

## Lesson 04: Demo 01

### Importing Data from Various File Types

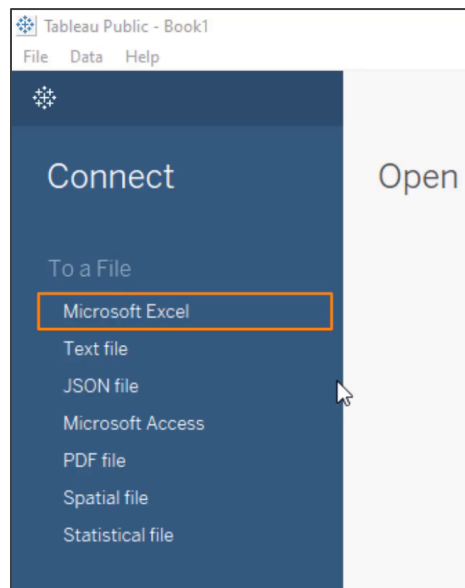
**Problem statement:** Import data from the text, CSV, and Excel file types to the Tableau workspace

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

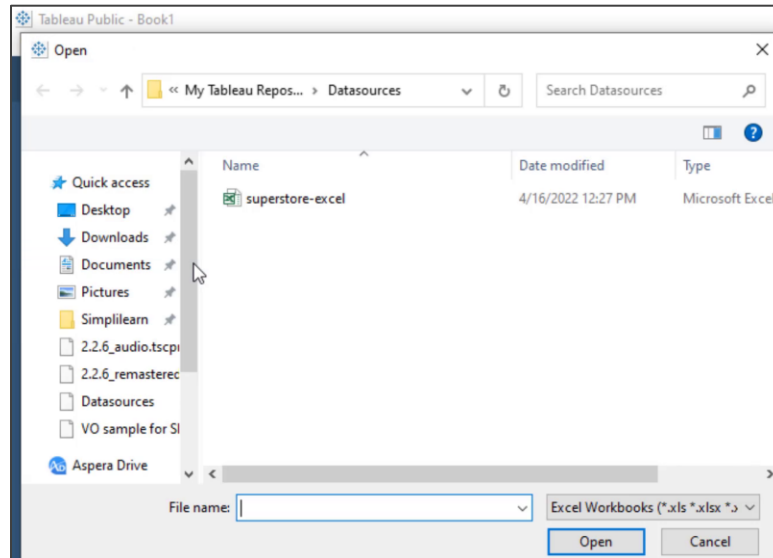
#### Steps to Perform:

##### Step 1: Import the Excel file

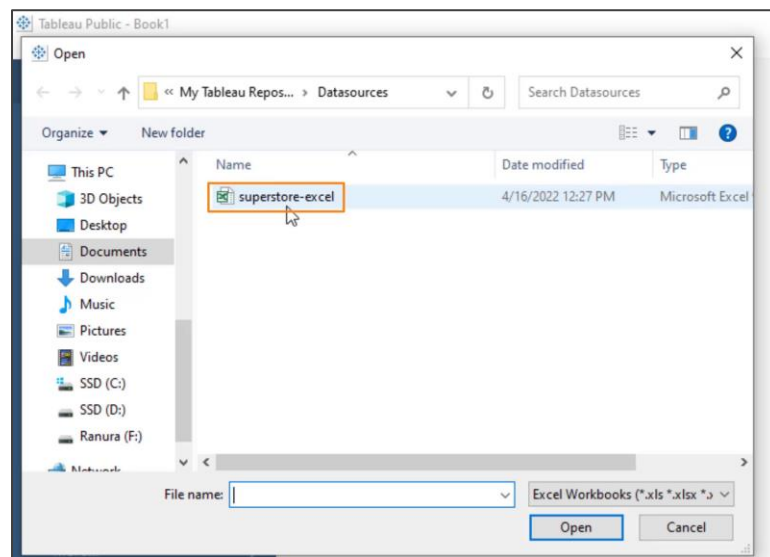
1.1 Go to the home page of Tableau Public and click on **Microsoft Excel**.



