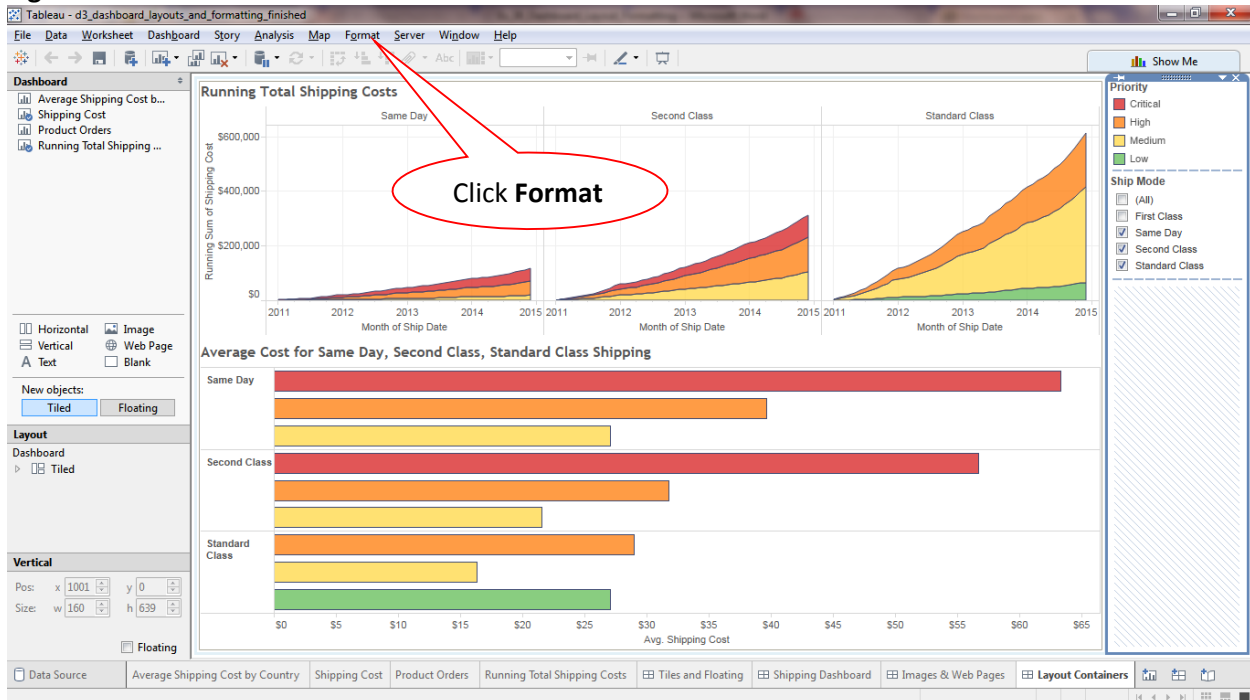**Objective:** This exercise will demonstrate how to modify the dashboard display through layout and formatting changes

