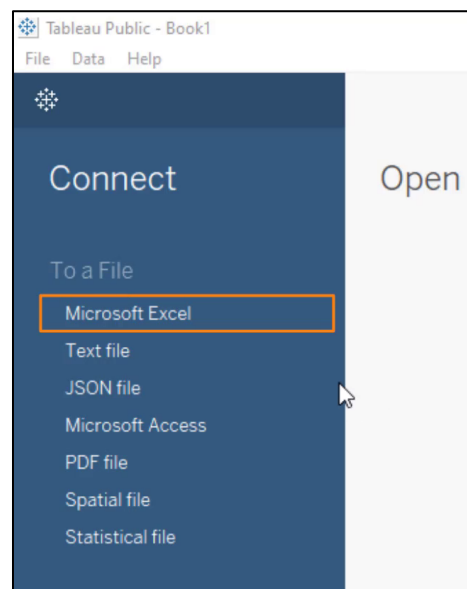# Lesson 04: Demo 06
Working with Sheets in Tableau

Problem Statement: Create a new worksheet, dashboard, and story in Tableau.

Note: Download the **superstore-excel.xlsx, superstore-csv.csv, and Sample 2** datasets from the resource section of the LMS.
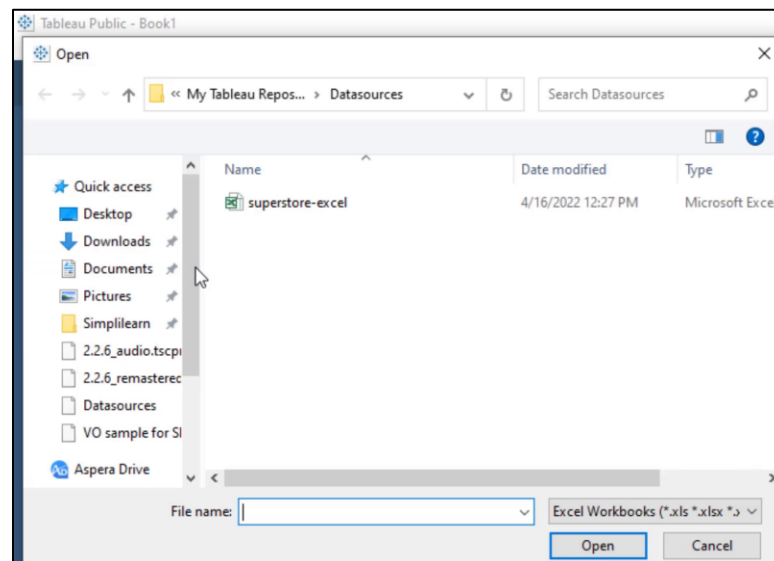
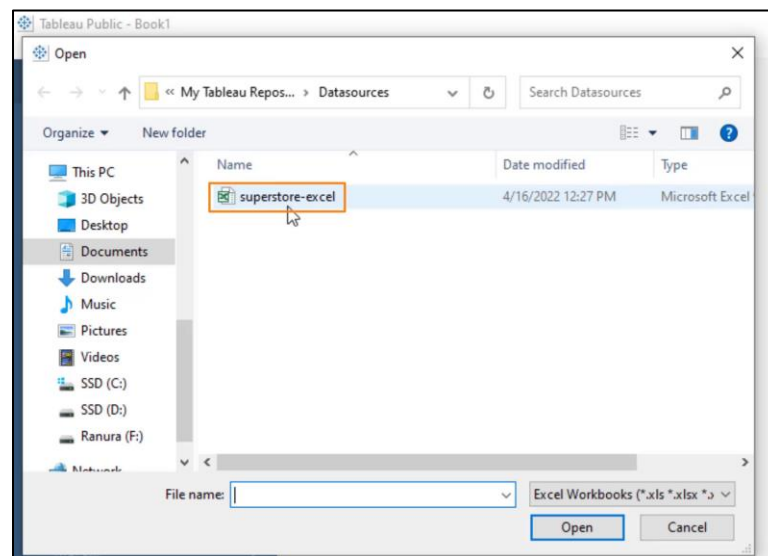## Steps to Perform:

