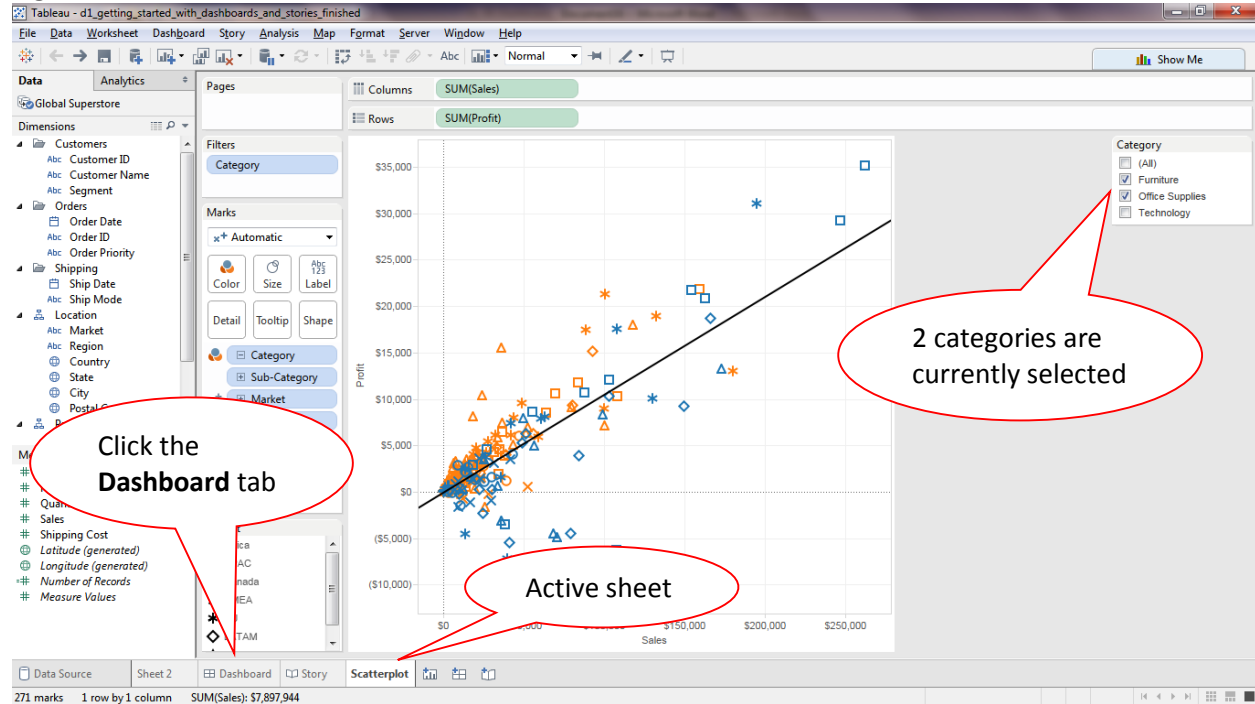**Objective:** This exercise will demonstrate how changes made to a worksheet will cascade in a dashboard