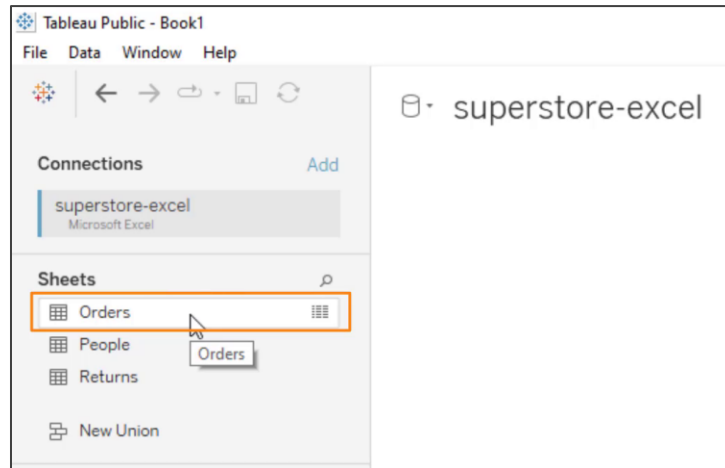
1.2 Choose the file from your local drive.



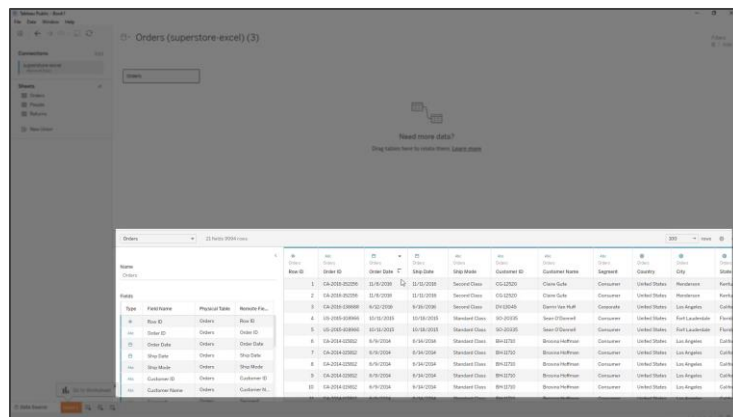
1.3 Select the Excel file and click **Open**. Tableau will load and establish a connection with the file.



