



CPA Business Intelligence



SAP BusinessObjects



OFFICE OF THE COMPTROLLER  
TEXAS

## Web Intelligence – Working with Tables

The following lesson contains screenshots of the actual BusinessObjects 4.1 application, with text and narration explaining how to use BusinessObjects to perform certain functions.

Please ensure that you are currently sitting at a computer that has sound playing capabilities and that the speakers are turned up to an acceptable volume.

When the narration has finished on a page, please press the [spacebar] to continue. If you would like to review a page, press the [backspace] key.

Note: If you prefer a PDF version of this tutorial please follow the link below.

[View PDF Version](#)



## Page 1 – Web Intelligence – Working with Tables

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## Change the Layout of a Table

After creating a table, you may want to change the table format to better suit the data.

In this tutorial, you will turn a vertical table into a horizontal table and a cross table.



## Page 2 – Change the Layout of a Table

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## Change the Layout of a Table

In this example, we'll change table formats.  
First, let's turn the vertical table into a horizontal table.

Select the table.

ABC3774 | Applications | Help menu | Log off

Data Access | Analysis | Page Setup | Reading | Design

Other | Tools | Position | Linking

Turn Into | Set as section

### Sales Revenue by Quarter

#### New York

Year	Quarter	State	Store Name	Sales Revenue
2004	Q1	New York	e-Fashion New York 5th	\$222,625
2004	Q1	New York	e-Fashion New York Magnoli	\$333,358
2004	Q2	New York	e-Fashion New York 5th	\$191,080
2004	Q2	New York	e-Fashion New York Magnoli	\$288,882
2004	Q3	New York	e-Fashion New York 5th	\$94,662
2004	Q3	New York	e-Fashion New York Magnoli	\$162,452
2004	Q4	New York	e-Fashion New York 5th	\$136,268

Report 1

## Page 3 – Change Table Formats

In this example, we'll change table formats.

First, let's turn the vertical table into a horizontal table.

Select the table.

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## Change the Layout of a Table

CPA Business Intelligence | Welcome: ABC3774 | Applications | Help menu | Log off

Home | Documents | SalesByQuarter 3

File | Properties | Report Elements | Formatting | Data Access | Analysis | Page Setup | Reading | De

Tables | Cell | Section | Chart | Other | Tools | Position | Linking | Table Layout | Behaviors

Turn Into | Set as section | Break | Insert | Header

Sales Revenue by Quarter

New York

Year	Quarter	State	Store name	Sales revenue
2004	Q1	New York	e-Fashion New York 5th	\$222,625
2004	Q1	New York	e-Fashion New York Magnoli	\$333,358
2004	Q2	New York	e-Fashion New York 5th	\$191,080
2004	Q2	New York	e-Fashion New York Magnoli	\$288,882
2004	Q3	New York	e-Fashion New York 5th	\$94,662
2004	Q3	New York	e-Fashion New York Magnoli	\$162,452
2004	Q4	New York	e-Fashion New York 5th	\$136,268
2004	Q4	New York	e-Fashion New York Magnoli	\$238,370

Select the Turn Into list.

## Page 4 – Change Table Formats (continued)

Select the **Turn Into** list.

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## Change the Layout of a Table

CPA Business Intelligence Welcome: ABC3774 | Applications | Help menu | Log off

Home Documents SalesByQuarter 3

File Properties Report Elements Formatting Data Access Analysis Page Setup Reading

Tables Cell Section Chart Other Tools Position Linking Table Layout Behaviors

Turn Into Set as section Break Insert Header

Vertical Table  
Horizontal Table  
Cross Table  
Column Chart  
Line Chart  
Pie Chart  
More Transformations...

Select Horizontal Table.

### Sales Revenue by Quarter

#### New York

Year	Quarter	State	Store name	Sales revenue
2004	Q1	New York	e-Fashion New York 5th	\$222,625
2004	Q1	New York	e-Fashion New York Magnoli	\$333,358
2004	Q2	New York	e-Fashion New York 5th	\$191,080
2004	Q2	New York	e-Fashion New York Magnoli	\$288,882
2004	Q3	New York	e-Fashion New York 5th	\$94,662
2004	Q3	New York	e-Fashion New York Magnoli	\$162,452
2004	Q4	New York	e-Fashion New York 5th	\$136,268
2004	Q4	New York	e-Fashion New York Magnoli	\$238,370

## Page 5 – Change Table Formats (continued)

Select **Horizontal Table**.