Figure 1 shows a chart that plots the sum of sales against the sum of profits.
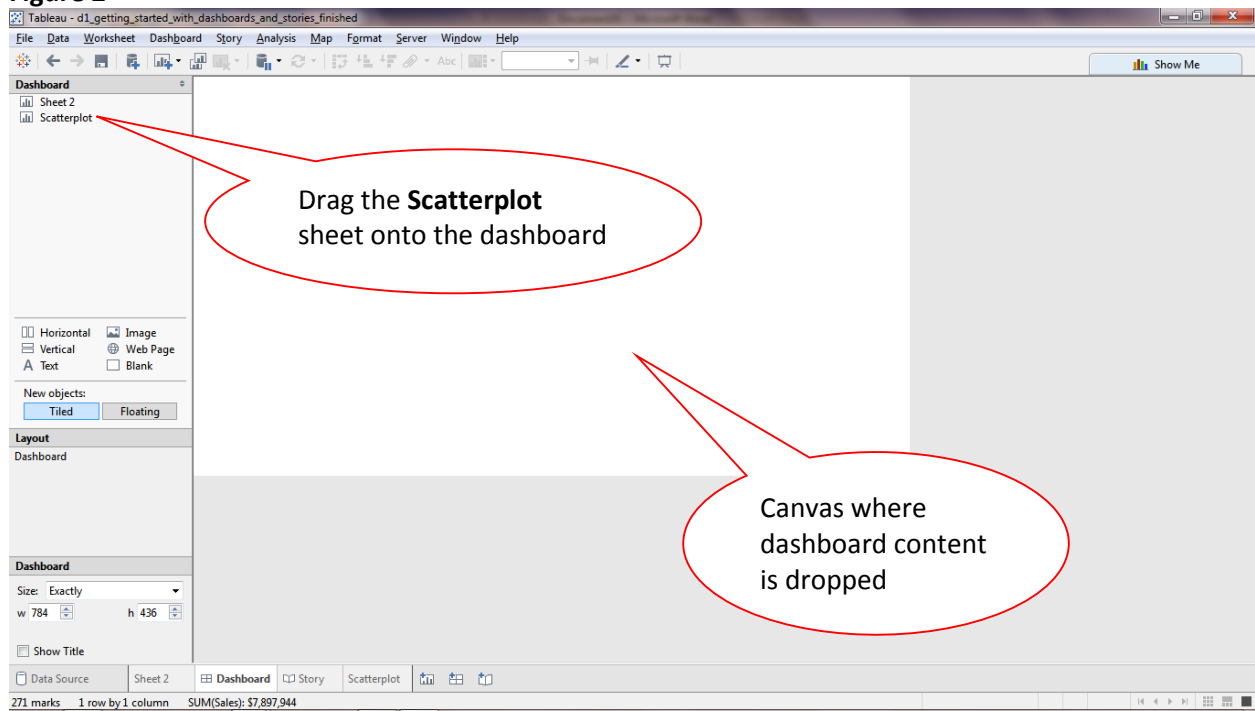
Figure 1

The **Scatterplot** sheet is currently active. On the **Category Quick Filter**, two items currently have checkmarks: Furniture and Office Supplies.
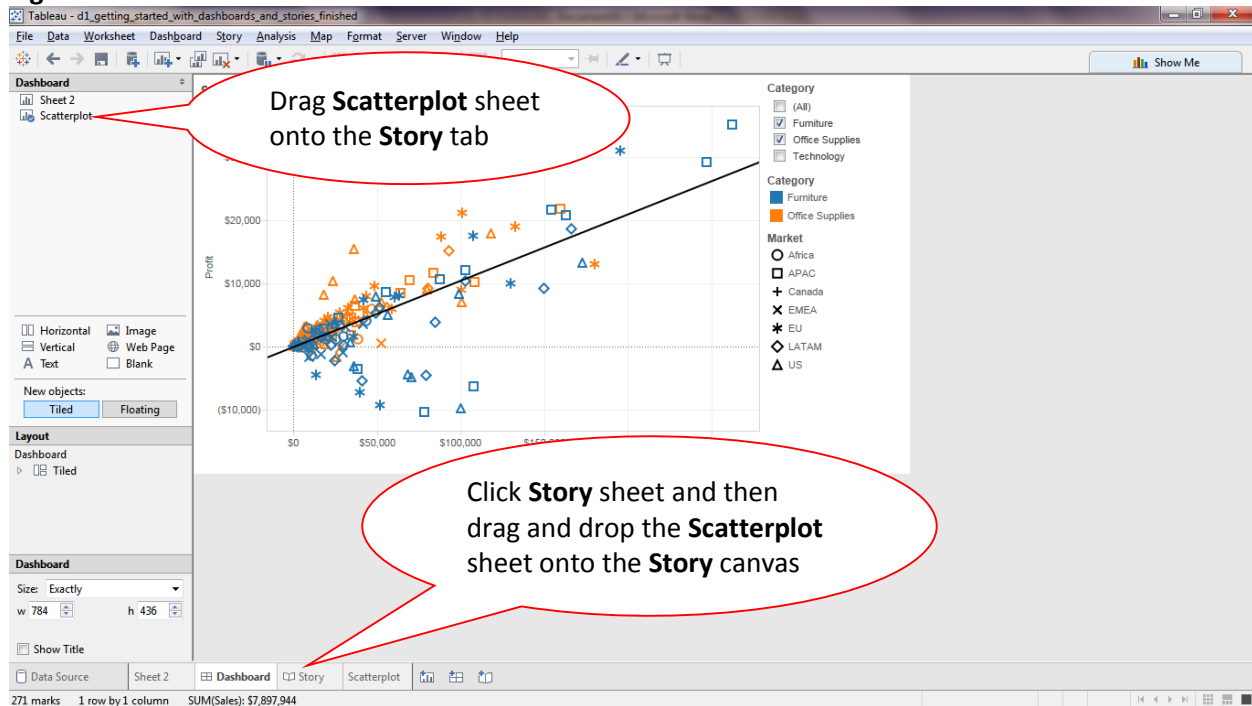
To go to the dashboard:

- Click the **Dashboard** tab as shown on Figure 1, which will lead to the display on Figure 2

Figure 2

- Drag and drop the **Scatterplot** sheet onto the Dashboard as shown on Figure 2, which will lead to the display on Figure 3

Figure 3

A worksheet can be dropped onto a **Story** sheet in the same way as it is dropped onto a **Dashboard** sheet, which was explained in the previous steps.
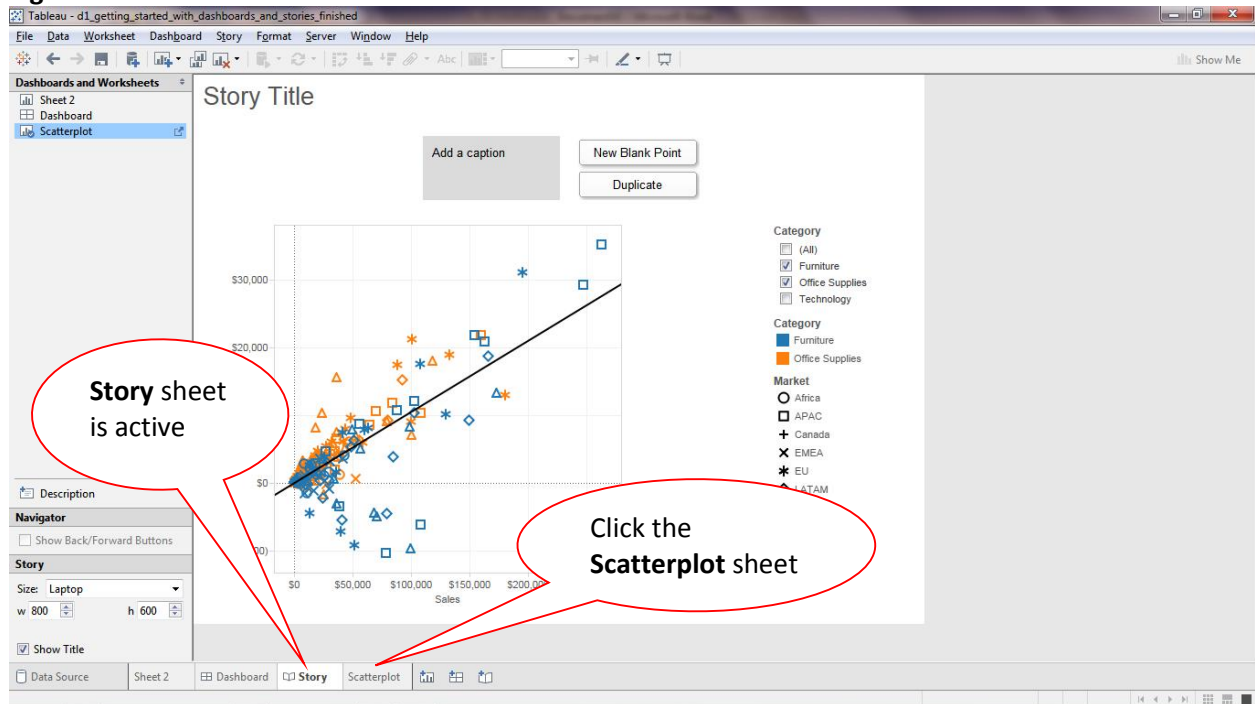
To drop the **Scatterplot** sheet onto the **Story** tab:
- Click the **Story** sheet, which will make it the active sheet
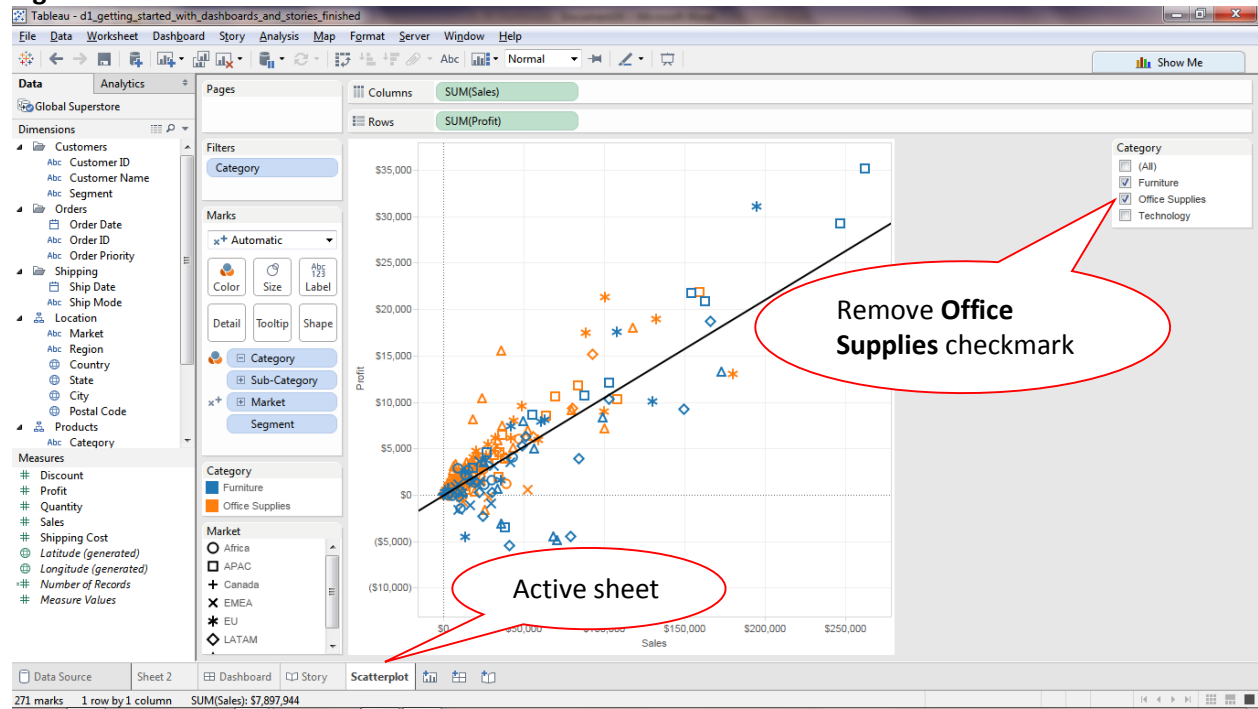
After the **Story** sheet is displayed:
- Drag and drop the **Scatterplot** sheet onto the **Story** canvas as shown on Figure 3, which will lead to the display on Figure 4
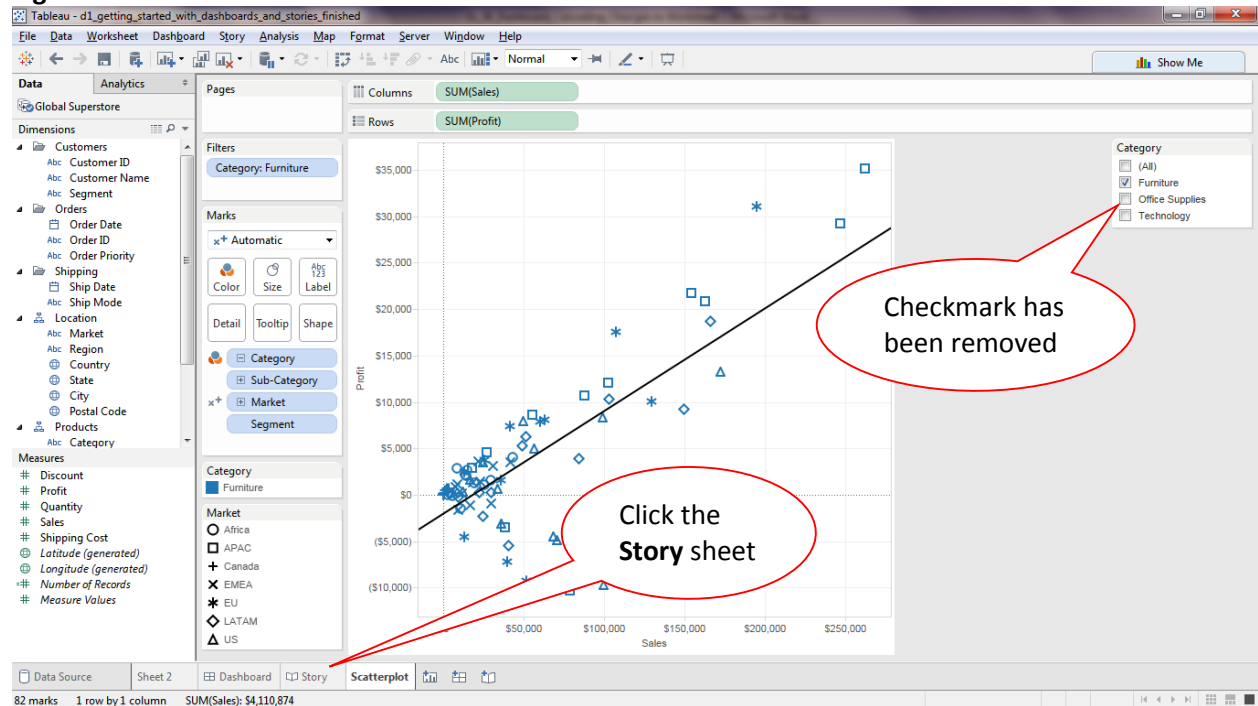
Figure 4