Step 1: Import the Excel file

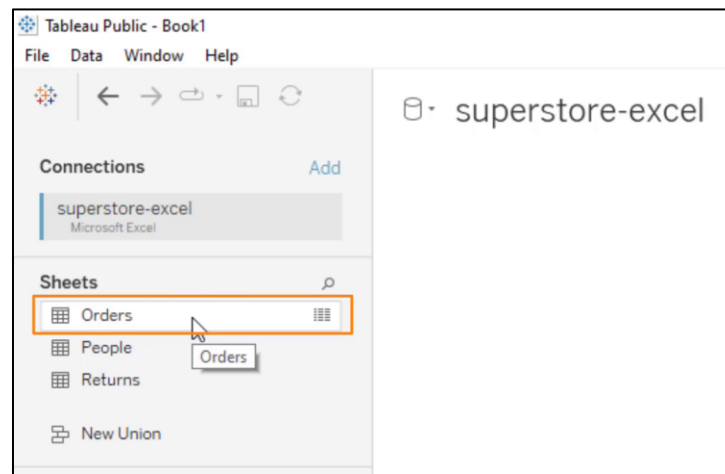1.1 Go to the home page of Tableau Public and click on **Microsoft Excel**
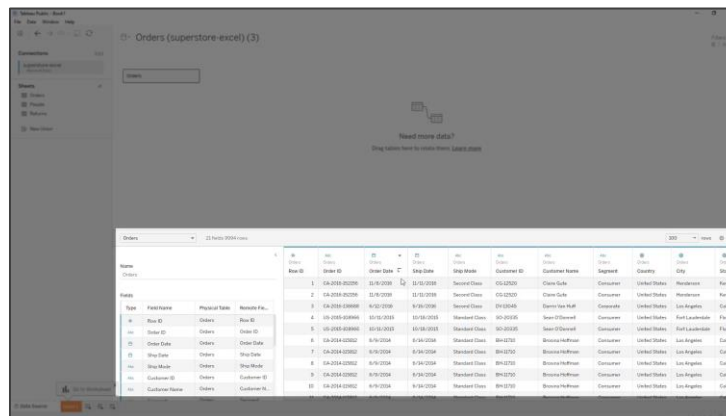
1.2 Choose the file from your local drive.

1.3 Select the Excel file and click **Open**. Tableau will load and establish a connection with the file.

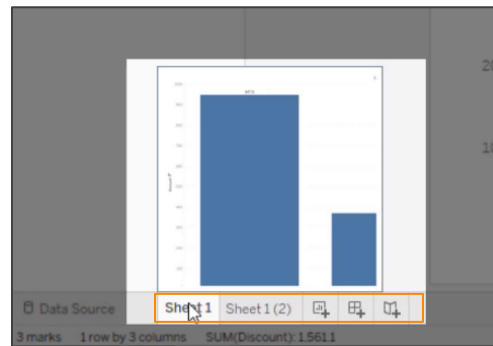1.4 The sheets are named **Orders, People**, and **Returns**. Notice that the data is not viewable at this point.

1.5 Drag one of the sheets to the preview pane to view the data. Data will be loaded onto Tableau.
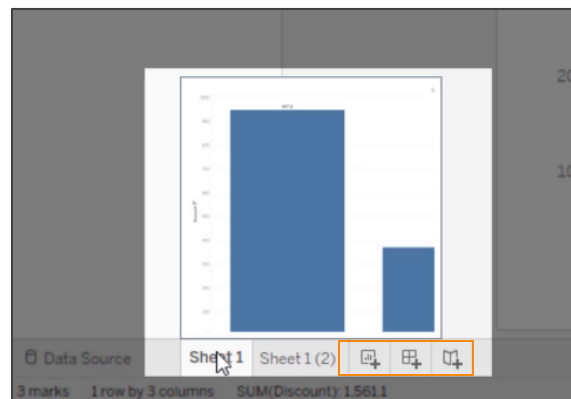
Step 2: Observe the sheets tab

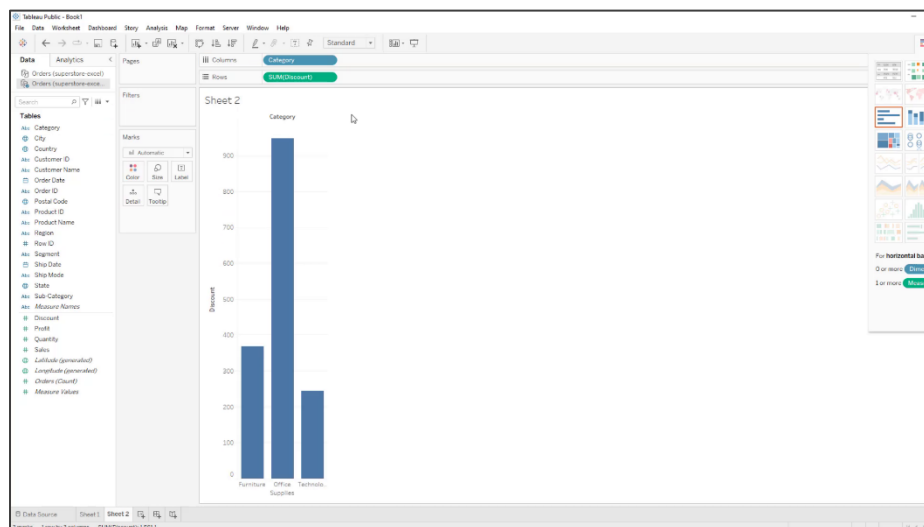2.1 The sheets tab is located at the bottom of the screen.

