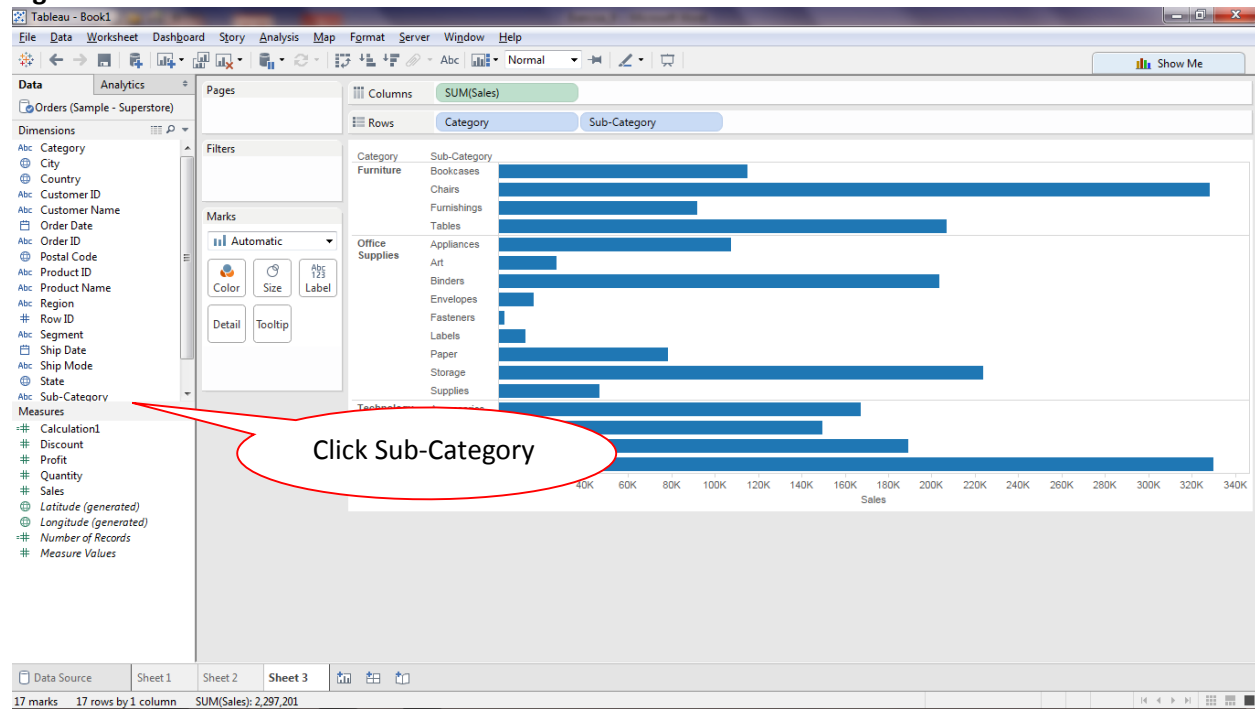**Objective:** This exercise will demonstrate how to create a hierarchy