- Click the **Scatterplot** sheet as shown on Figure 4, which will lead to the display on Figure 5
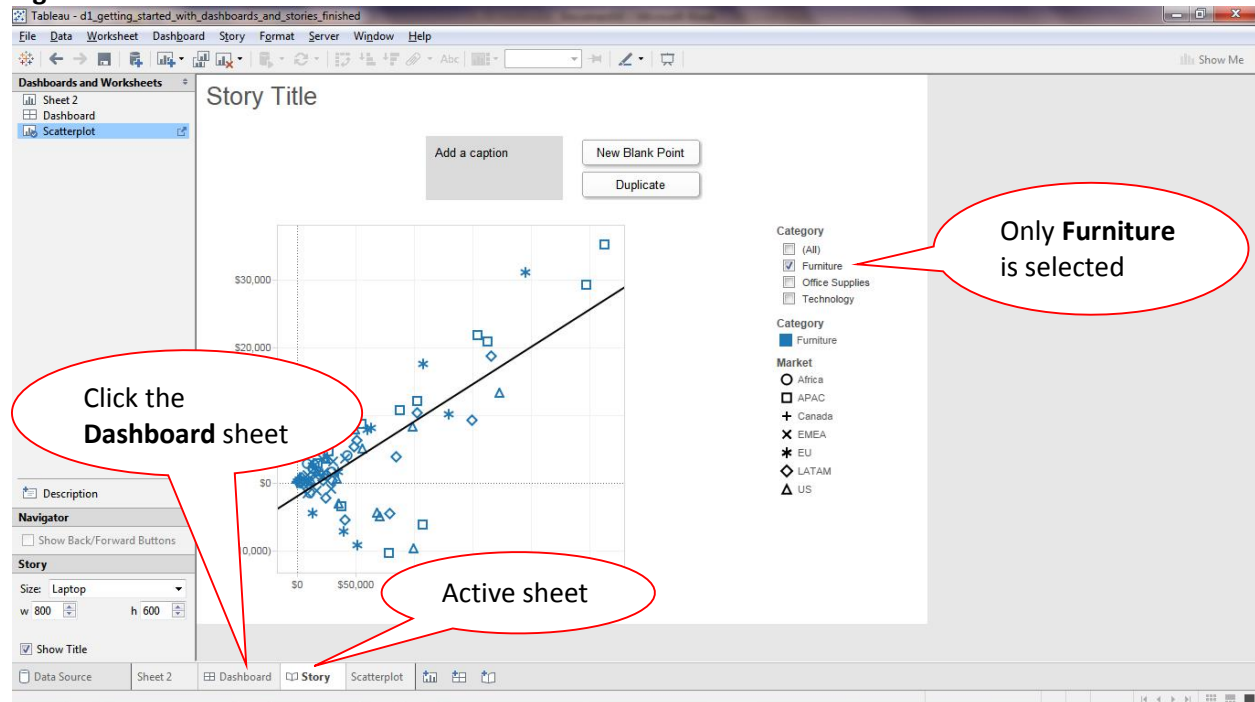
Figure 5

- Remove the checkmark from **Office Supplies** as shown on Figure 5, which will lead to the display on Figure 6

Figure 6

- Click the **Story** sheet as shown on Figure 6, which will lead to the display on Figure 7

Figure 7

Note that the change that had been made to the **Scatterplot** sheet on Figure 6, where **Office Supplies** was de-selected and only **Furniture** was retained, is now reflected on the **Story** sheet as well, where only the **Furniture** category remains selected.

