**Lesson 9 Demo 02**

**Using Title, Caption, and Tool Tips**

**Business Scenario:**

The production manager of a retail company previously analyzed the performance of various subcategories. He is expected to present his analysis at the upcoming board meeting, and he needs to format and annotate the pre-created views to make them more presentable and readable.

**Overview:**

* Create a view, use the previously created sales by subcategory view
* Enable caption
* Format title and caption
* Add profit ratio to tooltip and format it
* Add color shading to the view

The result should resemble the image given below:

Graphical user interface, application, Teams

Description automatically generated

**Detailed Instructions:**

1. Under **File**, click **Open**, navigate to the workbook folder, and select the **Grouping & Alias** workbook

Graphical user interface, text, application

Description automatically generated

1. Navigate to the **Sales by Sub-Category** worksheetTimeline

   Description automatically generated
2. Drag the **Profit Ratio** measure to the **Tooltip** shelf

Graphical user interface

Description automatically generated

1. Double-click the **Title bar** to format

Graphical user interface, text, application

Description automatically generated

1. Click the **Worksheet** button on the toolbar and enable **Caption**

Graphical user interface

Description automatically generated

1. Observe the title and caption in your viewGraphical user interface

   Description automatically generated
2. From the Menu, Go to **Format** and click on **Shading,** and set the worksheet shading to **Light Blue**Graphical user interface

   Description automatically generated
3. Double-click the **Caption** to format the view

Graphical user interface, application

Description automatically generated

1. Save and close the workbookGraphical user interface, application, Teams

   Description automatically generated