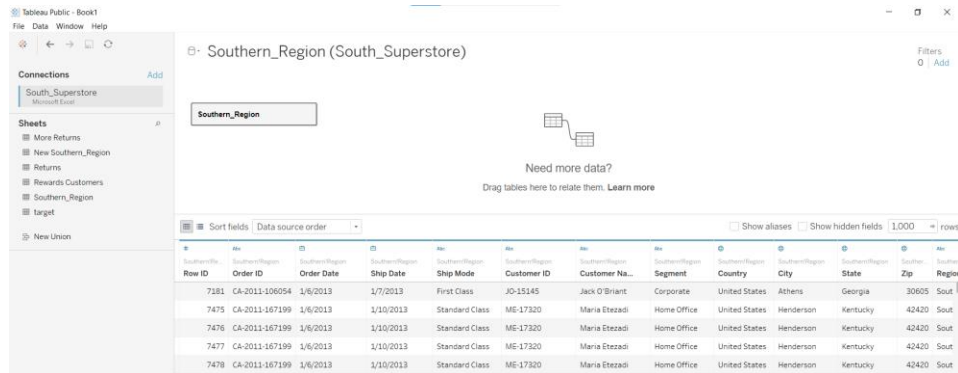


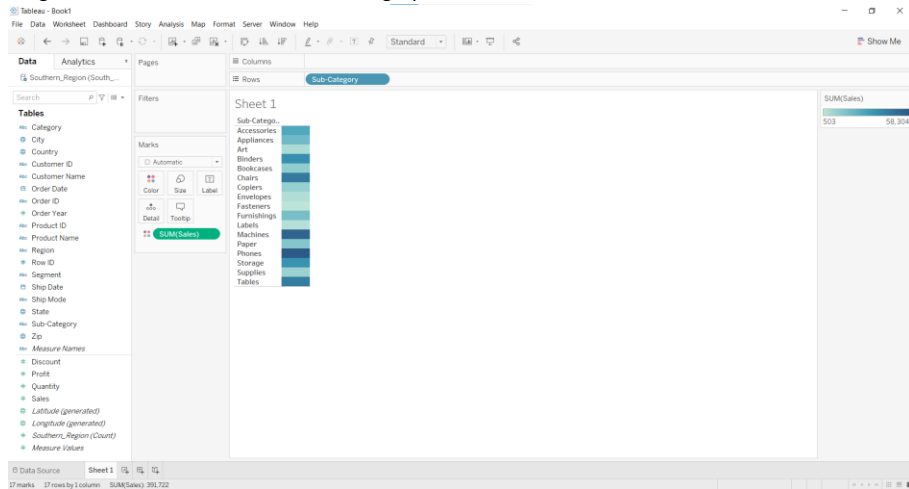
Format View For Presentation Step by Step Guide

