Corporate Planner: Using Table Reports
How to produce graphs

How to produce graphs:

Corporate Planner will allow you to graphically represent the information displayed in the Table Report on a line graph, area chart or bar chart.

1. In the *Table Report* menu, **click the *Show Graphic* icon**

2. A graph is displayed in the Table Report view between the table report and the tree.

> *i*   You can make the graph larger by dragging the top and bottom of the graph to increase the size

3. Tick boxes have appeared next to the datastreams in the Table Report. Ticking the tick box next to the datastream will plot that datastream on the chart. You can remove the datastream by unticking the box.

> *i*   Navigating through the views and trees and changing the time slider will change the information displayed in both the chart and the table report.

4. To change the type of chart, **click the Settings icon on the right hand side of the chart**

5. **Select the chart required from the drop down menu.**

6. The new chart is shown on screen.

> *i*   Graphs cannot be exported to Excel. You can copy them to the clipboard & then paste into a document, or print them to the printer

7. To copy the graph, **right click anywhere in the chart area.**

8. **Select *Copy to Clipboard*.**

9. The chart can now be pasted into another document.

10. To print the chart to a printer, **right click anywhere in the chart area.**

11. **Select *Print and Export Preview*.**

12. Click *Print*