Create a report shown in Figure 1, which is based on the following selections:
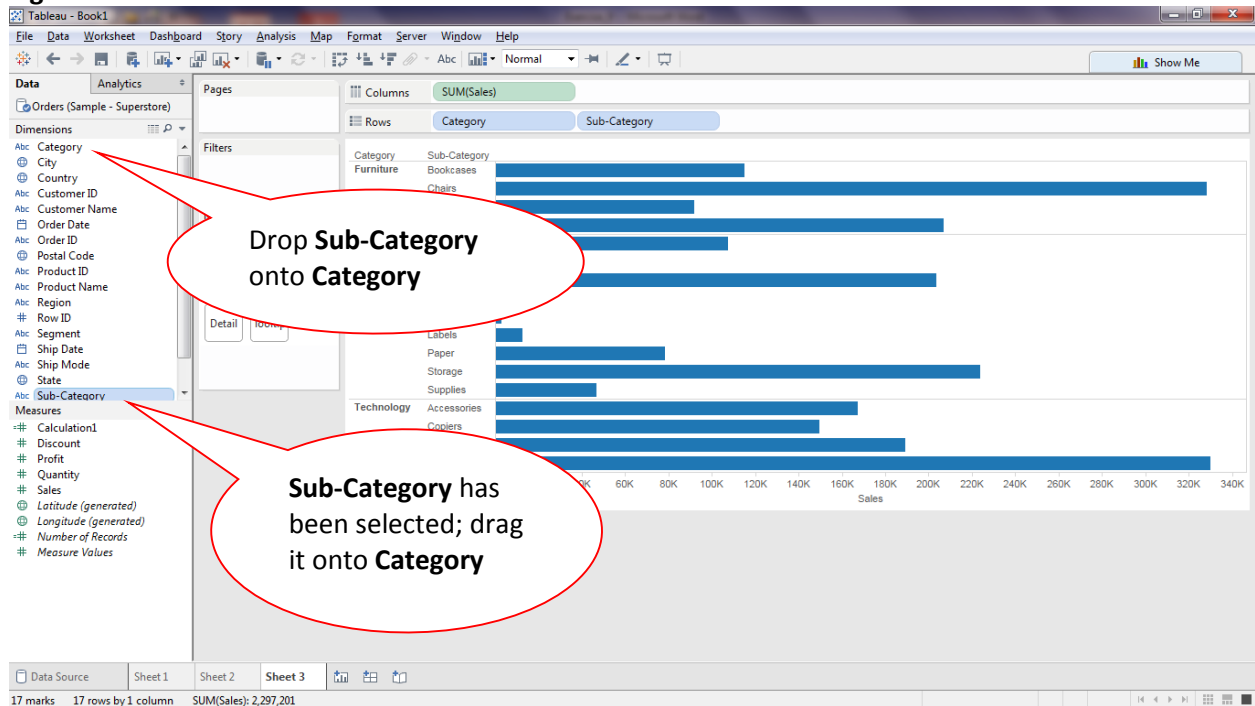- Columns: Sales
- Rows: Category and Sub-Category