Figure 1 shows a dashboard with two embedded visualizations:
- *Running Total Shipping Costs*
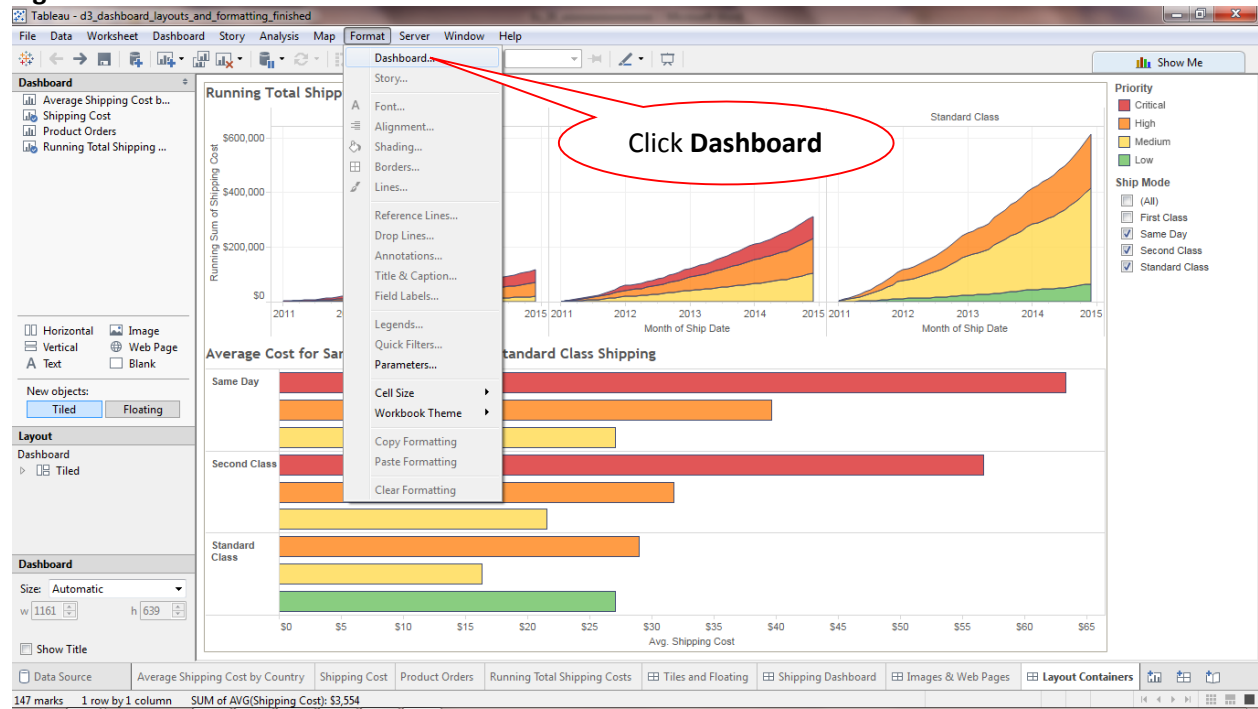- *Average Cost for Same Day, Second Class, Standard Class Shipping*
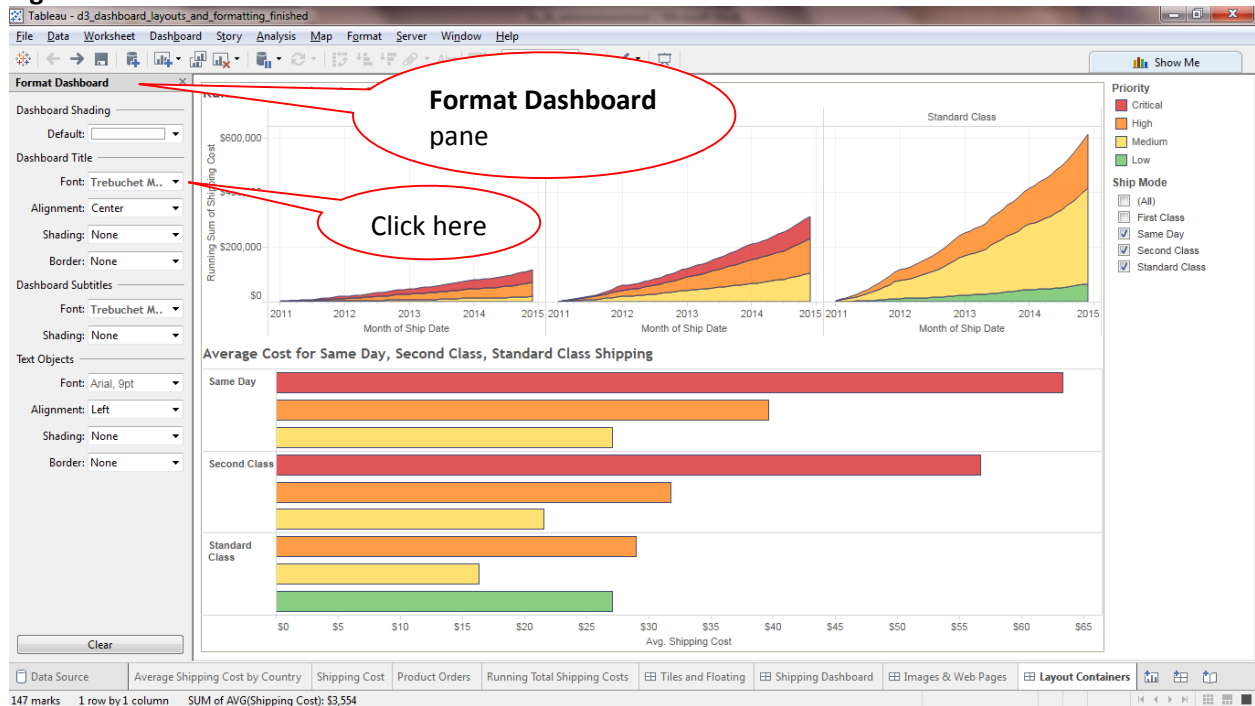
Figure 1

