Follow these steps in order to get started with the Tableau exercises:

1. Navigate to the folder: C:\Users\user2\Documents\My Tableau Repository9.x\Datasources

**Note 1: Depending on which Tableau version is installed on your computer, you may notice any of these: 9.1, 9.2, or 9.3. You may even see 9.4 if Tableau releases another version after 9.3.**

1. You will find the spreadsheet named **Sample – Superstore** in this folder
2. Copy the second spreadsheet, **Global Superstore**, that you will need for the exercises into the Datasources folder (step #1)

**Note 2: Both the spreadsheets (Global Superstore and Sample – Superstore) have been uploaded to Blackboard. They can be located by clicking the Assignments link in the left-hand pane**

1. Launch Tableau
2. Duplicate the 40 step-by-step exercises in the **Jumpstart Tableau** book

The visualizations that are developed in step #5 are **NOT** required to be submitted to the instructor. They have been assigned so that you can familiarize yourself with the various Tableau functions.

After you have executed the 40 exercises, you will be able to develop the visualizations specified in the Tableau project for this course. For the Tableau project you can use your own data OR the data that has been uploaded to **Assignments > Tableau Data Files > Tableau\_Data\_Files\_zipped**