

Formatting

- Conditional Formatting
- Measures Formatting
 - Number Format
 - General Format
- Members Display
- Working with Style Sets
 - Apply a Style Set
 - Create a new Style Set
 - Export/Import a Style Set

Conditional Formatting

You can use conditional formatting to highlight important values or unexpected results in your data

- Choose **Conditional Formatting** New in the Display Group Tab and click **New**

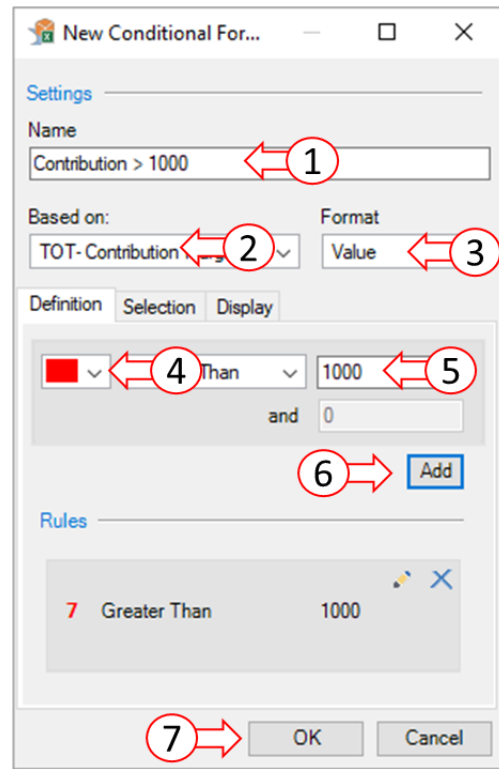
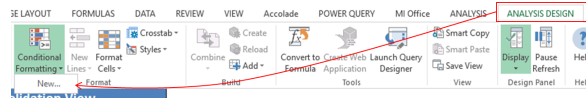
The New Conditional Formatting dialog box appears.

1. In the Name field, enter a name for the new conditional format.
2. In the Based on list, select the measure you want to apply the conditional format to.
3. In the Format list, select the style you want to use for highlighting values. The following styles are available:
 - Background: the cells background is colored.
 - Values: the text of the cells is colored.
 - Status Symbol: a symbol is displayed in the cells.
 - ● ●
 - Trend Ascending: a colored arrow (green to red) is displayed in the cells.
 - ↗ ↘ ↙ ↚
 - Trend Descending: a colored arrow (red to green) is displayed in the cells.
 - ↖ ↕ ↗ ↘
 - Trend Grey: a grey arrow is displayed in the cells.
 - ↖ ↗ ↘ ↙

4. Select one of the nine priorities of the style selected above. Every style consists of nine members. The numbers 1 to 9 represent the priority of the rule.

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

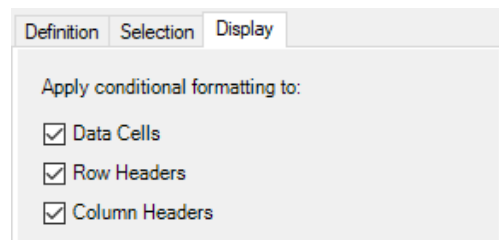
5. Select one of the following operators: Between, Outside, Greater Than, Greater Than Or Equal To, Less Than, Less Than Or Equal To and Equal To and enter a threshold value or value range.
6. Press Add
7. Press OK to apply your rules to the crosstab.



Multiple Choice Format

The formatting can be applied to 3 places :

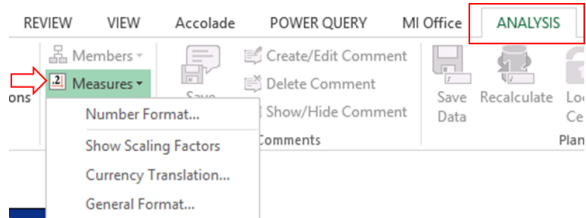
1. **Data Cells:** Conditional formatting will execute to the Cells.
2. **Row Headers:** Conditional formatting will execute to the Row Header.
3. **Columns Headers:** Conditional formatting will execute to the Column Header.



BFC Global Business Unit		CS
Sold-to party	Struct.	
WP1_400/1107	SOLVAY USA INC	159,553.06
WP1_400/50298	SPECIALTY CHEMICALS	
WP1_400/63165	SOLVAY USA INC. C/O SUNLAND	39,848.81
WP1_400/204053	SOLVAY SOLUTIONS NEDERLAND B.V.	111,344.98
WP1_400/206928	RHODIA BRASIL SA	-17,659.96
WP1_400/207053	RHODIA OPERATIONS	-27,359.44

Measures Formatting

To define the measures display, you can specify the number format for each measure in your analysis. This includes the scaling factor and the decimals used.



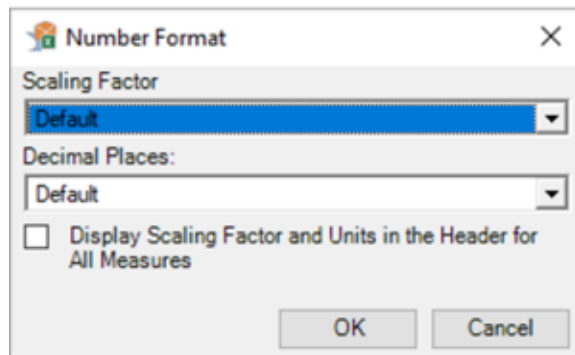
Number Format

Select a cell from the measure that you want to change

- Choose Measures Number Format
- In the Number Format dialog box, select the Scaling Factor and the Decimal Places that you want to use for the measure display
- Select the Display Scaling Factor and Units in the Header for All Measures check box if the scaling factor should be displayed in the crosstab
- Press OK

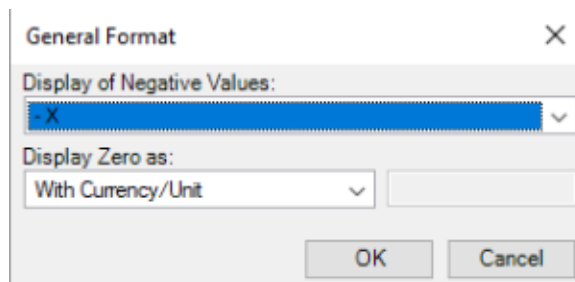
Scaling Factor: 1 if you want to display the number as is. 1000 if you want to display thousands.