2.2 You can click and get a **New Worksheet**, a **New Dashboard**, and a **New Story** by clicking the highlighted buttons respectively.

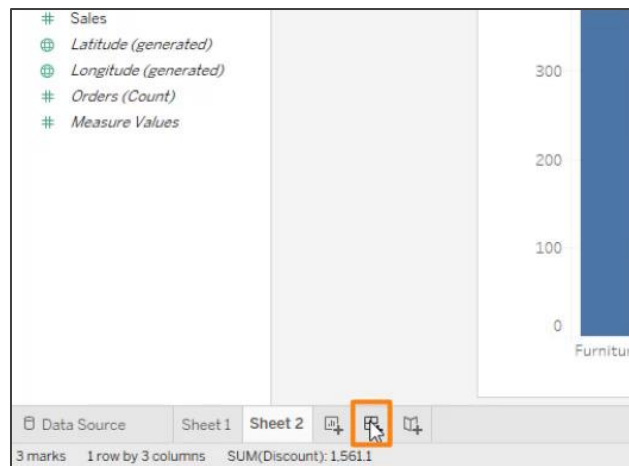2.3 Click on the **New Worksheet** button to get a new worksheet.

2.4 In the new worksheet, drag **Discount** to **Rows** and **Category** to **Columns.** Notice that Tableau has automatically generated a visual.
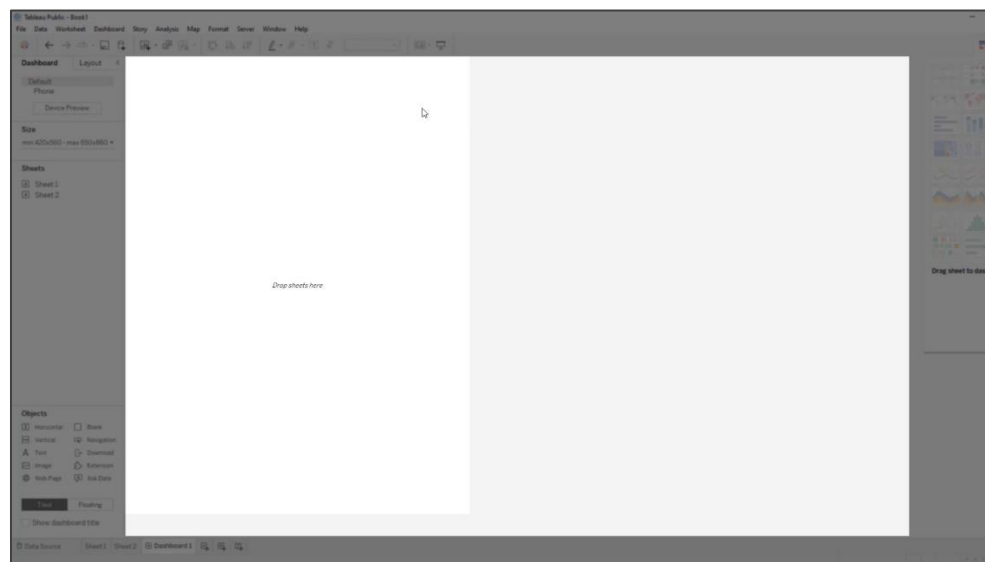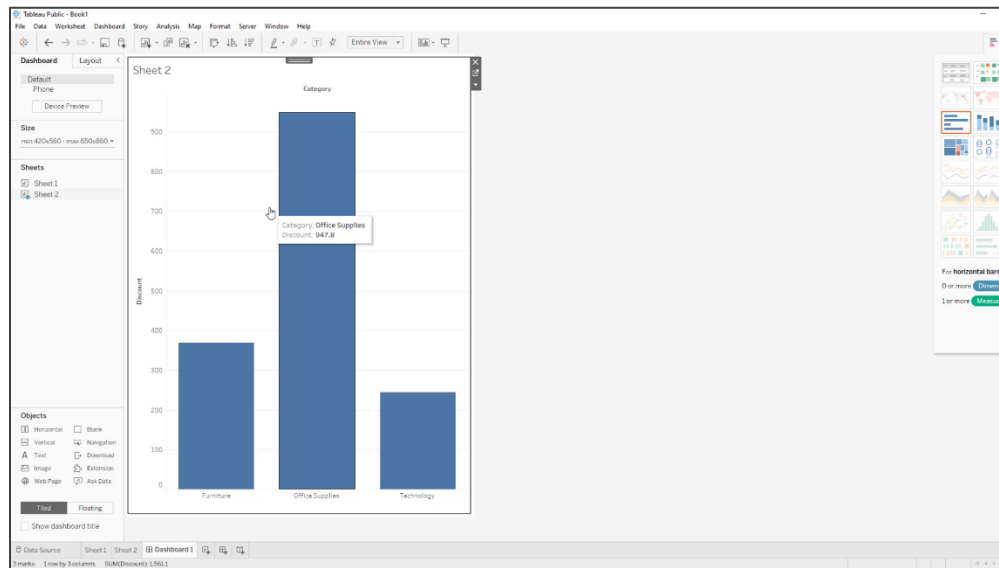
Step 3: Build a new dashboard
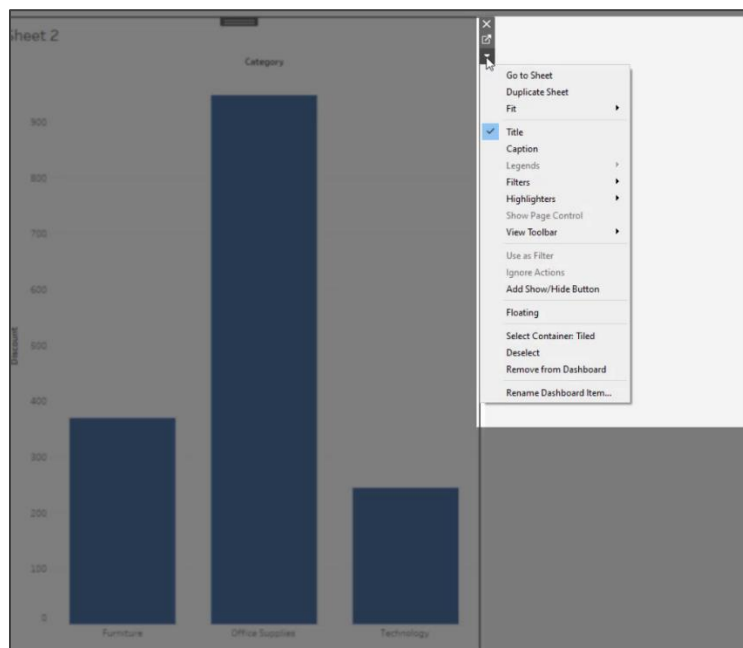
3.1 Click on the **New Dashboard** button