Figure 1
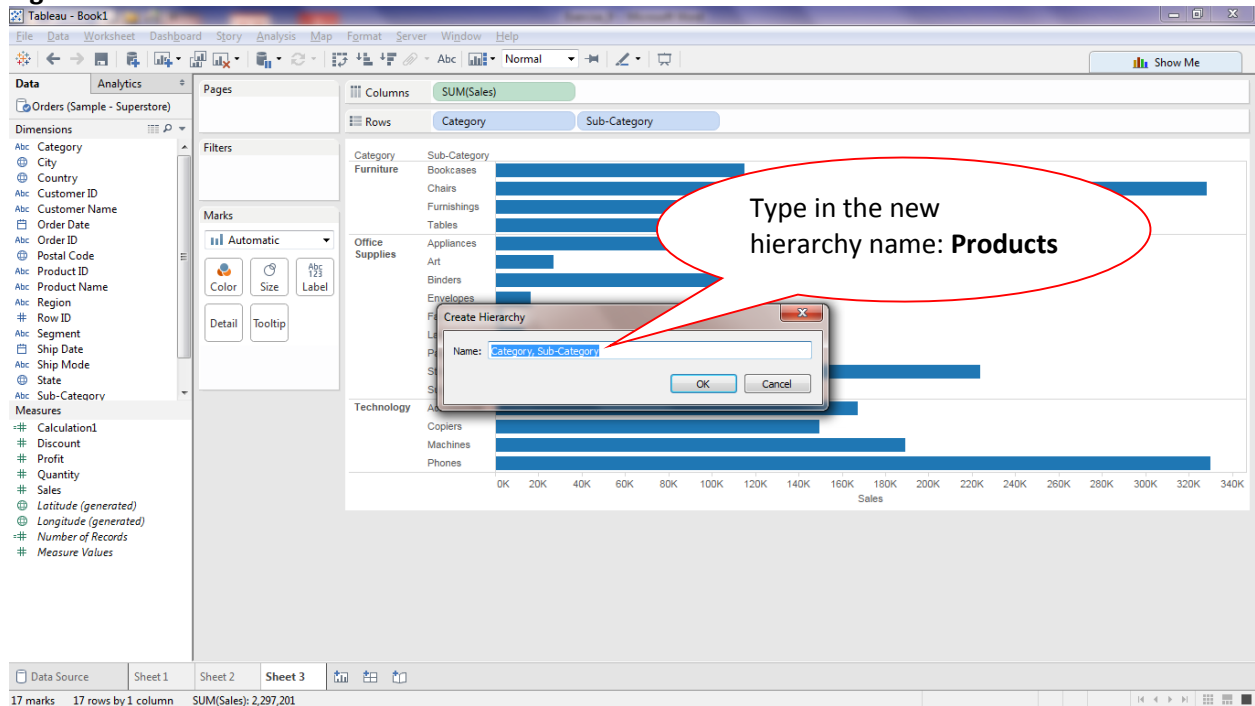

To create a **Product** hierarchy:
- Click **Sub-Category** in the **Data Window** as shown on Figure 1, which will lead to the display on Figure 2 (where the **Sub-Category** dimension has been highlighted)

Figure 2

- Drag **Sub-Category**, the highlighted dimension, onto the **Category** dimension as shown on Figure 2, which will lead to the **Create Hierarchy** popup window displayed on Figure 3
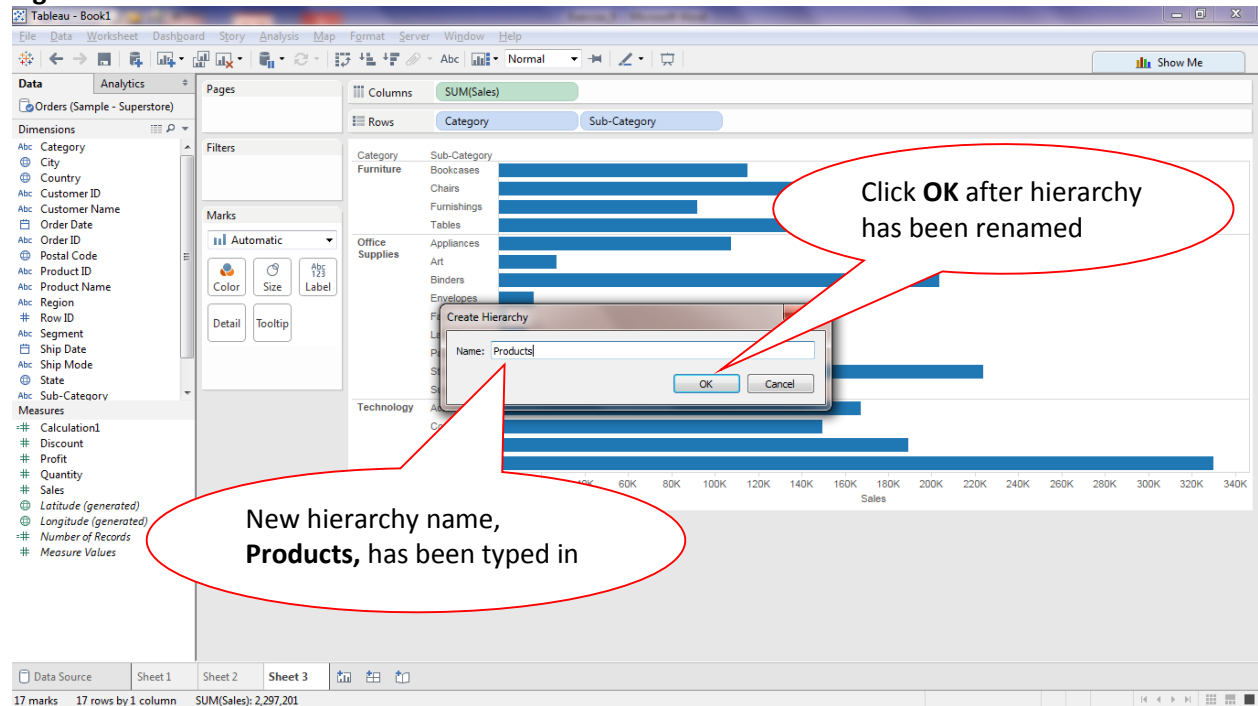
Figure 3

We will now rename the default hierarchy name that is provided by Tableau. In the Figure 3 popup window **Name** field:

- Type in **Products** as shown on Figure 3, which will lead to the display on Figure 4
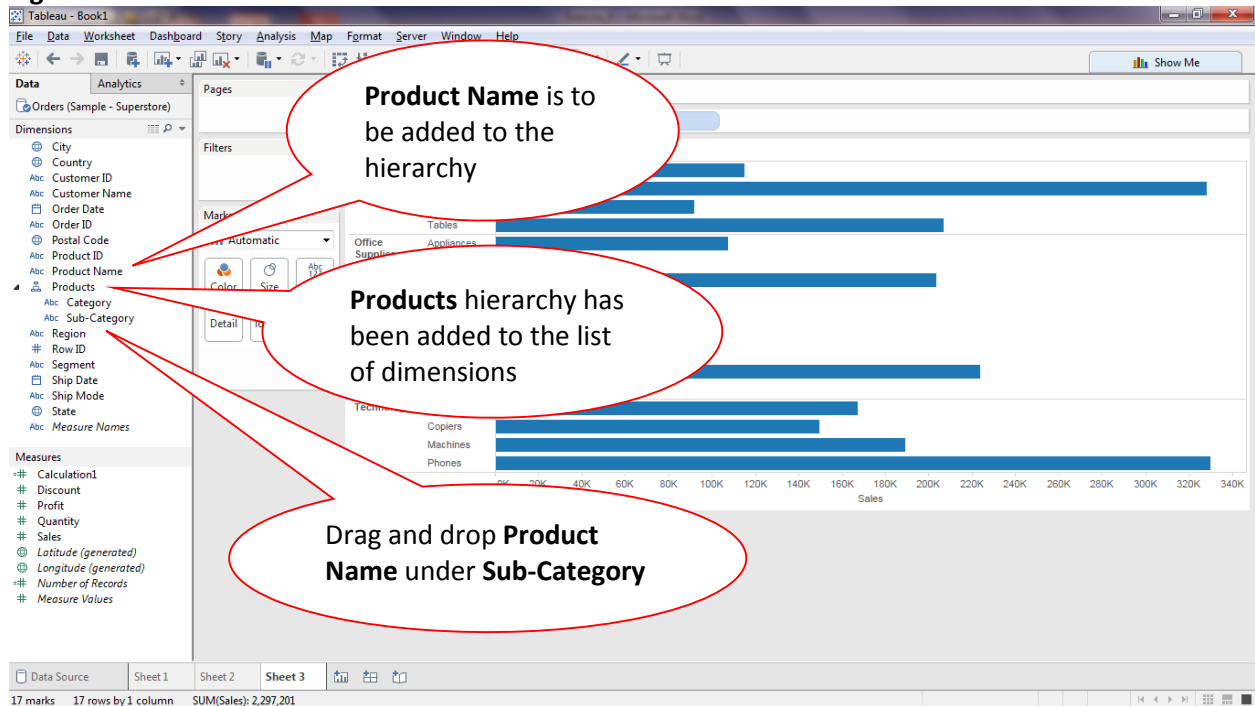
Figure 4