1. Import Southern_Superstore file, add Southern_Region sheet

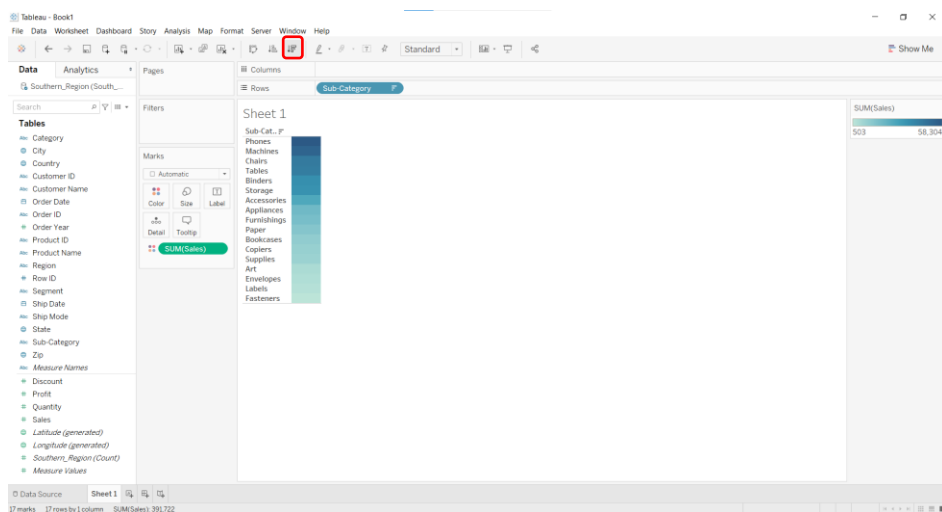


Use Color

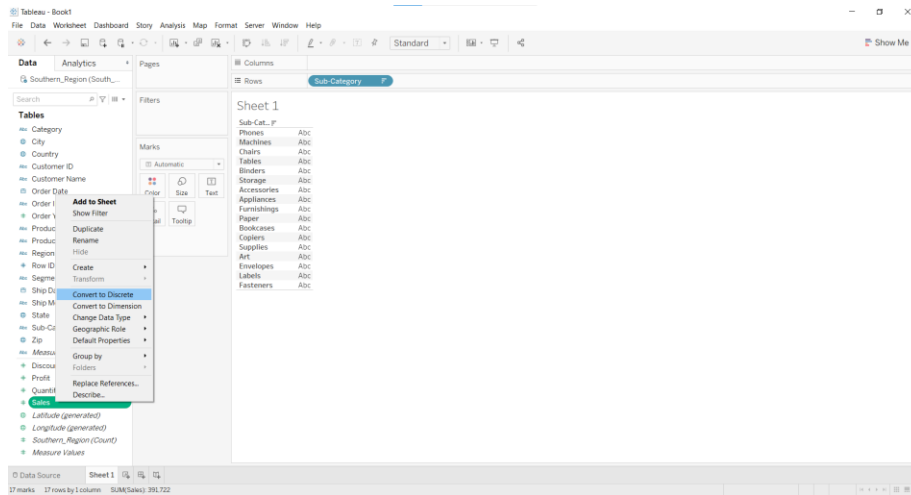
2. Drag Sales into the Color mark and Subcategory into Rows shelf