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

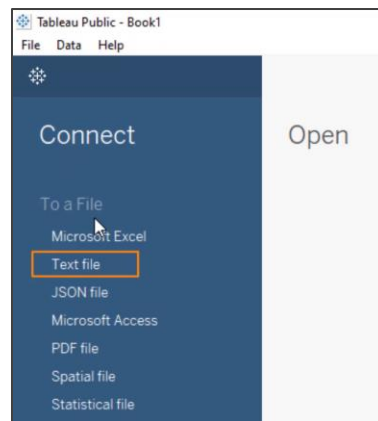


1.5 Drag one of the sheets to the preview pane to view the data. Data will be loaded onto Tableau.

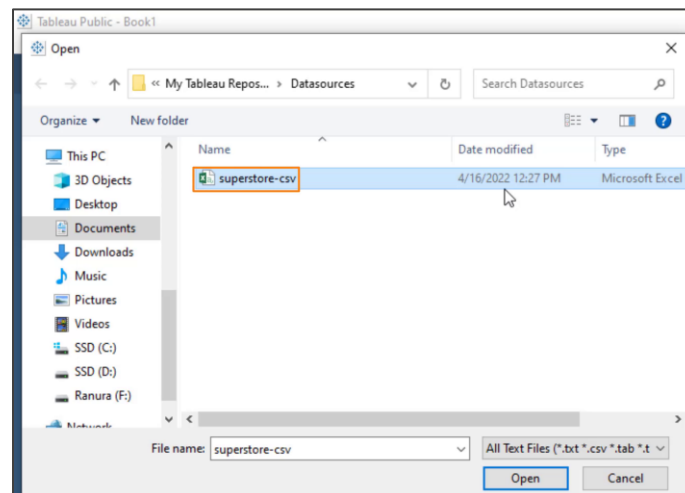


## Step 2: Import a text file

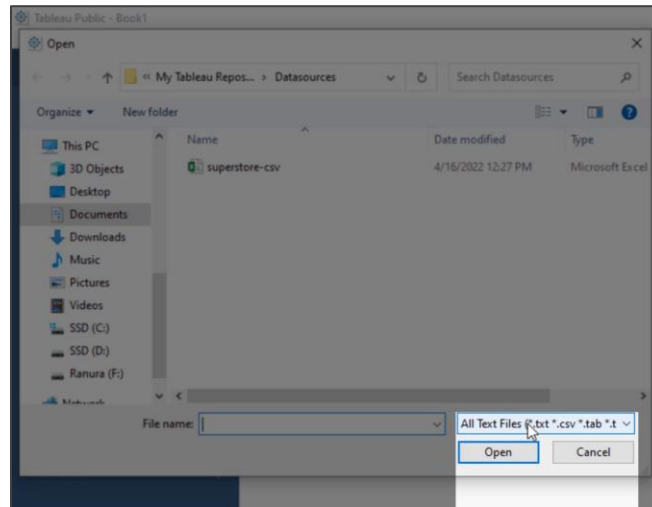
2.1 On the Tableau home page, click on the Text file option.



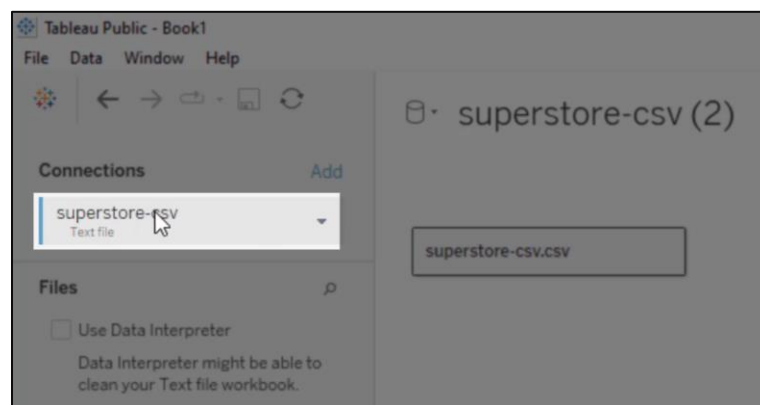
2.2 Choose the file from your local drive



2.3 Click on the CSV file and click **Open**. A text file can be either a text, CSV, tab, or tsv file.



2.4 Tableau will load the CSV file

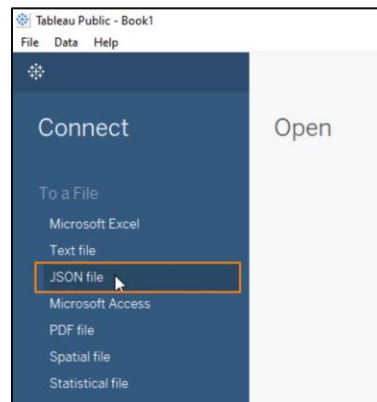


2.5 The data available in the CSV file can be seen here. The data will be displayed exactly how it is represented in the CSV or Txt file.