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## Change the Layout of a Table

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File Properties Report Elements Formatting Data Access Analysis Page Setup Reading

Tables Call Section Chart Other Tools Position Linking Table Layout Behaviors

Turn Into Set as section Break Insert Header

Sales Revenue by Quarter

New York

Year	2004	2004	2004	2004	2004
Quarter	Q1	Q1	Q2	Q2	Q3
State	New York	New York	New York	New York	New York
Store name	e-Fashion New York 5th	e-Fashion New York Magnoli	e-Fashion New York 5th	e-Fashion New York Magnoli	e-Fashion New Y
Sales revenue	\$222,625	\$333,358	\$191,080	\$288,882	

California

Year	2004	2004	2004	2004	2004
Quarter	Q1	Q1	Q2	Q2	Q3

Select the Turn Into list.

## Page 6 – Change Table Formats (continued)

Select the **Turn Into** list.

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## Change the Layout of a Table

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File Properties Report Elements Formatting Data Access Analysis Page Setup Reading

Tables Cell Section Chart Other Tools Position Linking Table Layout Behaviors

Turn Into Set as section Break Insert Header

Vertical Table  
Horizontal Table  
Cross Table  
Column Chart  
Line Chart  
Pie Chart  
More Transformations...

Select Cross Table.

### Sales Revenue by Quarter

#### New York

Year	2004	2004	2004	2004	2004
Quarter	Q1	Q1	Q2	Q2	Q3
State	New York	New York	New York	New York	New York
Store name	e-Fashion New York 5th	e-Fashion New York Magnoli	e-Fashion New York 5th	e-Fashion New York Magnoli	e-Fashion New Y
Sales revenue	\$222,625	\$333,358	\$191,080	\$288,882	

#### California

Year	2004	2004	2004	2004	2004
Quarter	Q1	Q1	Q2	Q2	Q3

## Page 7 – Change Table Formats (continued)

Select **Cross Table**.

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## Change the Layout of a Table

When we convert a table from one format to another, all the data from the original table is included in the converted table. However, we may need to remove some of the data to make the new format work effectively. In this example, there are more eFashion store name values than can fit horizontally on the page.

We'll use the transformations option to remove the Store Name information from the cross tab.

3774 | Applications | Help menu | Log off

Data Access | Analysis | Page Setup | Reading | Des

Other | Tools | Position | Linking | Table Layout | Behaviors

Turn Into | Set as section | Break | Insert

**Select the Turn Into list.**

**New York**

	2004	2004	2004	2004	2005	2005	2005
	Q1	Q2	Q3	Q4	Q1	Q2	Q3
New York	e-Fashion New York 5th	\$222,625	\$191,080	\$94,662	\$136,268	\$286,176	\$282,370
New York	e-Fashion New York Magne	\$333,358	\$288,882	\$162,452	\$238,370	\$397,795	\$410,143

**California**

	2004	2004	2004	2004	2005	2005	2005
	Q1	Q2	Q3	Q4	Q1	Q2	Q3

## Page 8 – Adjust the Table

When we convert a table from one format to another, all the data from the original table is included in the converted table. However, we may need to remove some of the data to make the new format work effectively. In this example, there are more eFashion store name values than can fit horizontally on the page.

We'll use the transformations option to remove the Store Name information from the cross tab.

Select the **Turn Into** list.

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## Change the Layout of a Table

CPA Business Intelligence | Welcome: ABC3774 | Applications | Help menu | Log off

Home | Documents | SalesByQuarter 3

File | Properties | Report Elements | Formatting | Data Access | Analysis | Page Setup | Reading | Design

Tables | Cell | Section | Chart | Other | Tools | Position | Linking | Table Layout | Behaviors

Turn Into | Set as section | Break | Insert

Vertical Table  
Horizontal Table  
Cross Table  
Column Chart  
Line Chart  
Pie Chart  
More Transformations... Ctrl+Shift+T

Sales Revenue by Quarter

New York

	2004	2004	2004	2004	2005	2005	2005
	Q1	Q2	Q3	Q4	Q1	Q2	Q3
New York	e-Fashion New York 5th	\$222,625	\$191,080	\$94,662	\$286,176	\$282,370	\$
New York	e-Fashion New York Magna	\$333,358	\$288,882	\$162,452	\$207,706	\$440,143	\$

California

	2004	2004	2004	2004	2005	2005	2005
	Q1	Q2	Q3	Q4	Q1	Q2	Q3

Select More Transformations.

