**2. Working with Pages**

   a. From the browser window, sign in to SAS Viya for Learners.

   b. Open the **VA1- Exercise4.2a** report from the **SAS Content/Courses/YVA183/Basics/Exercises (HR)** folder.

      1) Navigate to **SAS Content/Courses/YVA183/Basics/Exercises (HR)**.

      2) Right-click **VA1- Exercise4.2a** and select **Edit**.

   c. Add a new page to the report and rename pages.

      1) In the upper left corner of the report, click ⊞ (**New page**) next to **Page 1**.

      2) Double-click the **Page 2** heading to make it editable.

      3) Enter **Profit Analysis** and press Enter.

      4) Click **Page 1** to make it active.

      5) Double-click the **Page 1** heading to make it editable.

      6) Enter **Employee Analysis** and press Enter.

   d. Create a bar chart on the Profit Analysis page.

      1) If necessary, click **Profit Analysis** to make it active.

      2) In the left pane, click the **Objects** icon.

      3) Drag the **Bar Chart** object, from the Graphs group, to the canvas.

      4) In the right pane, click the **Roles** tab.

      5) For the Category role, select **Add** ⇨ **Group**.

      6) For the Measure role, select **Number of Employees** ⇨ **Total Profit**.

   e. Specify **Total Profit per Group** as the name of the bar chart.

      1) In the right pane, click the **Options** icon.

      2) In the Object group, enter **Total Profit by Group** in the **Name** field.

      3) Select **Custom title** for the **Title** field.

      4) Enter **Total Profit by Group** in the **Title** field.

f. Sort the bars. In the new bar chart, right-click **Group** on the vertical axis and select **Sort** ⇨ **Group: Ascending**.

The new bar chart should resemble the following:
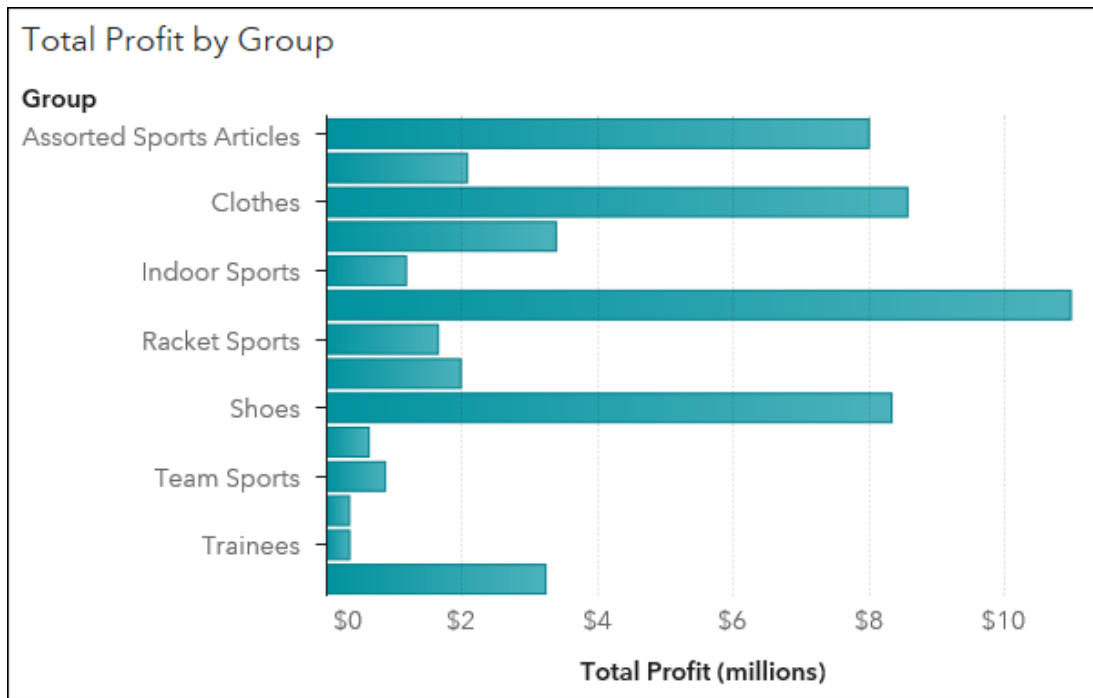
g. Save the report in **My Folder**.

1) To save the report, click ⋮ (**Menu**) in the upper right corner and select **Save As**.

2) Navigate to **My Folder**.

3) Click **Save.**