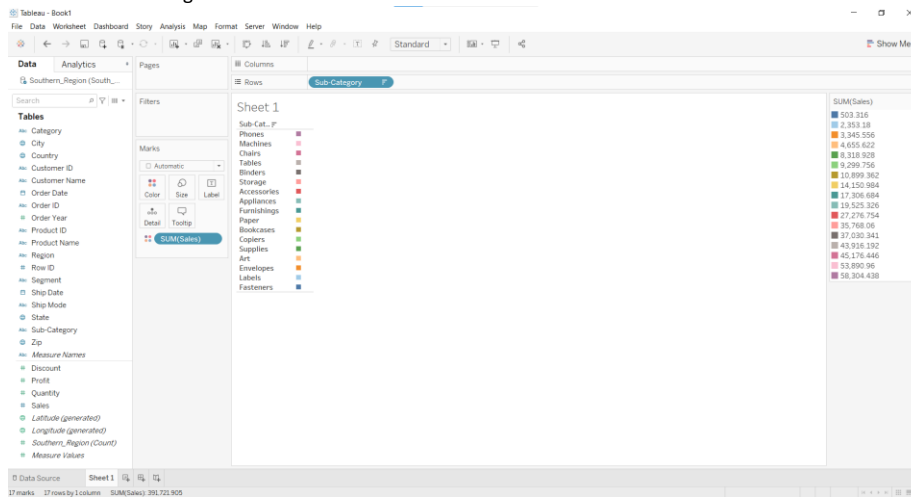
3. Sort the view descending



4. Remove the Sales field from the Color mark and convert it to Discrete

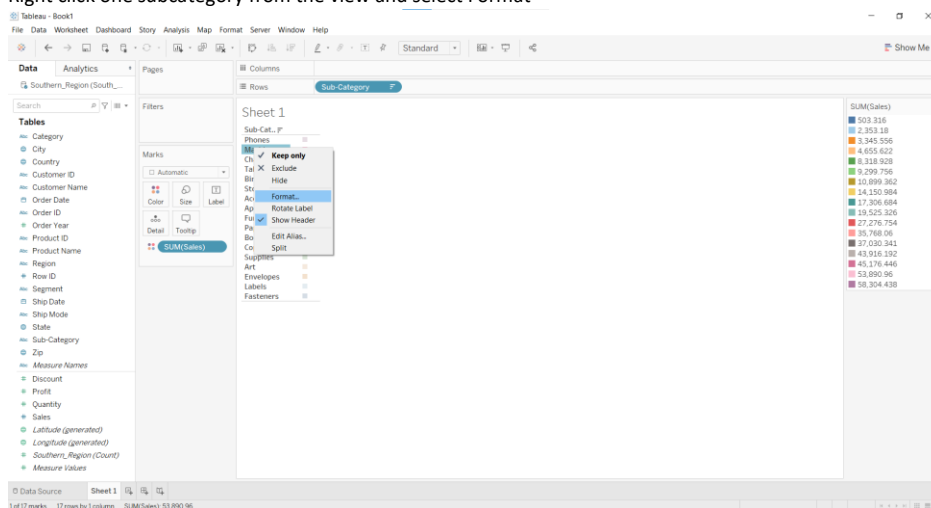


5. Add the Sales field again to the Color mark