To format the Dashboard:
- Click **Format** on the **Menu Bar** as shown on Figure 1, which will popup the menu tree displayed on Figure 2
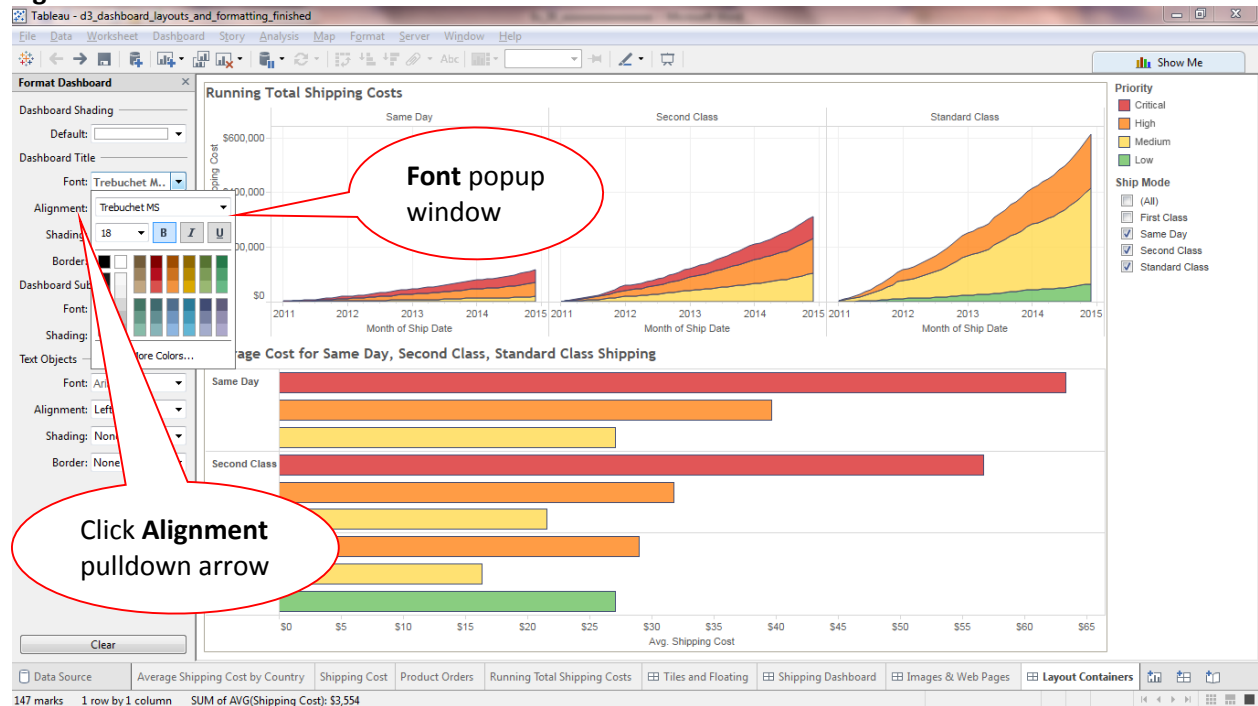
Figure 2

- Click **Dashboard** as shown on Figure 2, which will popup the **Format Dashboard** pane displayed on Figure 3 (on the left-hand side)

Figure 3

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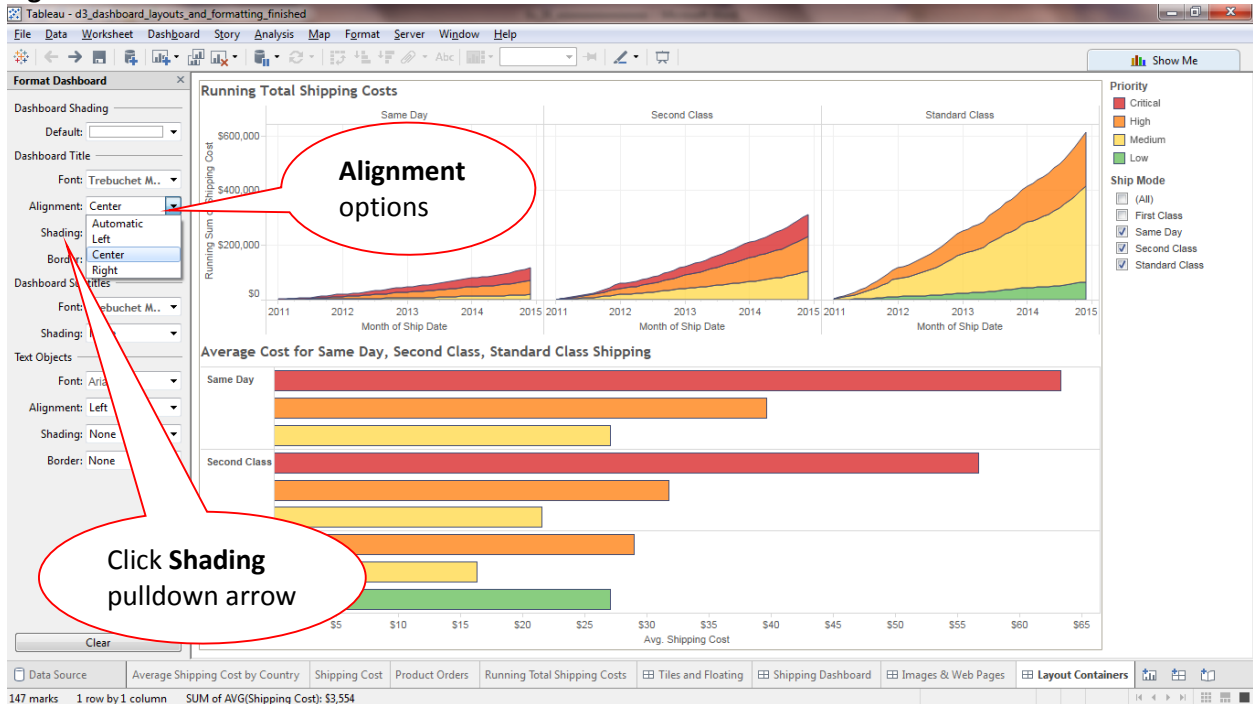
Figure 4

