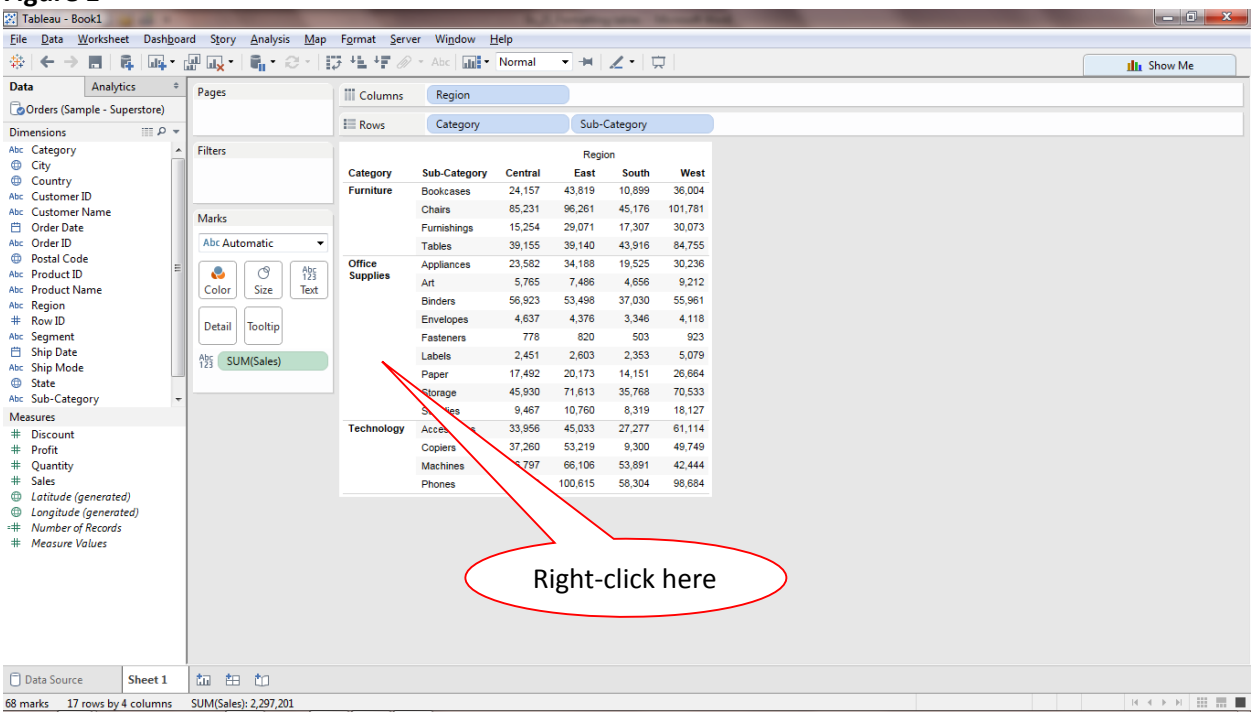
Objective: This exercise will demonstrate how to format a table

