



The slide features a header with the CPA Business Intelligence logo on the left and the Office of the Comptroller of Public Accounts of Texas logo on the right. The SAP BusinessObjects logo is centered at the top. Below the logo is a dark grey banner with the title "Web Intelligence – Working with Tables" in white. The main content area contains three paragraphs of text and a "View PDF Version" button. The background of the slide shows a stack of books and a pen on a desk.

**CPA Business Intelligence**

**OFFICE OF THE COMPTROLLER OF PUBLIC ACCOUNTS TEXAS**

**SAP BusinessObjects**

**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**

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.

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## Delete Columns and Rows from a Table

You can delete a column or row from a table by selecting the column or row and using the **Delete** function from the secondary menu or by pressing the **Cut** button on the main toolbar.

In this tutorial, you will use both methods to delete columns and rows from a table.



## Page 2 – Delete Columns and Rows from a Table

You can delete a column or row from a table by selecting the column or row and using the **Delete** function from the secondary menu or by pressing the **Cut** button on the main toolbar.

In this tutorial, you will use both methods to delete columns and rows from a table.

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## Delete Columns and Rows from a Table

This example uses a vertical table, so it is possible to only delete columns. Similarly, if we're working with a horizontal table, we can only delete rows. To remove a row from a vertical table or a column from a horizontal table, we would need to apply a filter.

Let's explore the first method of deleting the **Quarter** column from this vertical table.

Right-click the column header.

**Sales Report**

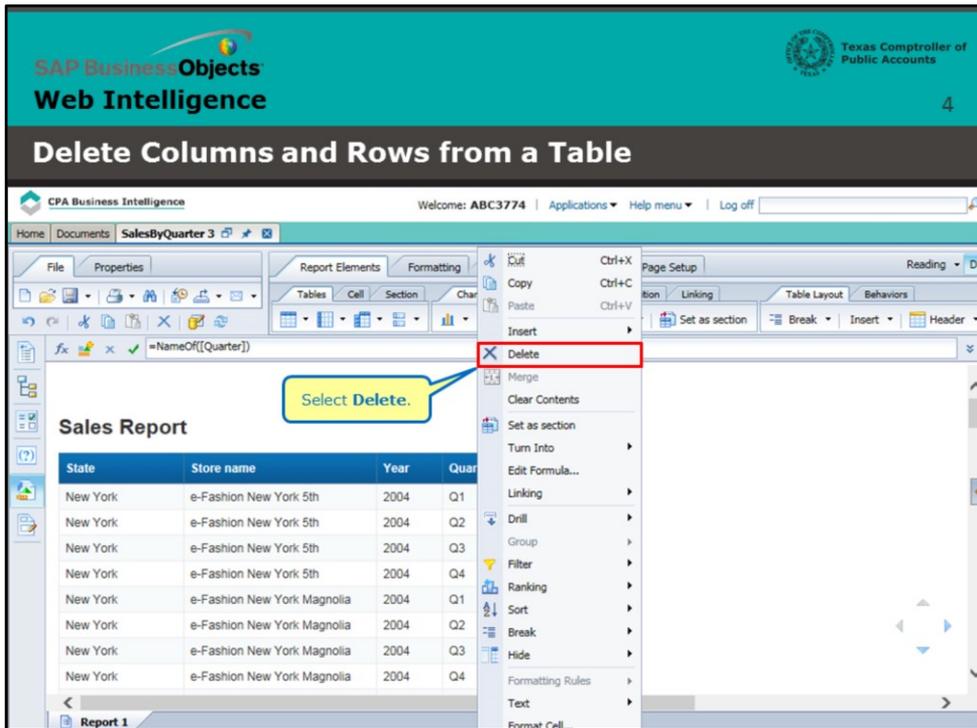
State	Store name	Year	Quarter	Sales revenue
New York	e-Fashion New York 5th	2004	Q1	\$222,625
New York	e-Fashion New York 5th	2004	Q2	\$191,080
New York	e-Fashion New York 5th	2004	Q3	\$94,662
New York	e-Fashion New York 5th	2004	Q4	\$136,268
New York	e-Fashion New York Magnolia	2004	Q1	\$333,358
New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

## Page 3 – Delete a Column – Method 1

This example uses a vertical table, so it is possible to only delete columns. Similarly, if we're working with a horizontal table, we can only delete rows. To remove a row from a vertical table or a column from a horizontal table, we would need to apply a filter.