The **Font** popup window enables any desired changes to be made to the dashboard title (font type, size and colors). No font changes have been made in this step, which is for information purpose only.

To change the **Alignment**:
- Click the pulldown arrow for **Alignment** (which is hidden behind the **Font** popup window), as shown on Figure 4, which will lead to Figure 5 where the alignment options are displayed
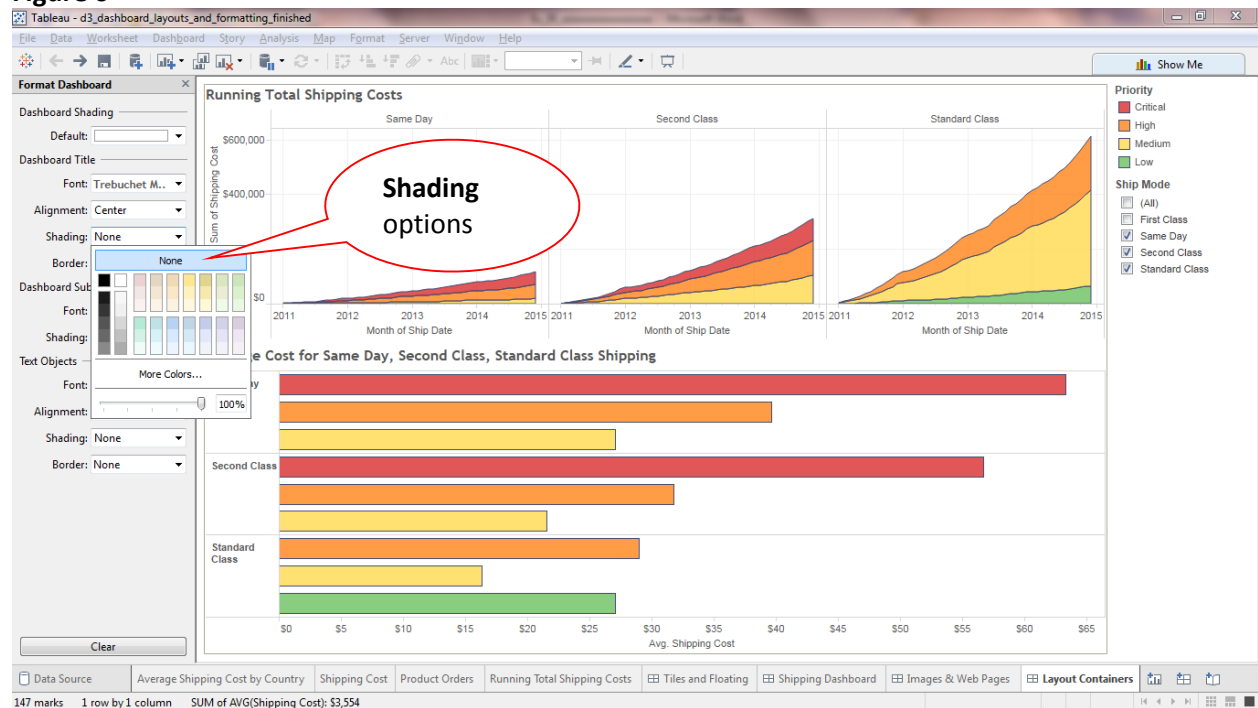
Figure 5

No alignment changes have been made in this step, which is for information purpose only.