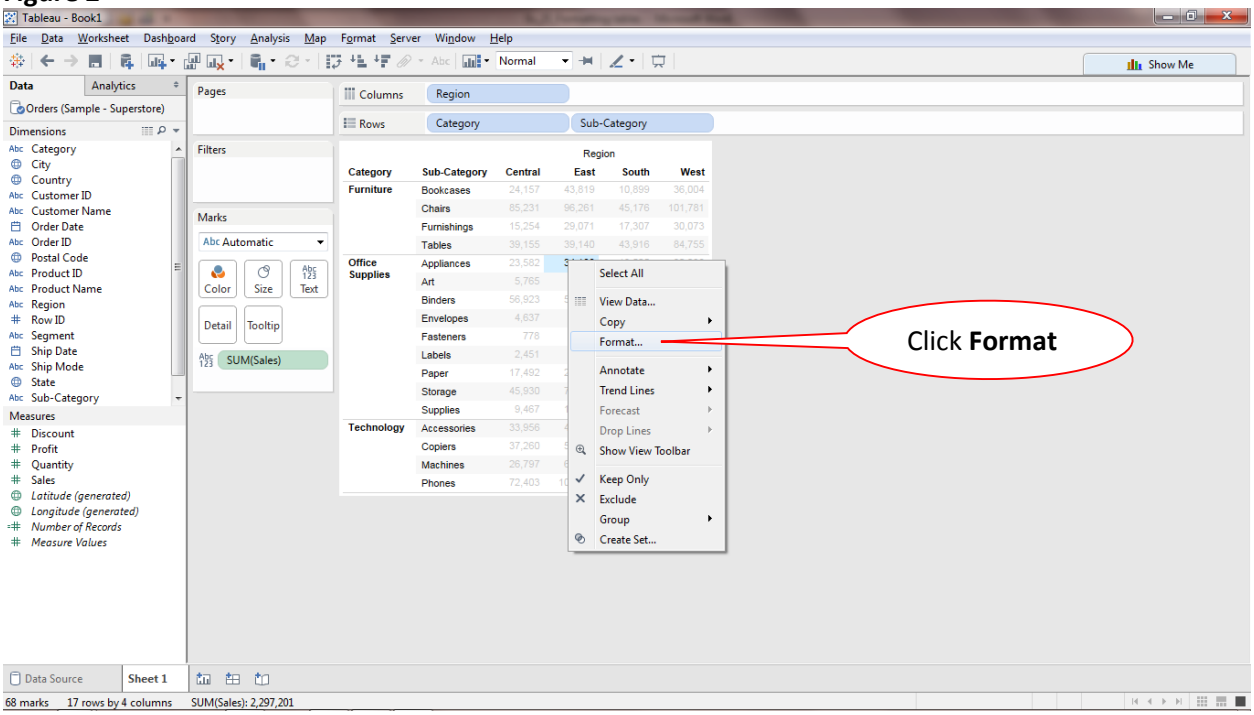
Figure 1 displays a table on which some basic formatting operations will be performed.

Figure 1



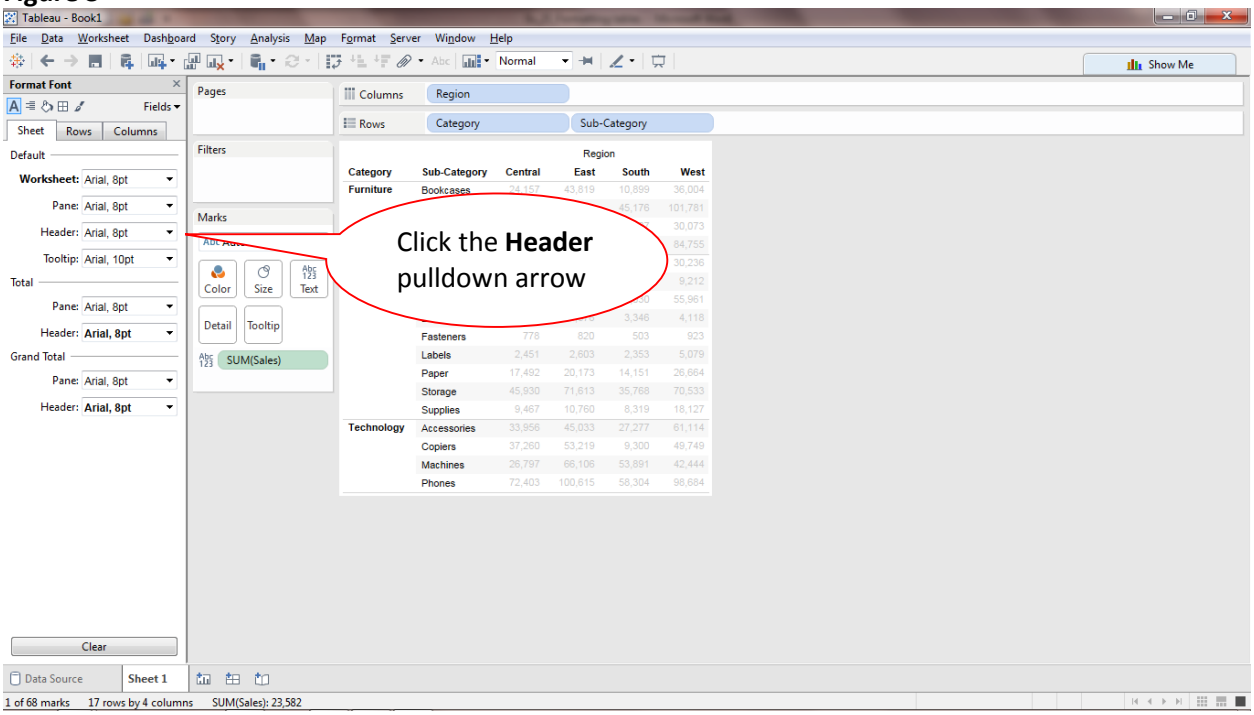
- Right-click on the table displayed on Figure 1, which will popup the menu tree displayed on Figure 2

