

dataset - Sample superstore (already there)

worksheet 1 - Total Sales By Segment

1. Add segment to the column, Add sales to the rows and segment to marks
2. Add ship date on segment in the column shelf
3. change the graph to stacked bar and then area continuous

worksheet 2 - Sales By Category

1. Add segment to the column and sales to the row. Expand Product dimension and add sub-category to marks.
2. Change the graph to stacked bar.
3. In marks section, open label and mark the stuff at the top.

worksheet 3 - State Sales

1. Add order ID to the column and sales to the row. Expand location dimension and drag region to the marks section.
2. Change the graph to horizontal bar.

Dashboard 1 -

1. Drag Total Sales By segment first. After that drag Sales by category at the bottom, and then state sales on the right.
2. Set the Size on the left to auto automatic.

Dashboard 2 -

1. Drag State sales first and then drag total sales by segment to the right. Finally, sales by category on the far right. (Size - automatic)
2. open the filters section for sales by category and first select sub-category, untick some fields.
3. open filters again and this time select sum of sales. (75000 - 190000) (undo the changes due to the filter)

Dashboard 3 -

1. Drag horizontal containers (4), use floating option to move them around.
2. Fill in the containers with the 3 worksheets. (size - automatic)

Story 1 -

1. For the first page, drag total sales by segment, give the same in the caption.
2. Give annotations. (size - automatic)
3. On the second page, drag dashboard 1 and give the same as caption.
4. On the third page, drag state sales and give the same as caption, after that go to layout and select numbers.