To check if the change to the **Scatterplot** sheet is reflected on the **Dashboard**:
- Click the **Dashboard** sheet as shown on Figure 7, which will lead to the display on Figure 8
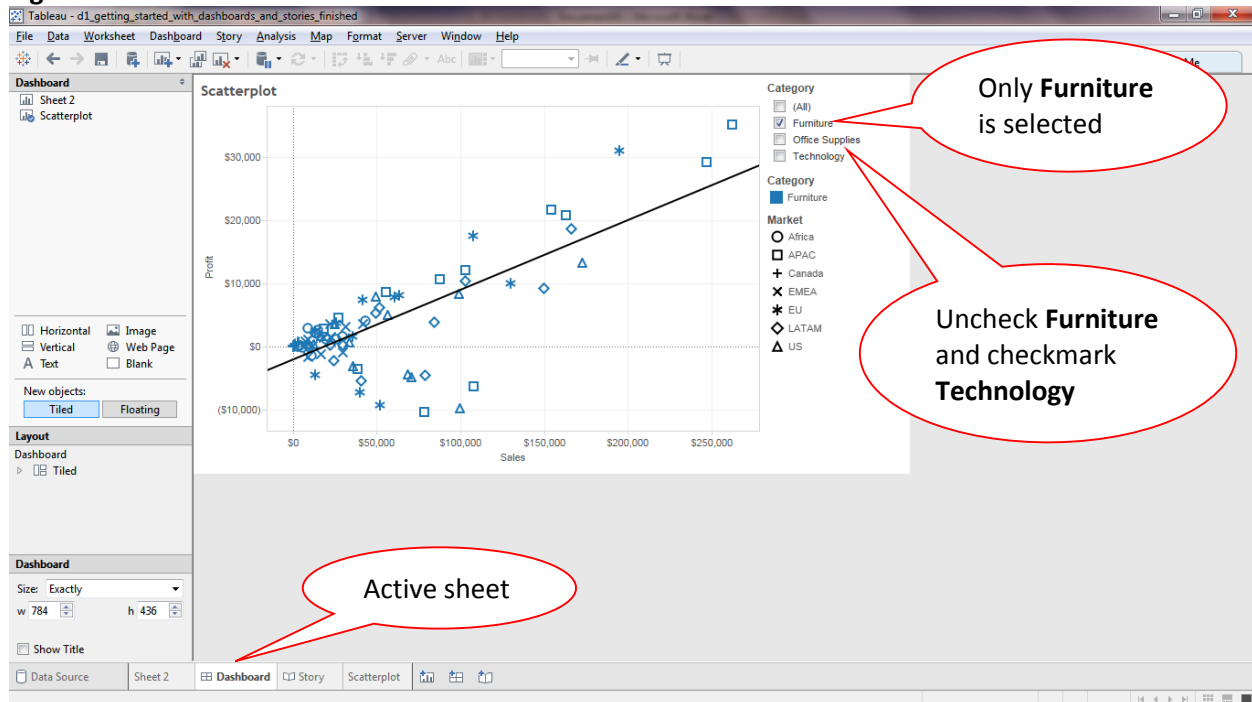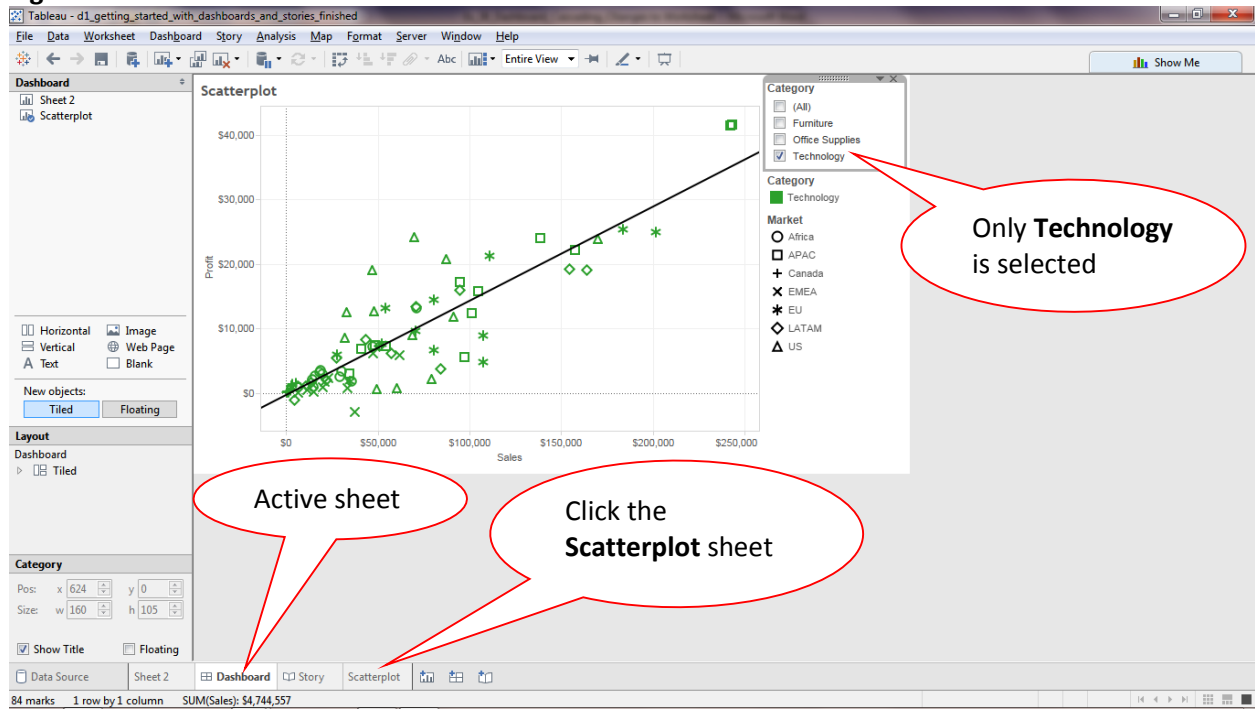
Figure 8