Figure 2



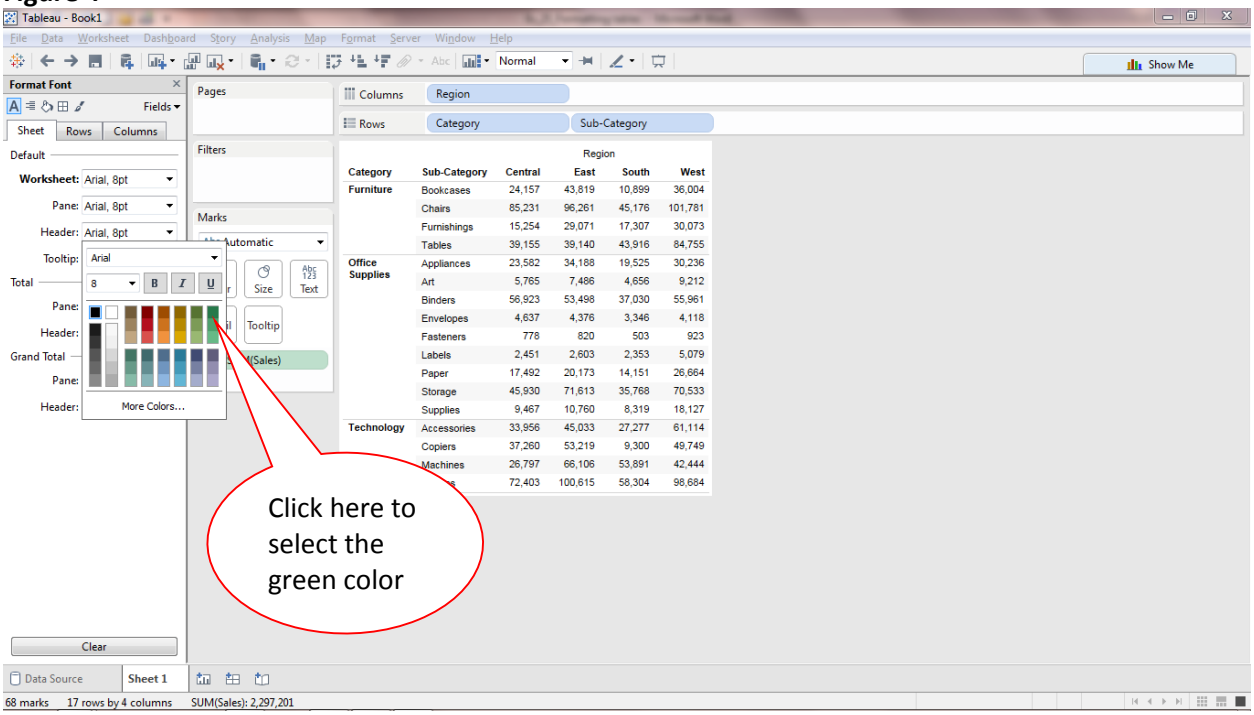
- Click **Format** as shown on Figure 2, which will popup the **Format Font** window displayed on the left-hand side of Figure 3

