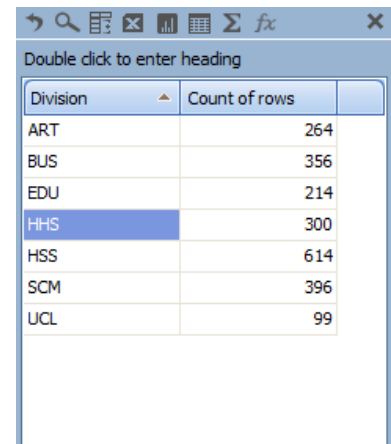


# Tips & Techniques: Convert Data to Graphs

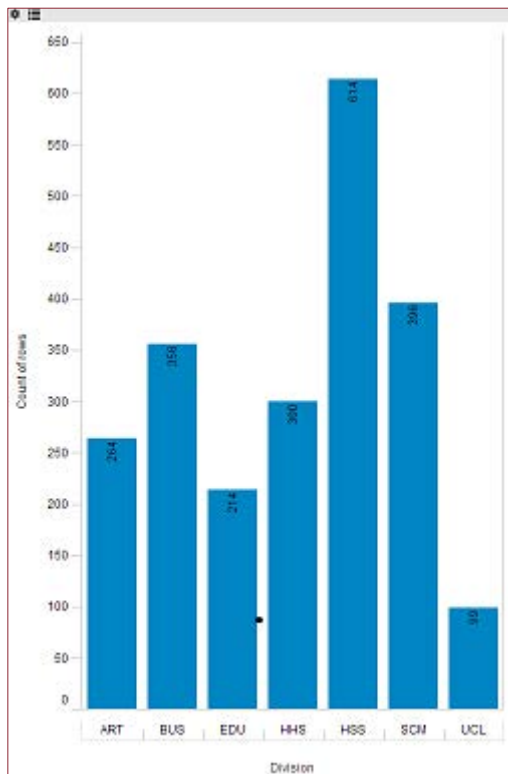
In this edition we will discuss how to quickly convert your tabular data into presentation graphs that may even include the ability to drill down into more detailed data.

In this example we have been asked to provide the total number of active employees by Division for the Academic areas. This statistic can be extracted by opening the Active\_EEs data set. Then, filter on the Divisions and select the Academic division (Coles College of Business, University College, etc.).

Once you have your filter in place, drag the “Division” field and the “Count of Rows” for each Division into the Dimensional View. You are left with a very generic looking report.



Division	Count of rows
ART	264
BUS	356
EDU	214
HHS	300
HSS	614
SCM	396
UCL	99



But what if you want to show them something a little flashier?

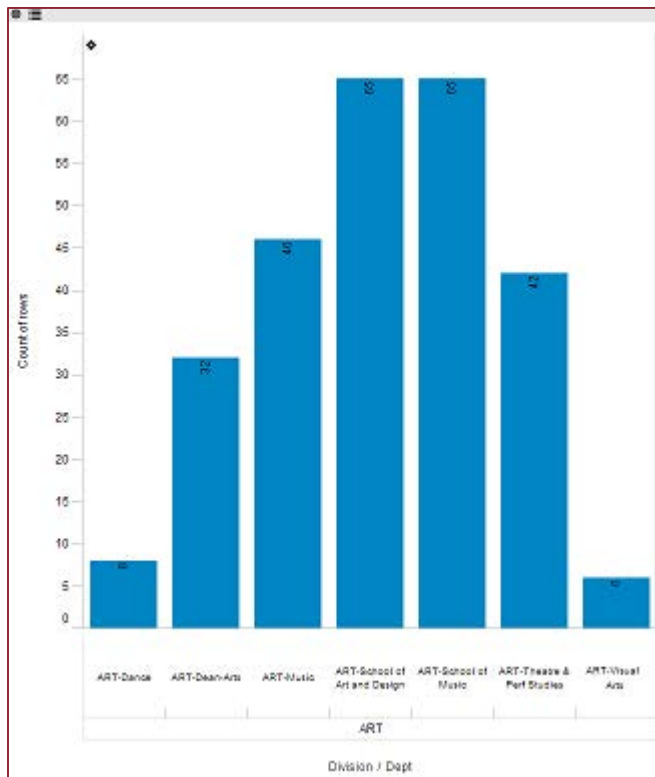


Simply click on the icon on the top of the bar.

It will automatically create a bar chart showing the total number of active employees for each division.

Now let's suppose that you also need to know how many active employees are in each Department within the ART division. You could create a new query and filter out the ART division and summarize by Department.

Or, better still, why not just drill down through the chart you already have? To do this, hold your mouse over the bar for the division that you wish to examine. A small wheel (⚙️) will appear. Click on the wheel and select "Drill Down By" from the menu. Then in the drop down box, select "Dept" and click on the "Drill Down" button. A new chart will appear that shows the breakdown, by "Dept", for the ART division.



You can continue to drill down into each Department until you reach the granular level of data.