

{30} Insert a Table

Insert a Table (Visual Panel)



Add :→ Sales Person

→ Picture

→ Total Profit

→ Profit %

→ Profit Target met?

Note:-

On picture column, you'll see website

↓
To place picture there

↓
Go to Data View (left-mid)

↓
Click : People table

↓
Select : Picture column

↓
Column Tools : Ribbon

↓
Data Category : Image URL

↓
This will now show the image
of the people in table present
in Canvas Area

Adjust Formatting to Table ⇒

select the table from Canvas Area


↓
Visual Panel

↓
Font

↓

- i) Total : Total off
- ii) Grid : Image height (set)
- iii) Resize Text size
- iv) Add colour & background to
headers & columns
- v) Apply sort order (desc.)

Add Team as slicer

Insert slicer :- 

↓
Add: Team to "field"

↓
Resize it & place it on
the top

Ques)

Can you select more than one item &
move them all together?

Solⁿ) (i) Hold (ctrl) key

↓
select the items (multiple)

↓
drag them (move them)

(ii) select all items

↓
right click

↓
group → as 1 object

↓
They are still individual charts
but they come in 1 group

↓
And we can move them all
together freely. (at 1 go)

⊞ we can also do combine formatting
by selecting them, and doing
formatting.

New ,

Insert 1 more Visual card

↓
Add Customers

↓
select prev. card
↓

Home : Format Painter
↓

click on new wala card
↓

It will apply the same
formatting Rule