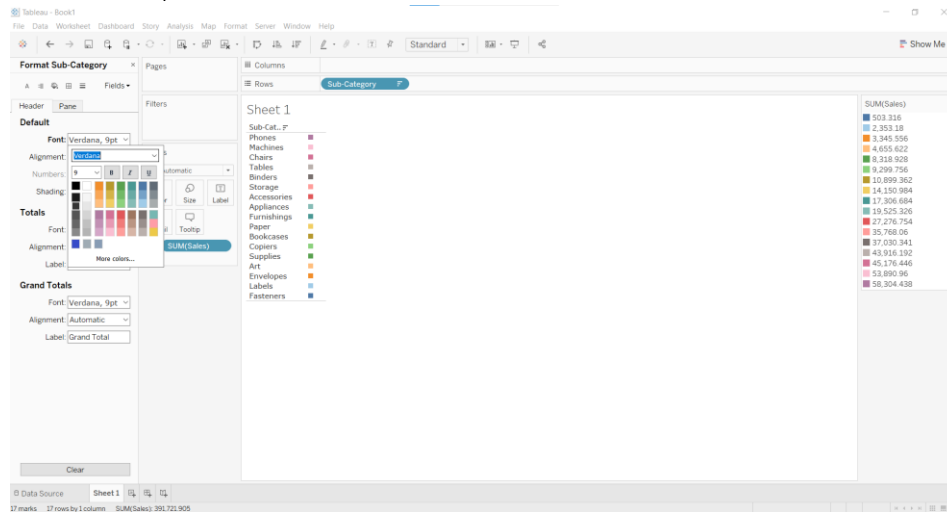


Use bolding & Select Fonts

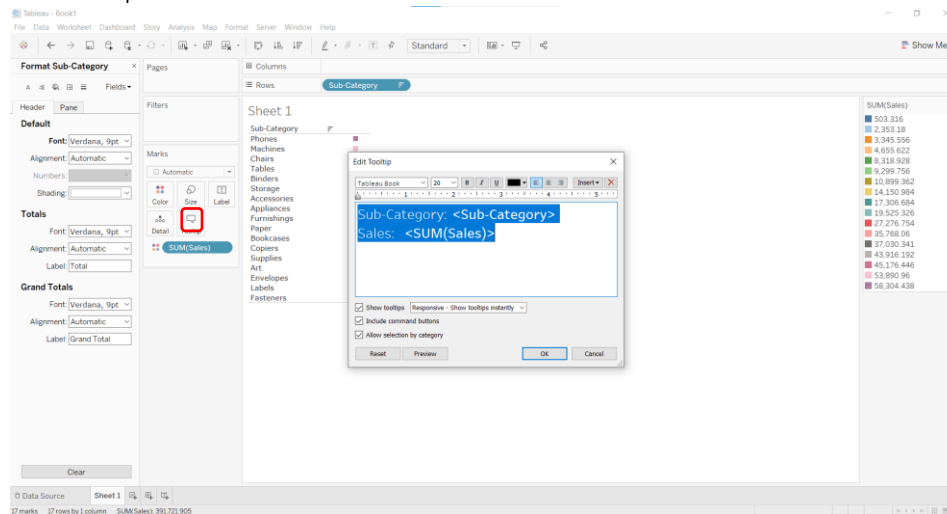
6. Right click one subcategory from the view and select Format



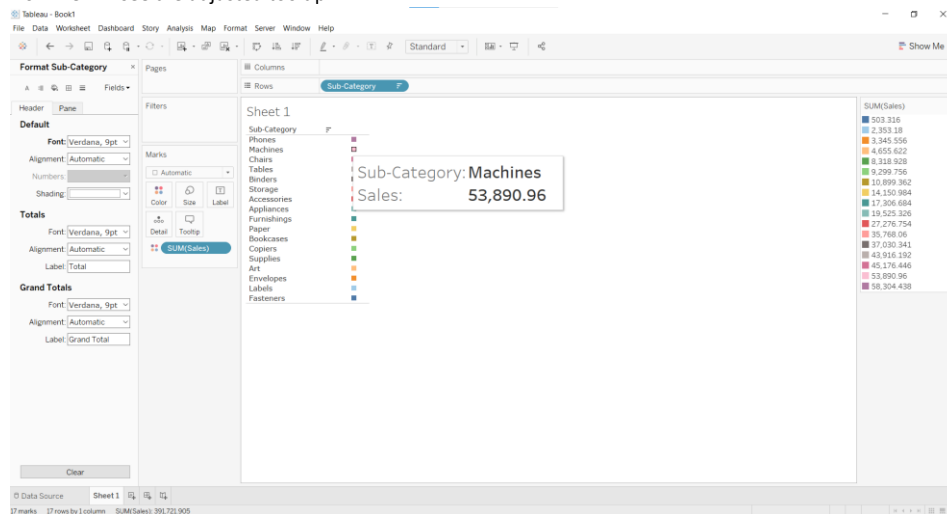
7. From the Format pane and choose Verdana as a new font