Decimal Places: Change the default number of decimals shown (The full decimal will still be in the cell, just the display changes).



General Format

- Display of Negatives Values : several ways of displaying the negatives values. Ex : - X, (X)
- Display Zero as : several ways to display the 0 values. Ex : empty, 0 with currency...



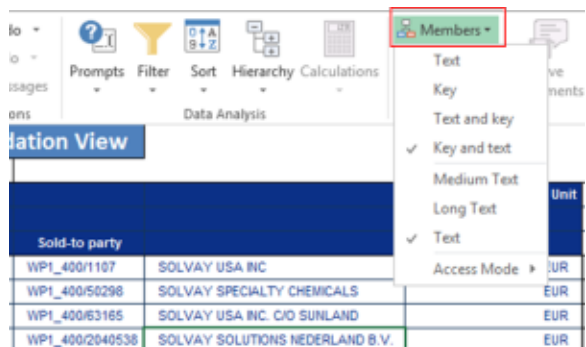
Members Display

Members can be displayed as key, text or both. For texts, you can define which text should be displayed.

Select a member cell of a dimension to define the display for all members of this dimension.

Choose Members and the display option you want to use. You can select the following display options:

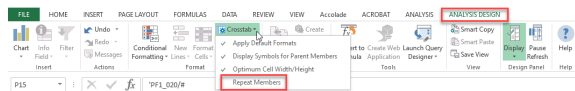
- Text: The members are displayed with their text.
- Key: The members are displayed with their key.
- Text and key: The members are displayed with their text and key.



- Key and text: The members are displayed with their key and text.

If you select a display option that contains text, you can choose between three display options for the text: Medium Text, Long Text or Text.

The default display of repeated members will be blank on the next line. If user wants to display repeated value, there is "Repeat Members" option at the design tab



i Not all dimensions are available in both Text but all are available in Key (Its depends on the configuration).

Working with Style Sets

A style set is a collection of Microsoft Excel cell styles that is applied by Analysis to format the cells of a crosstab. Whenever you insert a new crosstab in a workbook, the styles in the current default style set are used to format the crosstab cells. You can change the applied style set in your analysis.

Apply a Style Set

You can apply one of the SAP style sets or any new defined style set to a workbook.

To apply a style set :

1. Click "Styles" button in the Setting Group Panel
2. Select "Apply Style Set".
3. Choose the desired Style

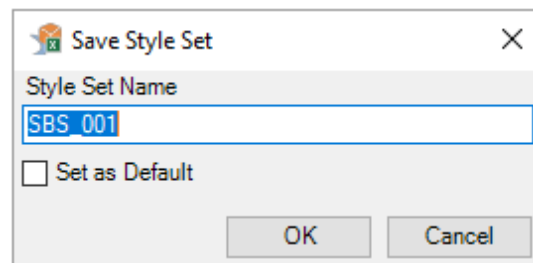
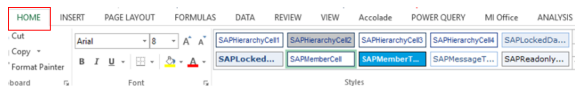
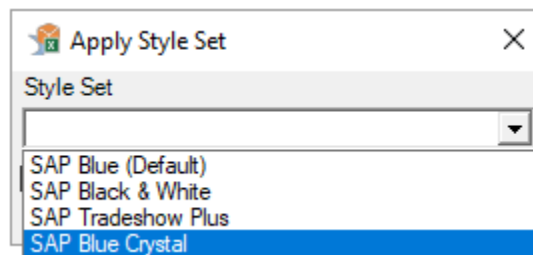
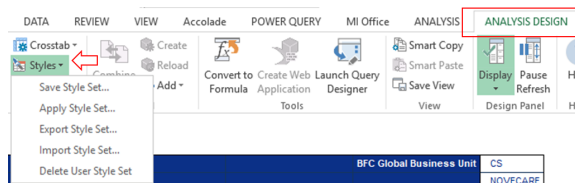
You can set one of the "Sets" as default for your Analysis. This set will automatically be applied to all your new workbooks.

Create a new Style Set

You can customize the formatting of all cells in an analysis Crosstab and then save it as a Style Set to reuse it in other workbooks.

On the Home tab, in the Styles group, choose Cell Styles. Modify the existing cell styles or create new cell styles according to your needs with the Microsoft Excel style functionality.

- On the **Analysis Design** tab, in the Format group, choose Styles >> Save Style Set...
- Enter a Style Set Name
- Select the Set as Default check box if the style set should be applied as default in your workbooks. The default style set is used when you open a new workbook and insert a data source
- Press OK



Export/Import a Style Set

To Export a Style Set (XML file) :

1. Apply an existing Style Set
2. Click the Styles Button and Select "**Export Style Set**"
3. Enter a name Style and save your Style Set in a file

To Import a Style Set (XML file):

1. Click the Styles Button and Select "Import Style Set"
2. Select your Style set and click Open

Related Information

- [Advanced Features](#)