- Click **OK** to save the hierarchy

The hierarchy can now be viewed in the **Data Window**, as shown on Figure 5.
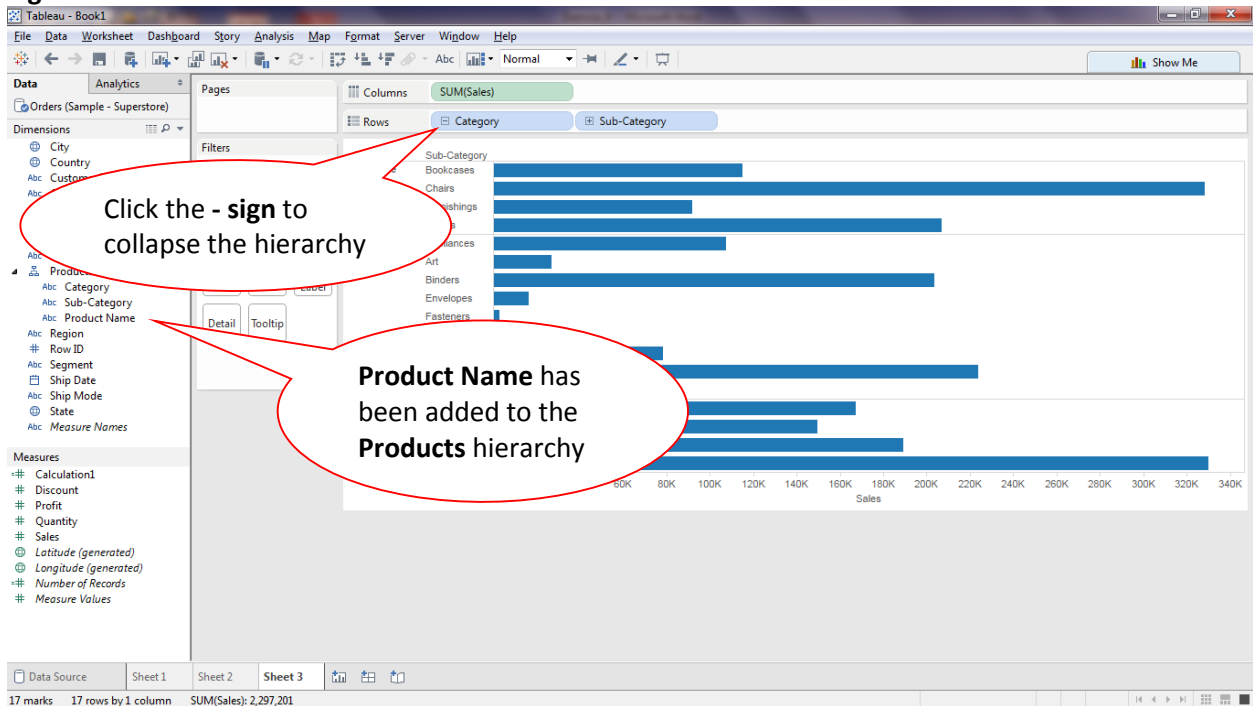
Figure 5

To add an additional item, **Product Name**, to the hierarchy:

- Drag and drop **Product Name** under the **Sub-Category** dimension as shown on Figure 5, which will lead to the display on Figure 6
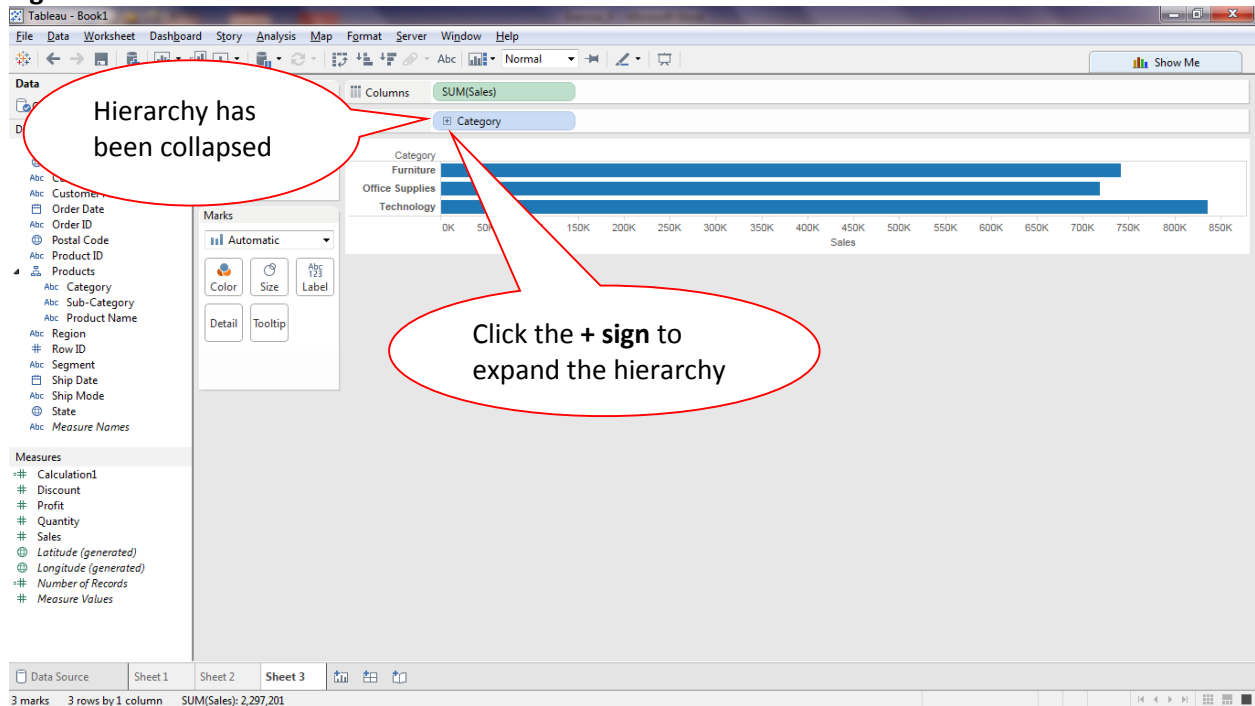
Figure 6