Note that the change that had been made to the **Scatterplot** sheet on Figure 6, where **Office Supplies** was de-selected and only **Furniture** was retained, is now reflected on the **Dashboard** sheet as well, where only the **Furniture** category remains selected.

On the **Dashboard** sheet, as shown on Figure 8:
- Uncheck **Furniture**
- Place a checkmark for **Technology**, which will lead to the display on Figure 9
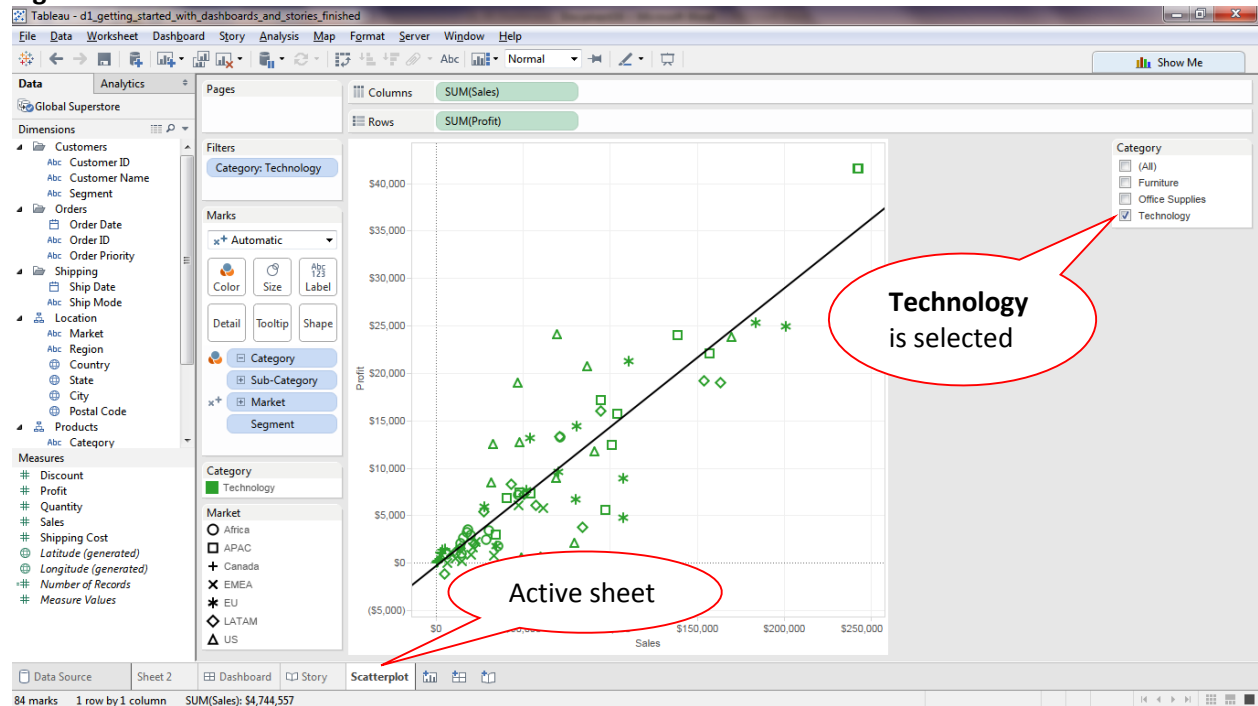
Figure 9