3.2 Observe that a new dashboard sheet is visible.

3.3 Drag and drop **Sheet 2.** Observe the visualization.

3.4 You can through the different customization options for the graph, such as adding a title, caption, adjusting width, height, and so on.
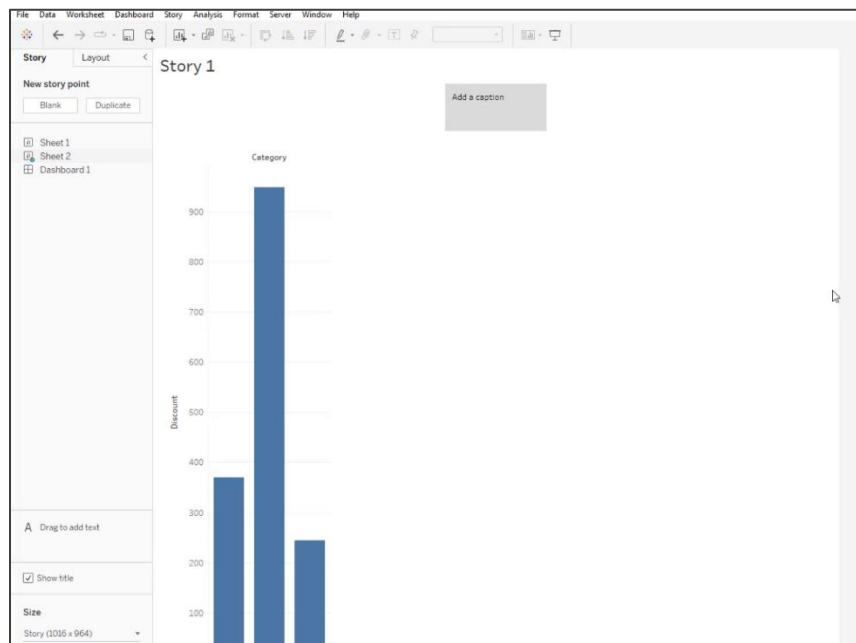
Step 4: Create a new story

4.1 Click on the **New Story** button.

4.2 In the new story sheet, drag and drop **Sheet 2.**

4.3 Now, drag and drop the dashboard as well.