Figure 3



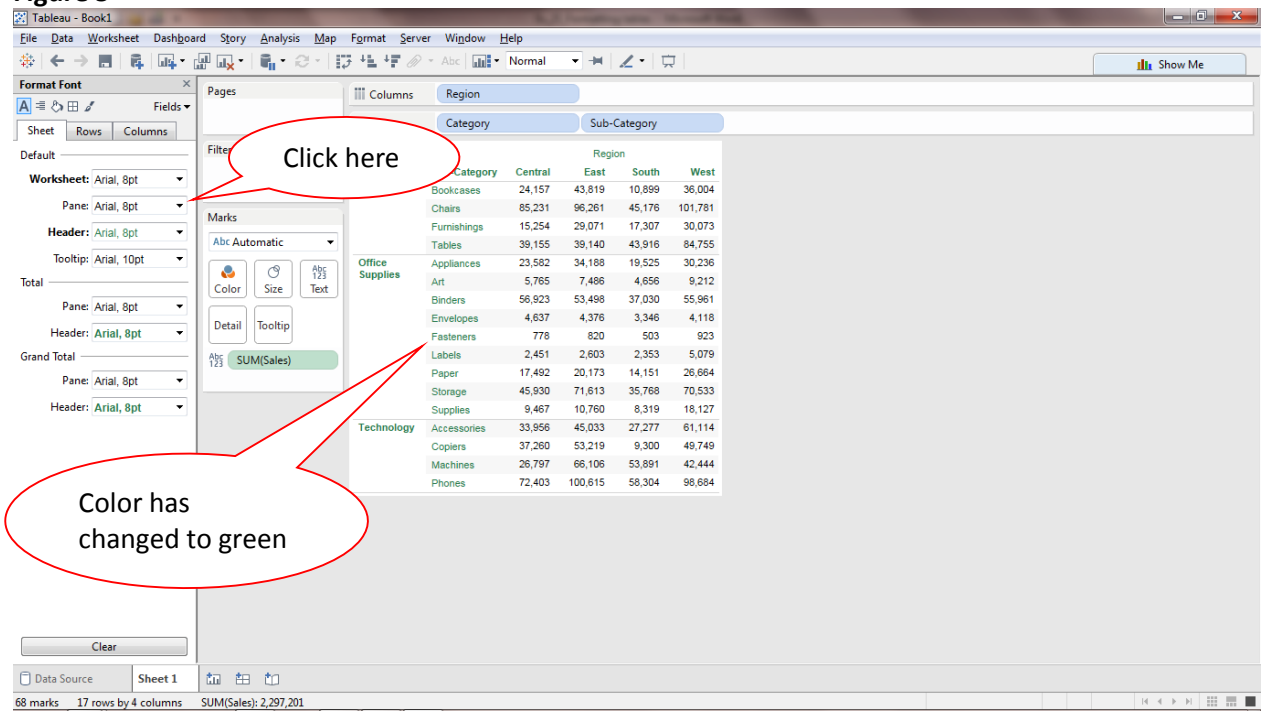
- Click the **Header** pulldown arrow in the **Format Font** window as shown on Figure 3, which will popup the window displayed on Figure 4

Figure 4



- Click the green color as shown on Figure 4, which will lead to the display on Figure 5 (where the color of the headers has changed to green)