- Click the **Scatterplot** sheet as shown on Figure 9, which will lead to Figure 10
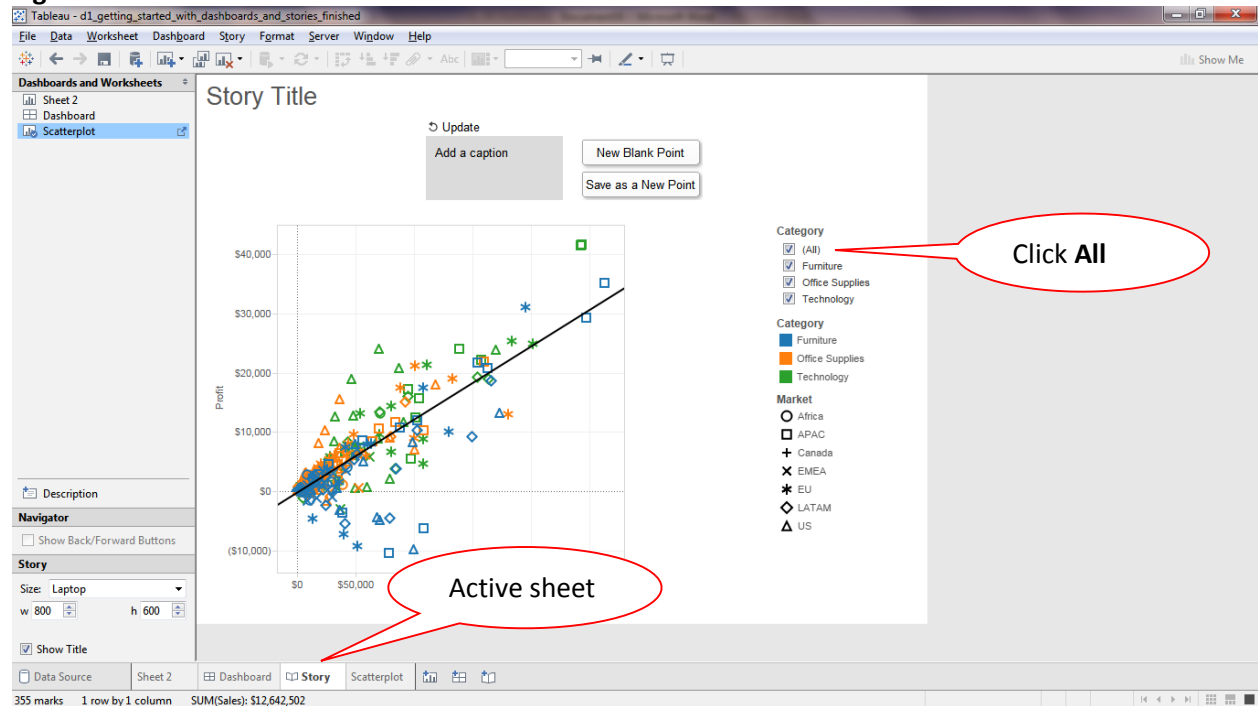
Figure 10

Note that the change to the **Dashboard** (where only **Technology** is currently selected) has cascaded to the **Scatterplot** sheet (which also has only one item currently selected—**Technology**).

Changes made to a **Story** do **not** cascade.
- Click the **Story** sheet, which will lead to Figure 11

Figure 11

To select all categories:
- Click **All** as shown on Figure 11, which will select all categories (Furniture, Office Supplies, Technology)

If you now go to the **Scatterplot** sheet or the **Dashboard** sheet, the change made on the **Story** sheet (i.e., selecting **All** categories on Figure 11), will not be reflected on those sheets.