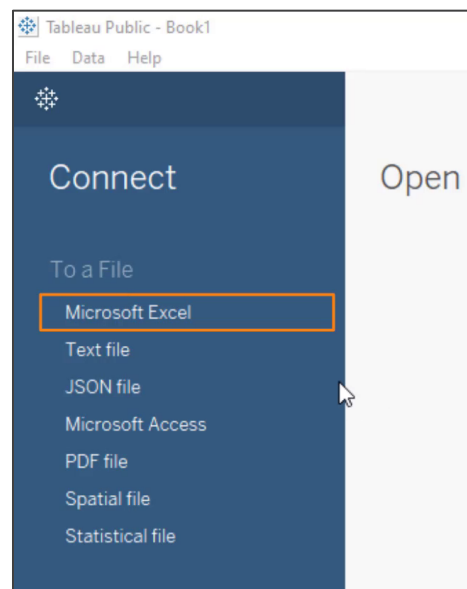# Lesson 04: Demo 02
Preview and Modify Data

Problem Statement: Use the **superstore-excel** dataset to view and modify the data in Tableau.
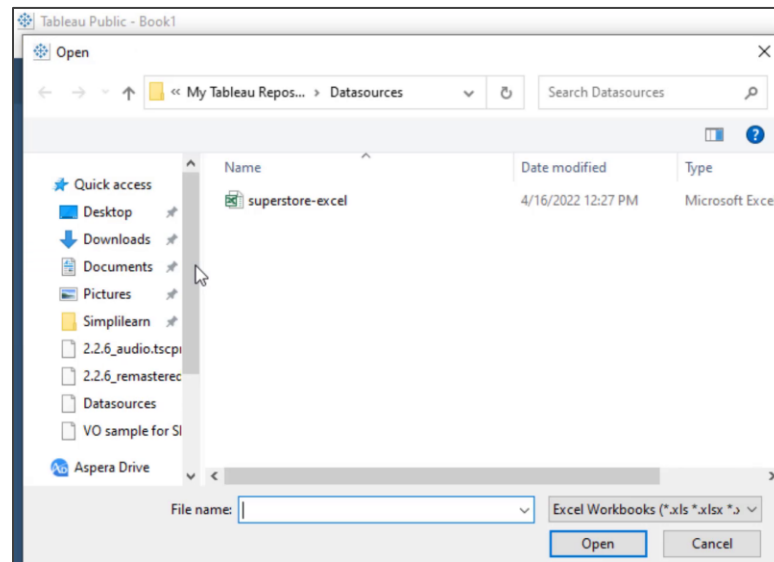
Steps to Perform:

Step 1: Import the Excel file
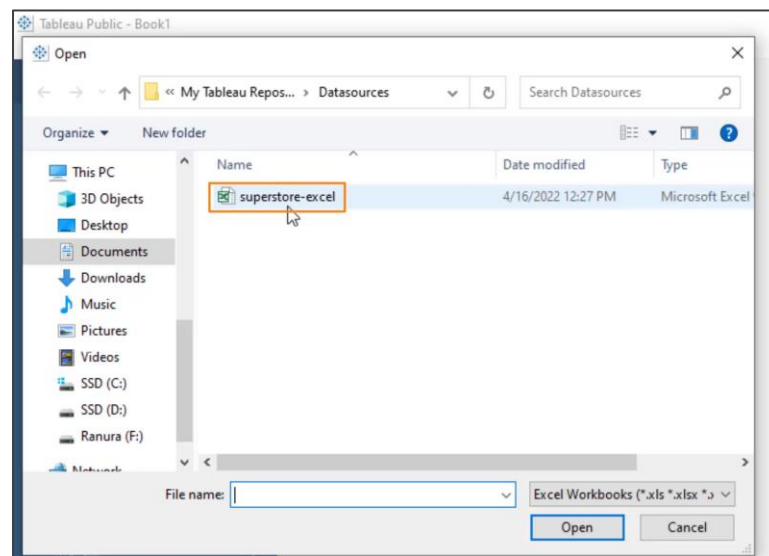
    1.1 Go to the home page of Tableau Public
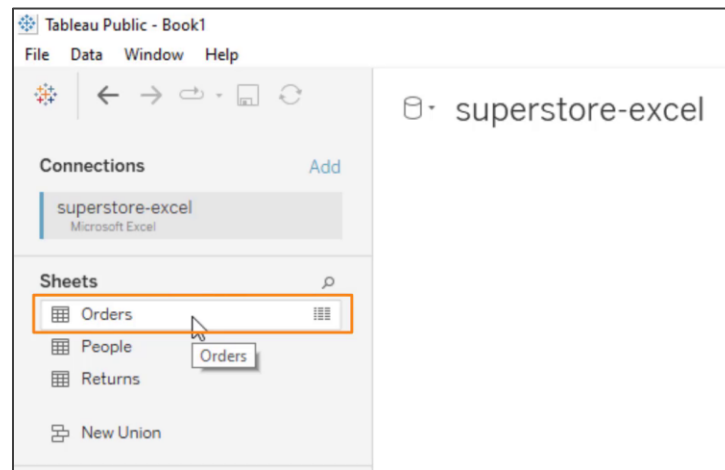
    1.2 Click on **Microsoft Excel**

    1.3 Choose the file from your local drive

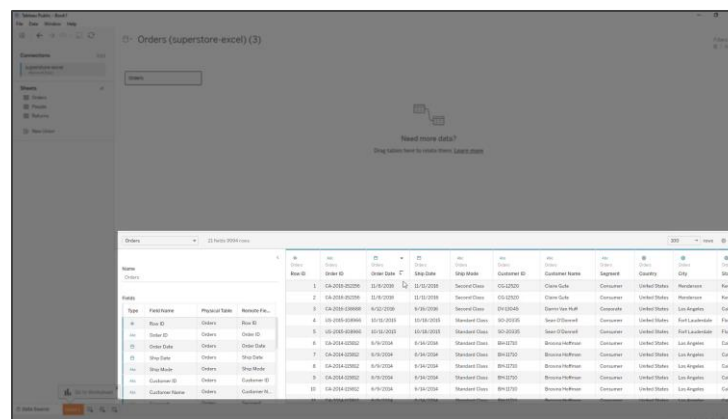1.4 Select the Excel file and click **Open**. Tableau will load and establish a connection with the file

1.5 The sheets are named orders, people, and returns. Notice that the data is not viewable at this point.

Step 2: Preview the data

2.1 Drag one of the sheets to the preview pane to view the data. Data will be loaded onto Tableau

2.2 Minimize the metadata and expand the data to view the data

2.3 You can see the different column names that are available

2.4 The table name can be seen as shown. The **#** symbol means the column data is an integer value

Step 3: Modify the data

3.1 If the data type needs to be changed click on the data type, here it is the **#** symbol.

3.2 To change the data type to decimal, click on **Number(decimal)**

3.3 The screenshot below shows that the data type has been changed from integer to decimal.