**1. Data Preparation**

* **Data Cleaning**: Ensure data Types are suitable for each column using tableau.
* **Data Structuring**: Organize your data into a structured format suitable for visualization and adding some calculated fields to complete the required insights.
* **Data Integration**: Data came from one source, there was no need to take any further actions.
* **Data Source**: The workbook references a CSV file named "HumanResources.csv" used as the data source.
* **Workbook Version**: The workbook was created with Tableau version 18.1.
* **Preferences and Style**: The workbook uses the "Trebuchet MS" font and specifies some UI preferences.

**2. Creating Visualizations**

* **Select Key Metrics**: Identify the important KPIs mentioned in the word file, such as total nr of hired, active and terminated employees.
* **Choose Appropriate Charts**:
  + **Bar charts**: for comparing categories like educational levels or salaries.
  + **Line charts**: for tracking trends (e.g., turnover rates).
  + **Pie charts**: for showing proportions like gender distribution.
  + **Heatmaps**: for understanding correlations (e.g., education vs. performance/age).
  + **Maps**: to visualize the location of the headquarters and branches and the size of employees in each of them.
* **Designing Layout**: used Tableau to arrange visuals logically, ensuring readability and ease of interpretation. Designed every chart individuallythen designed the layout of the dashboard. Then finally implemented the layout by putting the horizontal and vertical containers to hold in the charts designed at first.