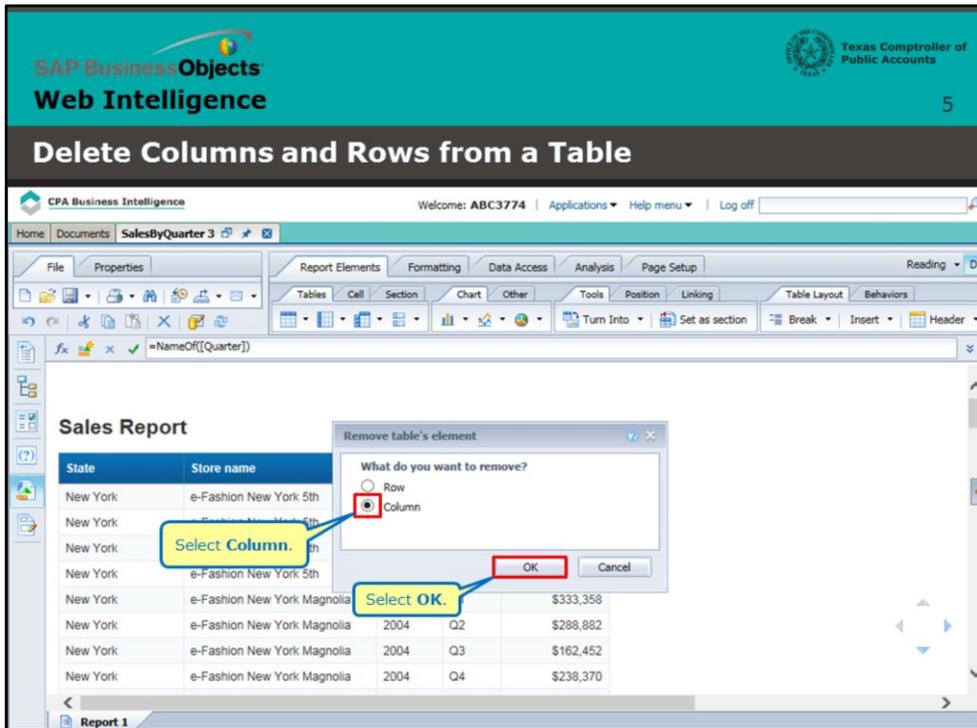
Let's explore the first method of deleting the **Quarter** column from this vertical table.

Right-click the column header.



## Page 4 – Delete a Column – Method 1 (continued)

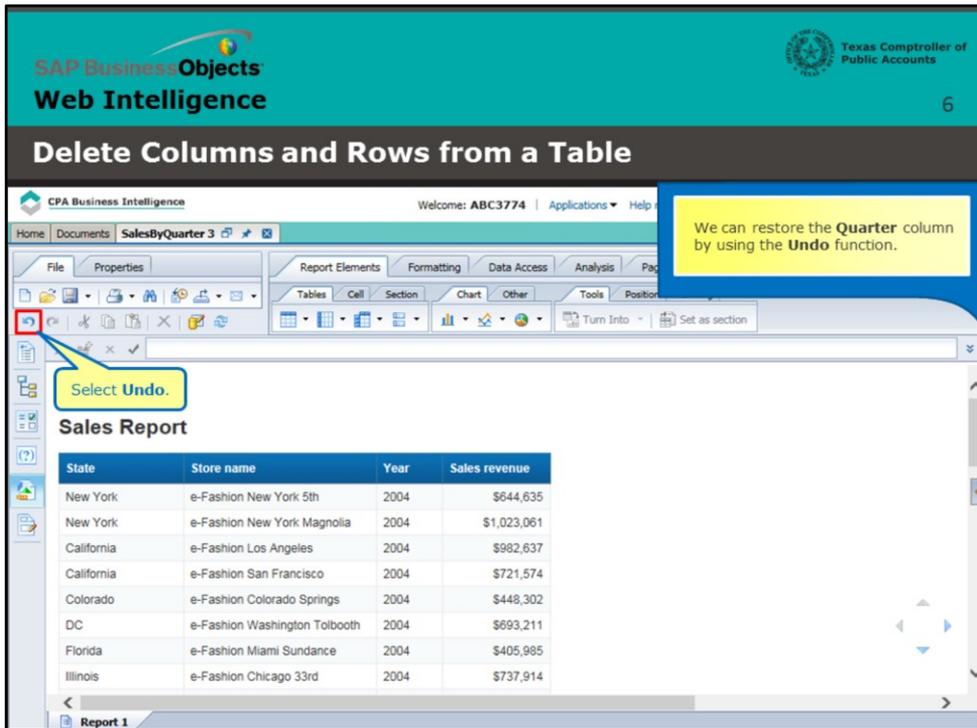
Select **Delete**.



## Page 5 – Delete a Column – Method 1 (continued)

Select **Column**.

Select **OK**.



## Page 6 – Restore the Quarter Column

We can restore the **Quarter** column by using the **Undo** function.

Select **Undo**.

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## Delete Columns and Rows from a Table

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File Properties Report Elements Formatting Data Access Analysis Page

Tables Cell Section Chart Other Tools Position

Now we'll use a more direct method to delete the **Quarter** column.

Select the column header.

### Sales Report

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

Report 1

## Page 7 – Delete a Column – Method 2

Now we'll use a more direct method to delete the **Quarter** column.

Select the column header.

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## Delete Columns and Rows from 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

fx = [Quarter]

Select Cut.

### Sales Report

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

Report 1

## Page 8 – Delete a Column – Method 2 (continued)

Select **Cut**.

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## Delete Columns and Rows from a Table

Welcome: ABC3774 | Applications | Help menu | Log off

The **Quarter** column is removed.

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

Tables | Cell | Section | Chart | Other | Tools | Position | Linking

fx | Turn Into | Set as section

### Sales Report

State	Store name	Year	Sales revenue
New York	e-Fashion New York 5th	2004	\$644,635
New York	e-Fashion New York Magnolia	2004	\$1,023,061
California	e-Fashion Los Angeles	2004	\$982,637
California	e-Fashion San Francisco	2004	\$721,574
Colorado	e-Fashion Colorado Springs	2004	\$448,302
DC	e-Fashion Washington Totbooth	2004	\$693,211
Florida	e-Fashion Miami Sundance	2004	\$405,985
Illinois	e-Fashion Chicago 33rd	2004	\$737,914

Report 1

## Page 9 – Delete a Column – Method 2 (continued)

The **Quarter** column is removed.

## Delete Columns and Rows from a Table

This concludes this lesson.

[Additional Tutorials](#)

### Page 10 - Conclusion

This concludes this lesson.

For more BusinessObjects 4.1 tutorials, select the link below.

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