8. We can also change the fonts for the tooltip. To do this press the Tooltip mark, select the tooltip you want to change the select 20 in font size and press Ok

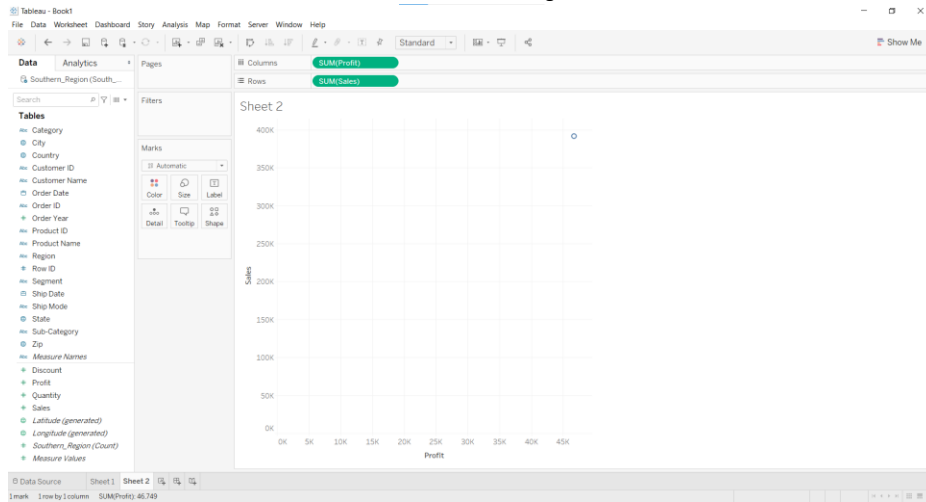


9. Now we will see the adjusted tooltip

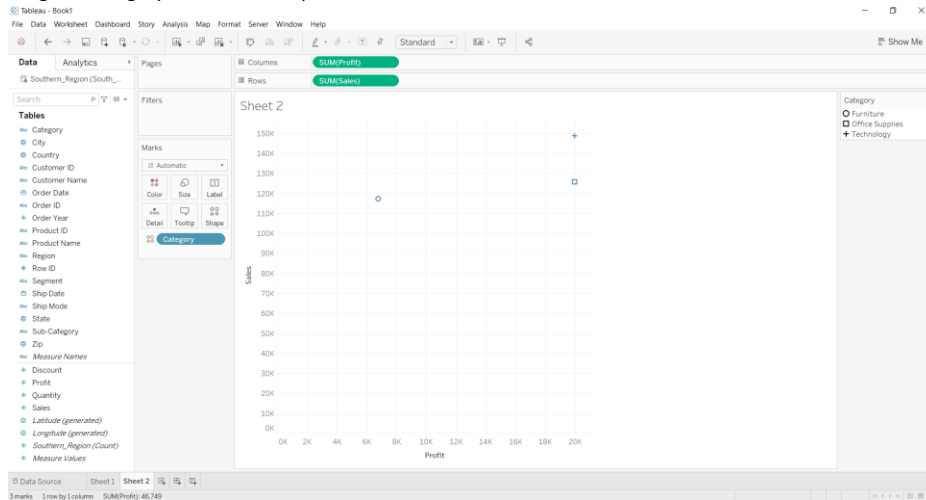


Use shapes

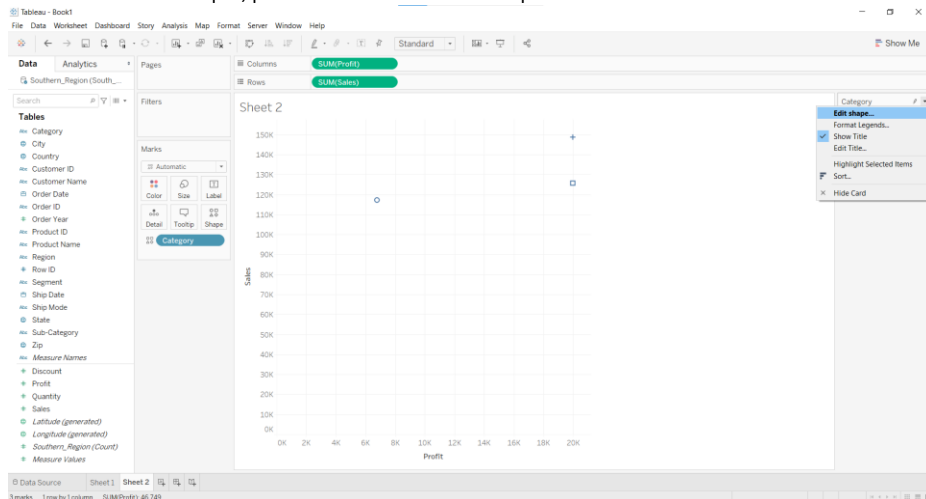
10. Create a new sheet, convert the Sales field to Continuous. Drag Sales to Rows shelf and Profit to Columns shelf



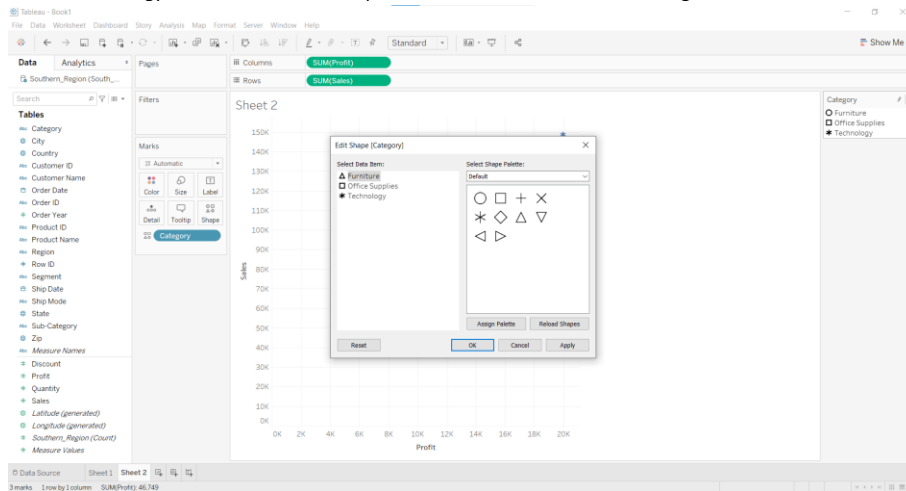
11. Drag the Category field to the Shape mark



12. To choose different shapes, press down arrow and Edit Shape

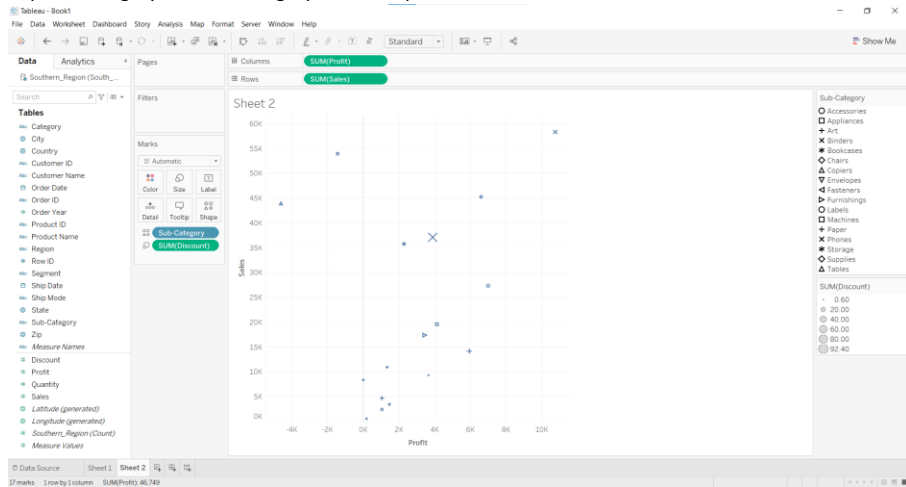


13. Select Technology and the star as the shape, and for Furniture select the triangle and click Ok



Change size of marks

14. Replace Category with Subcategory in the Shape mark and add Discount to the Size mark



15. Change the aggregation for Discount from Sum to Average