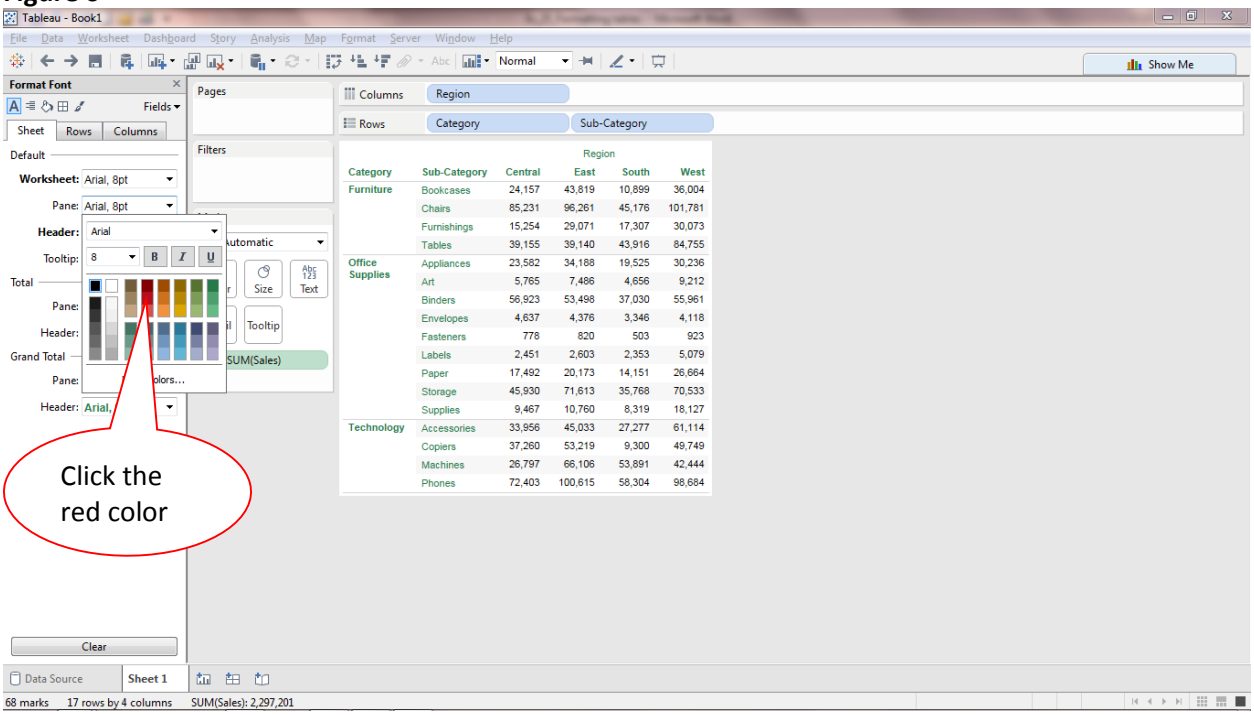
Figure 5



To change the color of the numeric values displayed in the table:

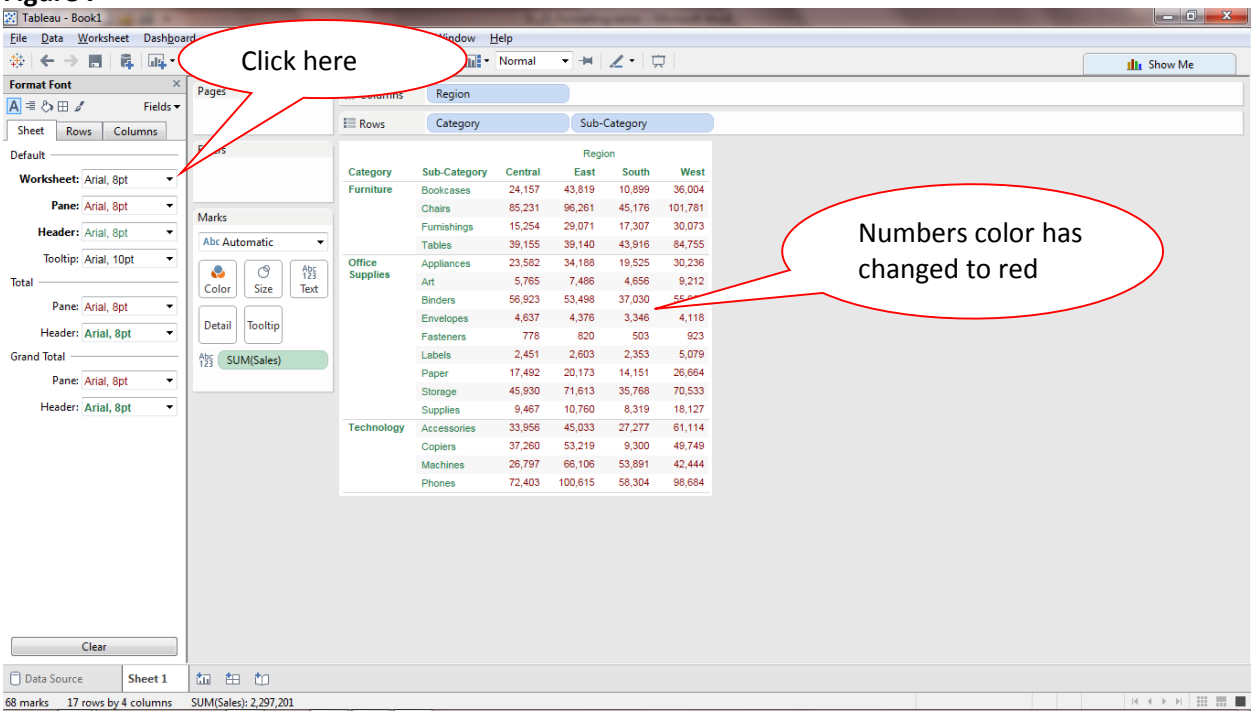
- Click the pulldown arrow for **Pane** in the **Format Font** window as shown on Figure 5, which will popup the window displayed on Figure 6