To change the **Shading**:

- Click the pulldown arrow for **Shading** (which is hidden behind the **Alignment** popup window), as shown on Figure 5, which will lead to Figure 6 where the shading options are displayed
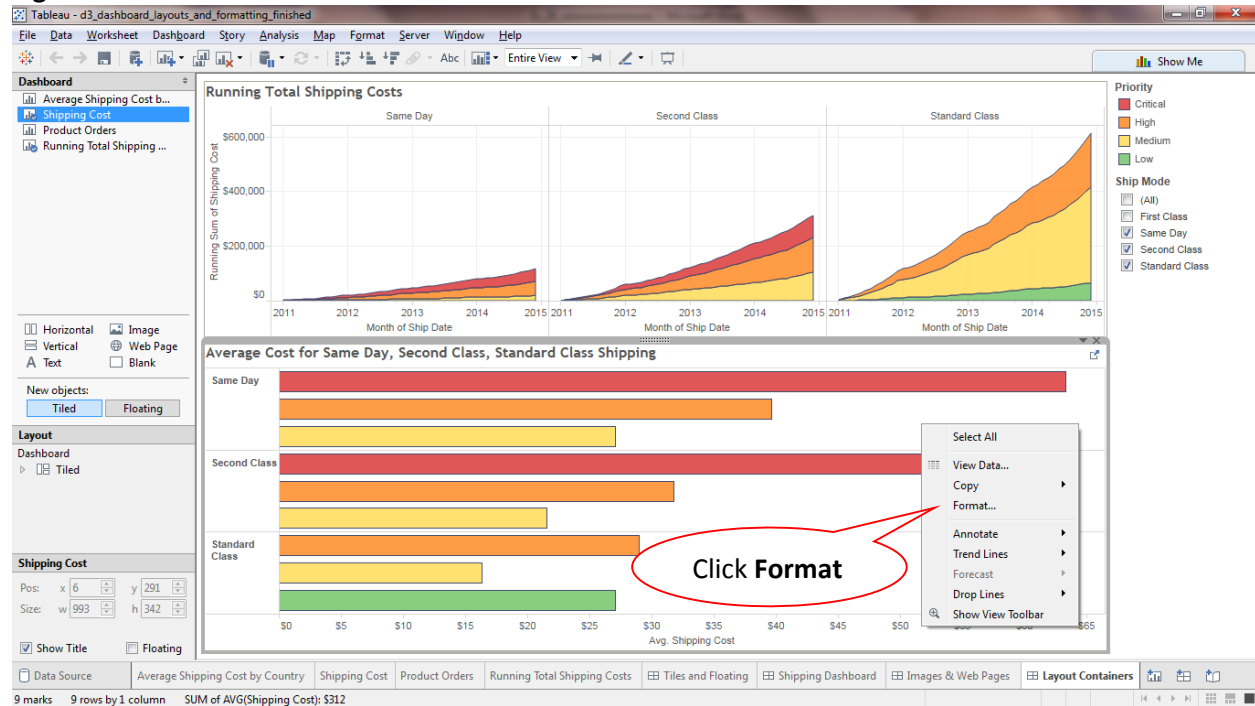
Figure 6

No shading changes have been made in this step, which is for information purpose only.

Figure 7 displays a dashboard, with two views, which needs to be modified. To reformat:
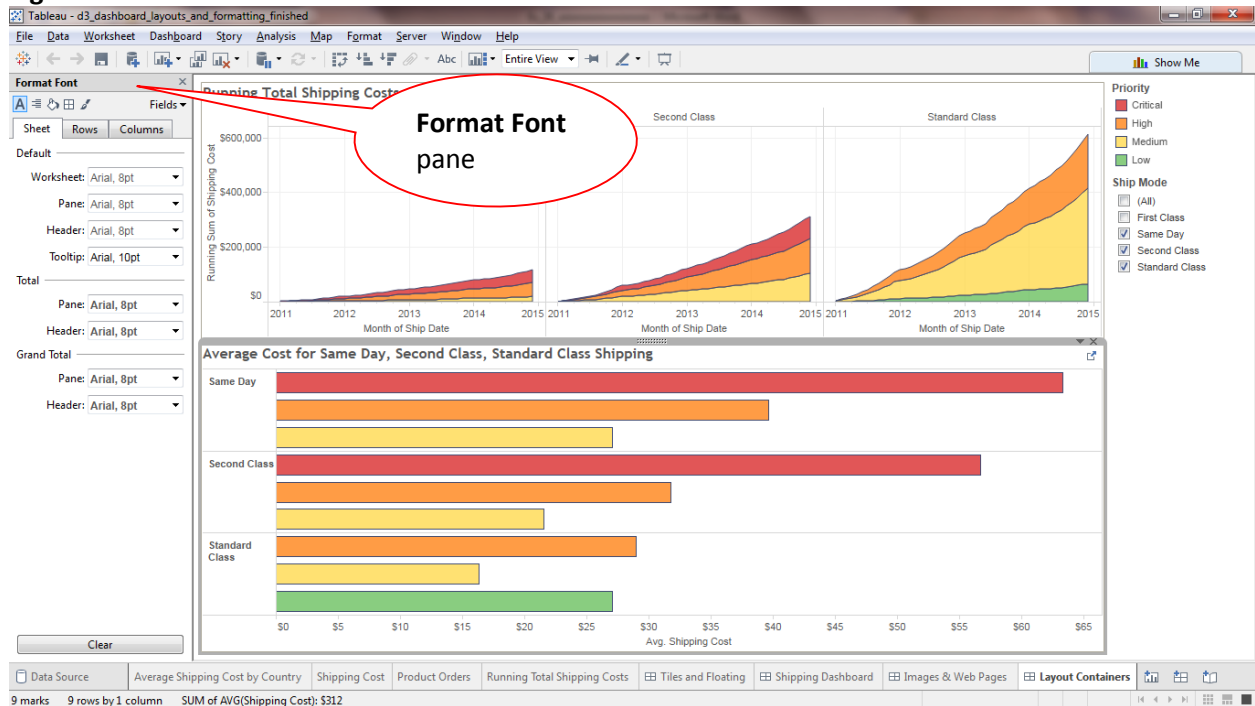
- Right click in the view to be modified (**Average Cost for Same Day, Second Class, Standard Class Shipping)**, which will popup the menu tree displayed on Figure 7