## Page 9 – Adjust the Table (continued)

Select **More Transformations**.

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## Change the Layout of a Table

We can use the options available here to convert any type of table or chart into any other type of table or chart. We can also specify the arrangement of the data in the selected table or chart format.

The screenshot shows the 'Turn Into' dialog box in SAP Business Objects Web Intelligence. The 'Tables' list on the left includes Bar, Box, Column, Line, Map, Pie, Point, Radar, Tag Cloud, and Waterfall. The 'Cross Table' section is selected, and its configuration is shown on the right. The 'Columns' section contains 'Year' and 'Quarter'. The 'Rows' section contains 'State' and 'Store name'. The 'Body' section contains 'Sales revenue'. A yellow callout points to the 'Delete' button (represented by an 'X' icon) in the 'Rows' section.

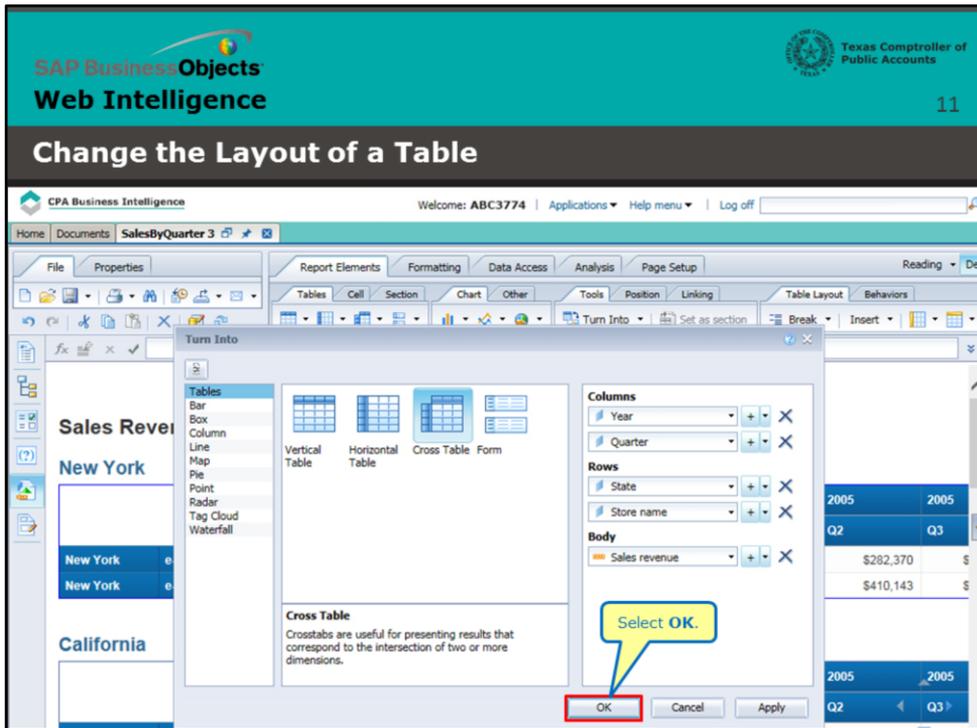
2005	2005
Q2	Q3
\$282,370	\$
\$410,143	\$

Select **Delete**.

## Page 10 – Specify Arrangement of Data

We can use the options available here to convert any type of table or chart into any other type of table or chart. We can also specify the arrangement of the data in the selected table or chart format.

Select **Delete**.



## Page 11 – Specify Arrangement of Data (continued)

Select **OK**.

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## Change the Layout of a Table

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Home Documents SalesByQuarter 3

File Properties Report Elements Formatting Data Access Analysis Page Setup Reading

Other Tools Position Linking Table Layout Behaviors

The column has now been removed from the cross table.

### Sales Revenue by Quarter

#### New York

	2004	2004	2004	2004	2005	2005	2005	2005
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
New York	\$555,983	\$479,962	\$257,114	\$374,637	\$683,971	\$692,513	\$501,220	\$885,800

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#### California

	2004	2004	2004	2004	2005	2005	2005	2005
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
California	\$519,220	\$441,494	\$394,309	\$349,188	\$650,715	\$529,256	\$760,442	\$842,267

## Page 12 – See the Results

The column has now been removed from the cross table.

## Change the Layout of a Table

This concludes this lesson.

[Additional Tutorials](#)



## Page 13 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

[Additional Tutorials](#)