Figure 6



- Click the red color as shown on Figure 6, which will lead to the display on Figure 7 (where the table data has turned red)

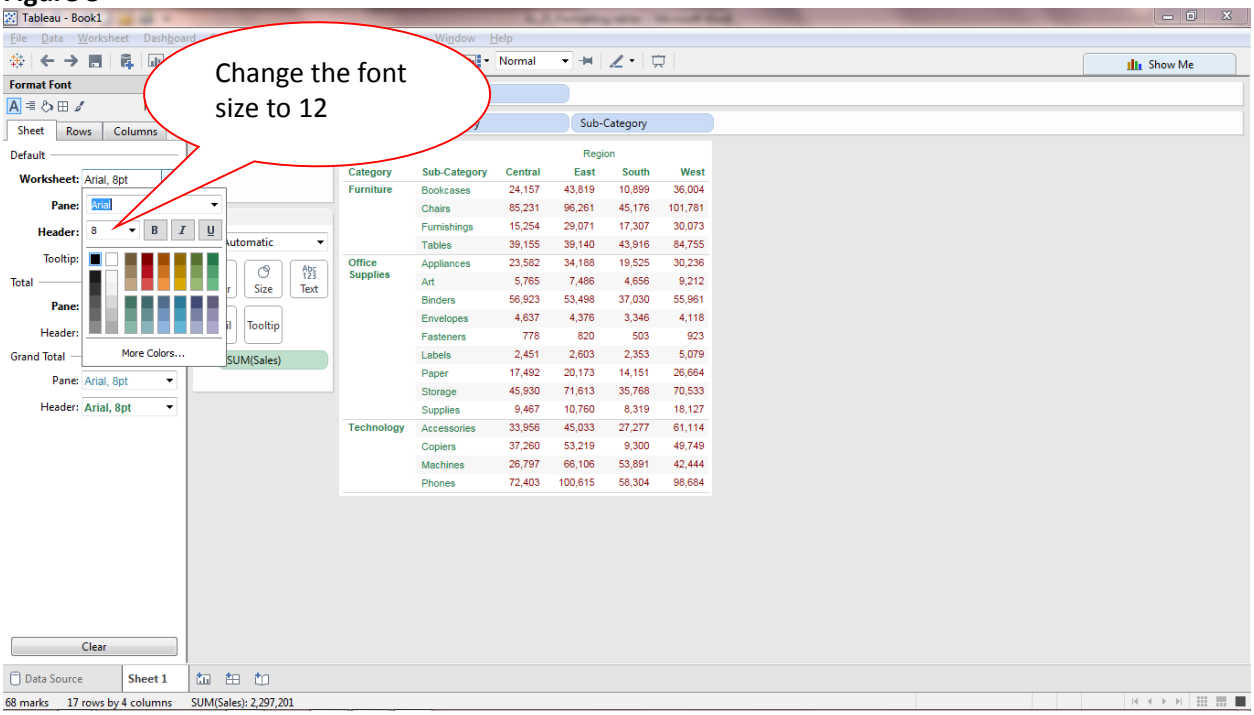
Figure 7



Category	Sub-Category	Central	East	South	West
Furniture	Bookcases	24,157	43,819	10,899	36,004
	Chairs	85,231	96,261	45,176	101,781
	Furnishings	15,254	29,071	17,307	30,073
	Tables	39,155	39,140	43,916	84,755
Office Supplies	Appliances	23,582	34,188	19,525	30,236
	Art	5,765	7,486	4,656	9,212
	Binders	56,923	53,498	37,030	
	Envelopes	4,637	4,376	3,346	4,118
	Fasteners	778	820	503	923
	Labels	2,451	2,603	2,353	5,079
	Paper	17,492	20,173	14,151	26,664
	Storage	45,930	71,613	35,768	70,533
	Supplies	9,467	10,760	8,319	18,127
Technology	Accessories	33,956	45,033	27,277	61,114
	Copiers	37,260	53,219	9,300	49,749
	Machines	26,797	66,106	53,891	42,444
	Phones	72,403	100,615	58,304	98,684

- Click the pulldown arrow for **Worksheet** in the **Format Font** window as shown on Figure 7, which will popup the window displayed on Figure 8