Figure 7

- Click **Format** as shown on Figure 7, which will popup the **Format Font** pane displayed on Figure 8 (on the left-hand side)
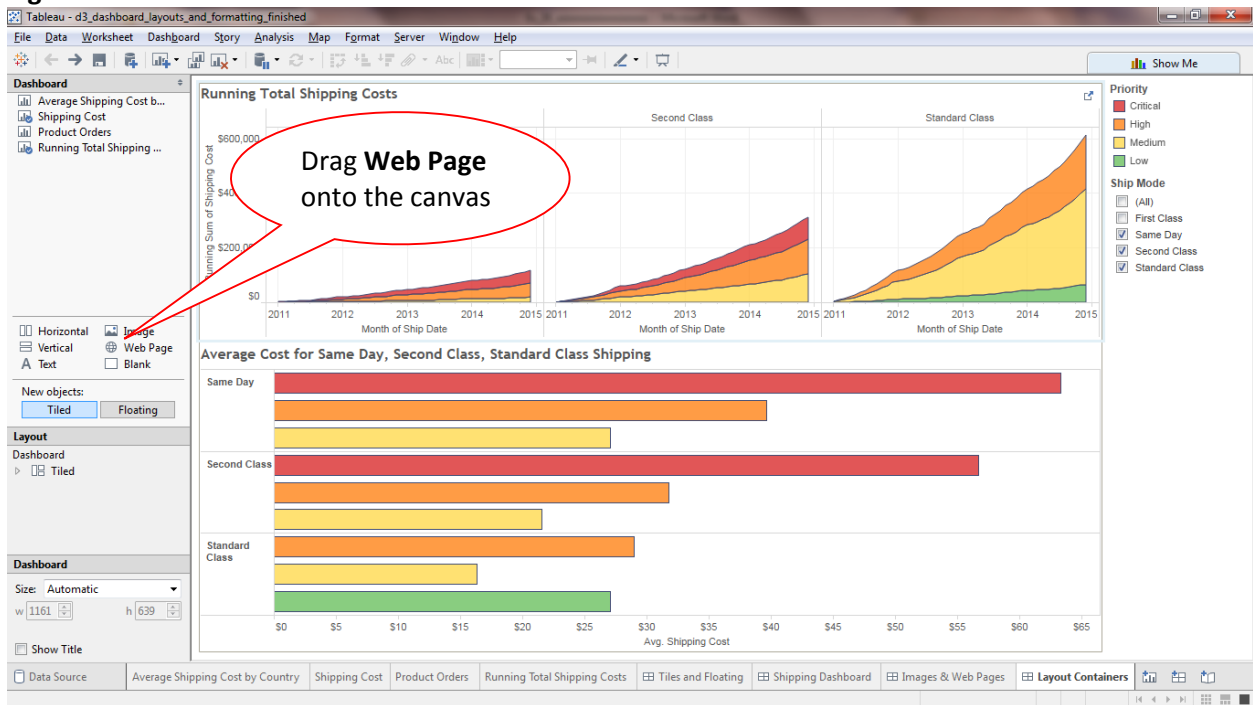
Figure 8

Notice the window on the left where formatting can be made. This pane provides the option to make changes for a **Sheet**, **Rows** or **Columns**, which can be selected by clicking on the appropriate tab.