To collapse the hierarchy:
- Click the **–sign** next to **Category (**in Rows) as shown on Figure 6, which will collapse the hierarchy and lead to the display on Figure 7
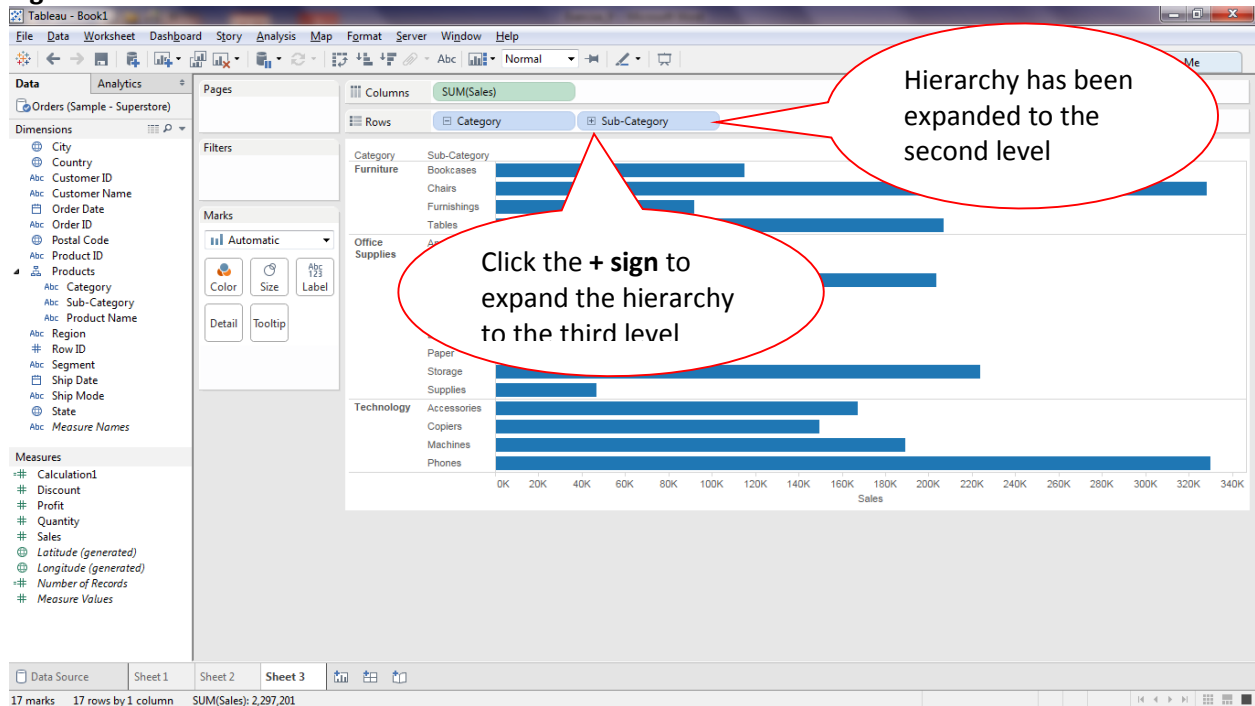
Figure 7

To expand the hierarchy:
- Click the **+sign** next to **Category (**in Rows) as shown in Figure 7, which will expand the hierarchy and lead to the display on Figure 8

Figure 8

To further expand the hierarchy by another level (3rd):

- Click the **+sign** next to **Sub-Category (**in Rows) as shown on Figure 8, which will expand the hierarchy and lead to the display on Figure 9

Figure 9