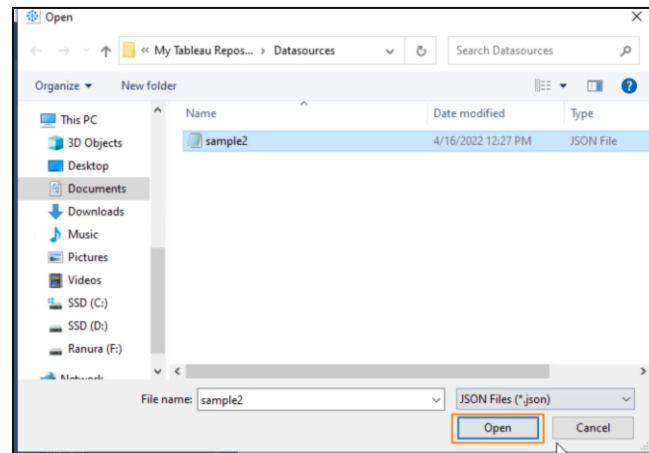
Order ID	Order Date	Ship Date	Ship Mode	Customer ID	Customer Name	Segment	Country	City	State
1	CA-2019-10256	11/10/2019	Standard Class	CG-10250	Clara Gula	Consumer	United States	Hardness	CA
2	CA-2019-10256	11/10/2019	Standard Class	CG-10250	Clara Gula	Consumer	United States	Hardness	CA
3	CA-2019-10256	11/10/2019	Standard Class	CG-10250	Clara Gula	Consumer	United States	Hardness	CA
4	US-2019-10256	11/10/2019	Standard Class	SG-10250	Sean O'Donnell	Consumer	United States	Fort Lauderdale	FL
5	US-2019-10256	11/10/2019	Standard Class	SG-10250	Sean O'Donnell	Consumer	United States	Fort Lauderdale	FL
6	CA-2019-10256	11/10/2019	Standard Class	BH-10250	Bronson Hoffman	Consumer	United States	Los Angeles	CA
7	CA-2019-10256	11/10/2019	Standard Class	BH-10250	Bronson Hoffman	Consumer	United States	Los Angeles	CA
8	CA-2019-10256	11/10/2019	Standard Class	BH-10250	Bronson Hoffman	Consumer	United States	Los Angeles	CA
9	CA-2019-10256	11/10/2019	Standard Class	BH-10250	Bronson Hoffman	Consumer	United States	Los Angeles	CA
10	CA-2019-10256	11/10/2019	Standard Class	BH-10250	Bronson Hoffman	Consumer	United States	Los Angeles	CA

### Step 3: Import a JSON file

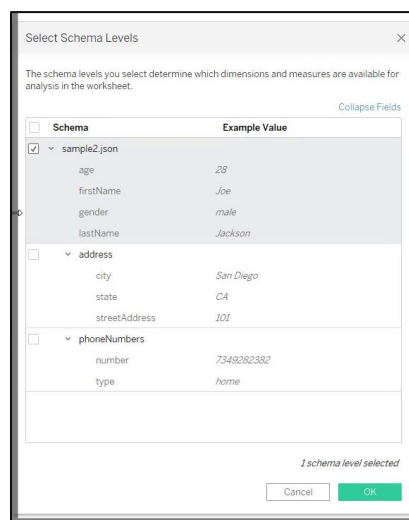
3.1 On the Tableau home page, click on the **JSON file** option.



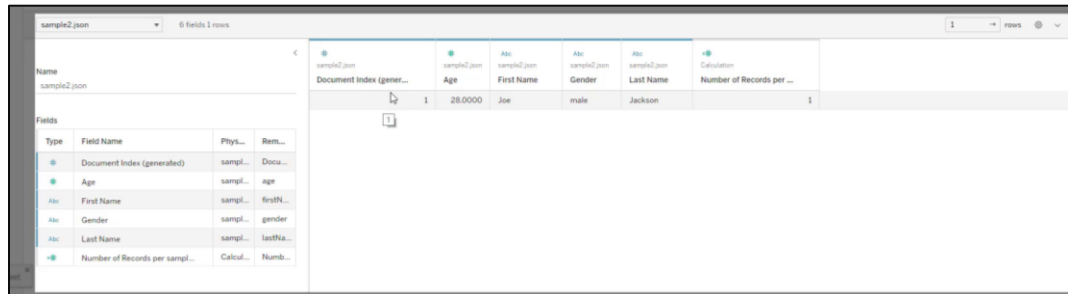
3.2 Select the JSON file and click on **Open**.



3.3 After choosing the schema that needs to be imported, click **OK**.



3.4 The data available on the JSON file will be displayed in Tableau.



Document Index (generated)	Age	First Name	Gender	Last Name	Number of Records per sample
1	28.0000	Joe	male	Jackson	1