Web pages, which can provide easy access to external websites, can be easily added to a dashboard.
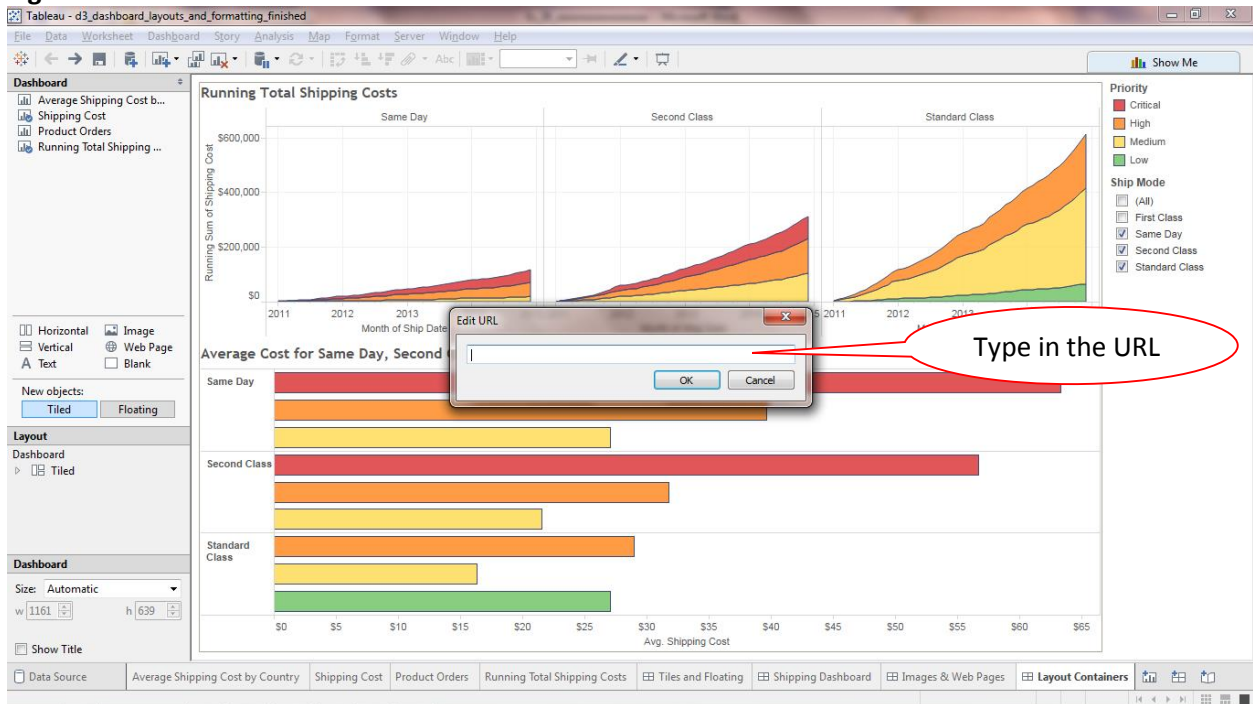
Figure 9
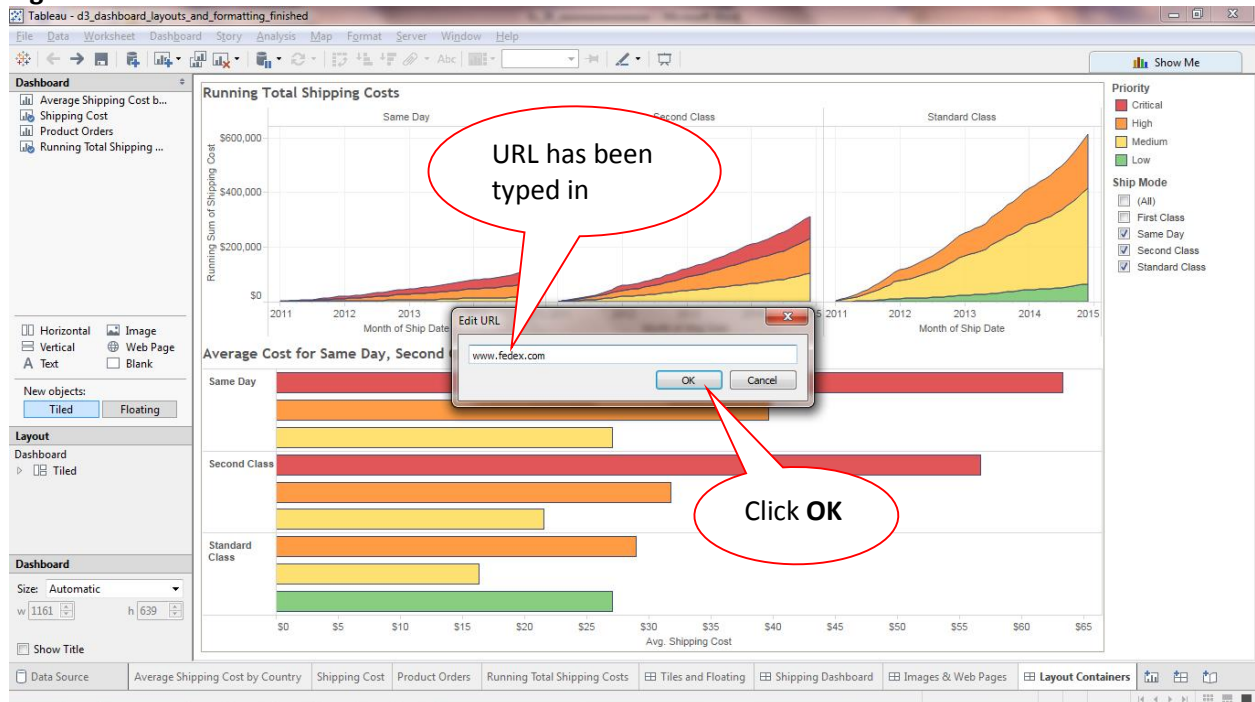

