



Exercise One

1.3. There are 2 tabs representing 2 different worksheets at the bottom of the screen. Click on the Order Information tab and it will show you a Crosstab worksheet displaying the Order Number and Order Date for particular products with the unit price as a data point in the middle.

The Order Information worksheet has been grouped by Section Name. The Section Name is currently 'HAMMERS AND NAILS'. To change the Section click on the down arrow next to 'HAMMERS AND NAILS' and it will display a list of the Sections for you to choose from. Select a different Section and the worksheet will change accordingly.