Figure 8



- Change the font size to 12 (from the default size 8) as shown on Figure 8, which will lead to Figure 9 where the numbers displayed in the table are bigger (size 12)

Figure 9

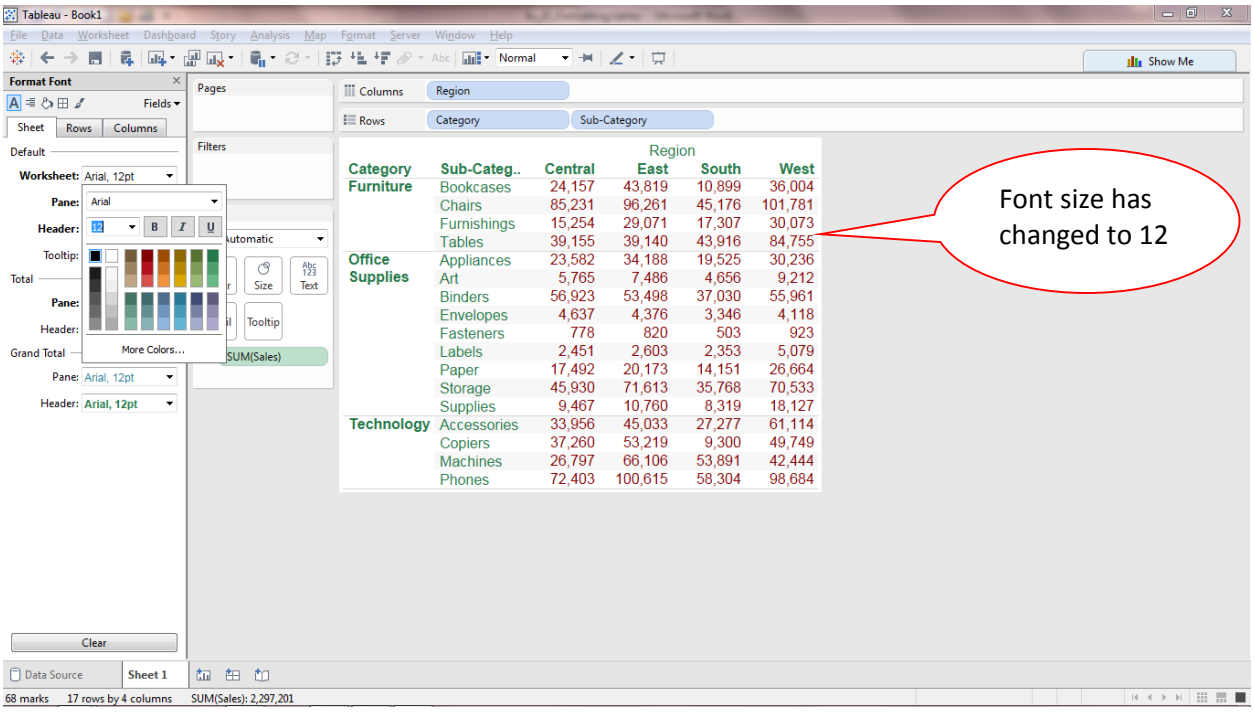


Tableau - Book1
Format Font
Columns
Region
Rows
Category
Sub-Category
Region
Category
Sub-Categ..
Central
East
South
West
Furniture
Bookcases
24,157
43,819
10,899
36,004
Chairs
85,231
96,261
45,176
101,781
Furnishings
15,254
29,071
17,307
30,073
Tables
39,155
39,140
43,916
84,755
Office Supplies
Appliances
23,582
34,188
19,525
30,236
Art
5,765
7,486
4,656
9,212
Binders
56,923
53,498
37,030
55,961
Envelopes
4,637
4,376
3,346
4,118
Fasteners
778
820
503
923
Labels
2,451
2,603
2,353
5,079
Paper
17,492
20,173
14,151
26,664
Storage
45,930
71,613
35,768
70,533
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9,467
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Accessories
33,956
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27,277
61,114
Copiers
37,260
53,219
9,300
49,749
Machines
26,797
66,106
53,891
42,444
Phones
72,403
100,615
58,304
98,684
Font size has changed to 12
Clear
Data Source
Sheet 1
68 marks
17 rows by 4 columns
SUM(Sales): 2,297,201