To add a Web Page to a sheet:
- Drag the **Web Page** item onto the canvas as shown on Figure 9, which will popup the **Edit URL** window displayed on Figure 10
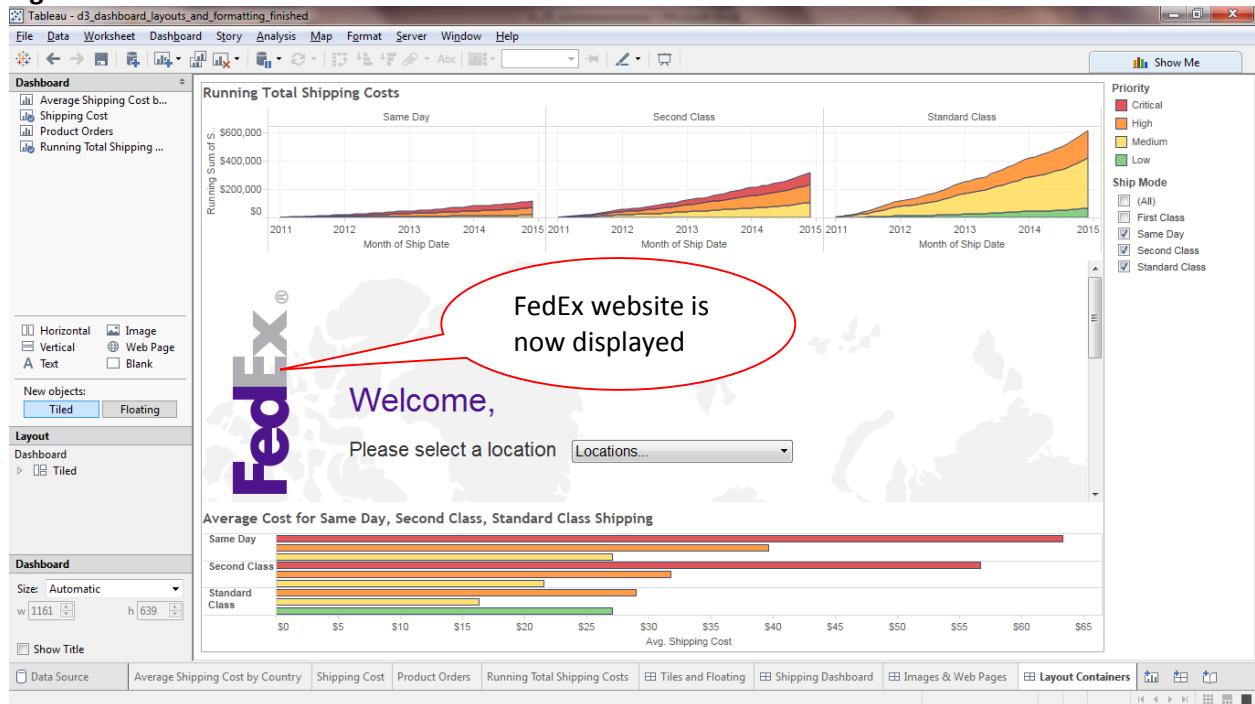
Figure 10

- Type in the **URL** (www.fedex.com) in the **Edit URL** popup window as shown on Figure 10, which will lead to Figure 11

Figure 11

- Click **OK**, which will add the URL and lead to Figure 12, where the FedEx website is displayed

Figure 12

The individual views in a sheet can be sized or moved, as desired.