

Lesson 04: Demo 02

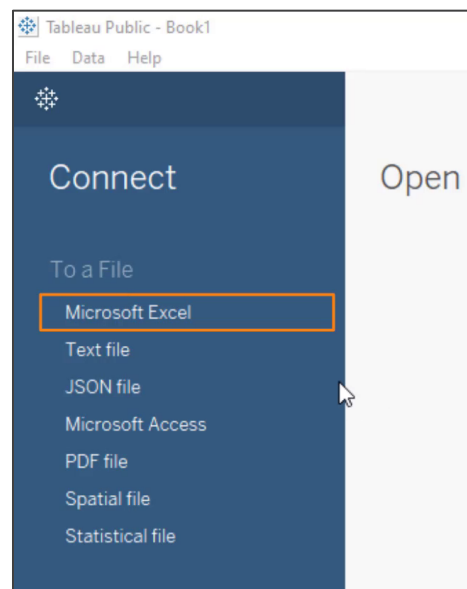
Preview and Modify Data

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

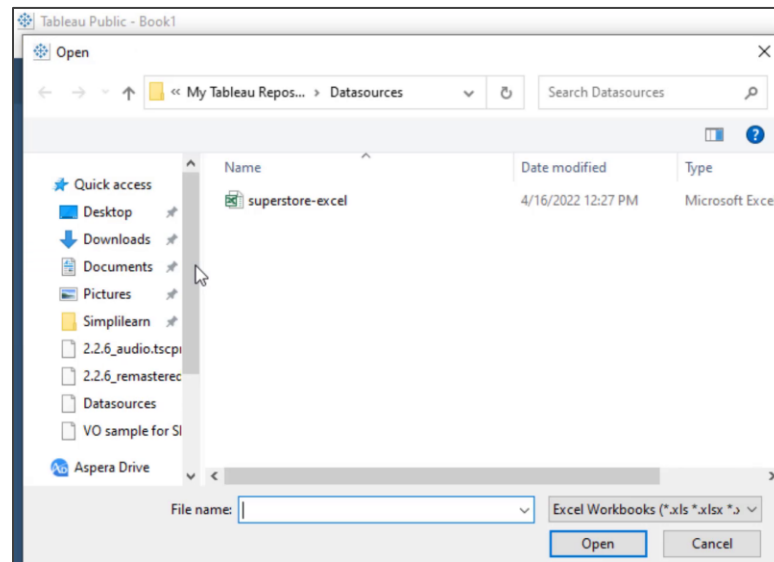
Steps to Perform:

Step 1: Import the Excel file

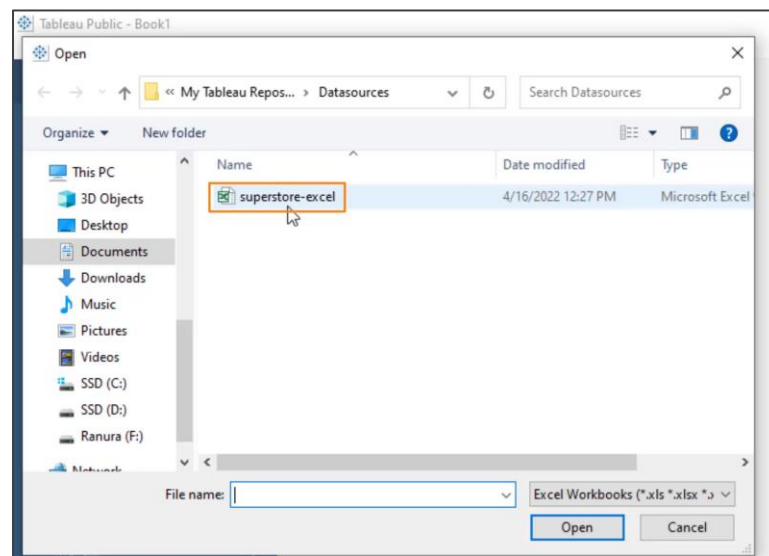
- 1.1 Go to the home page of Tableau Public
- 1.2 Click on **Microsoft Excel**



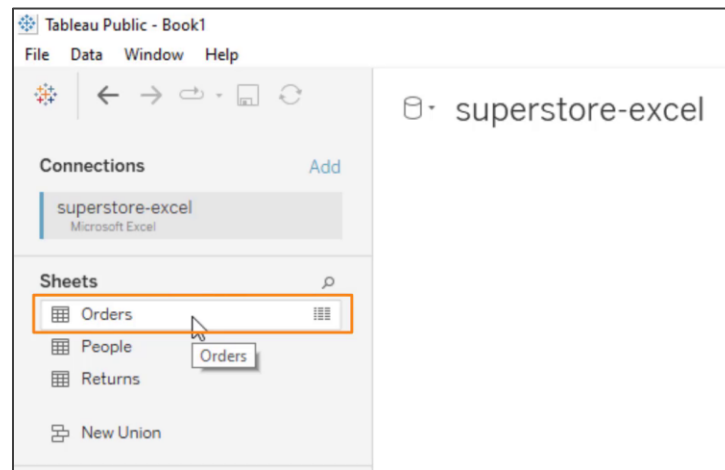
- 1.3 Choose the file from your local drive



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

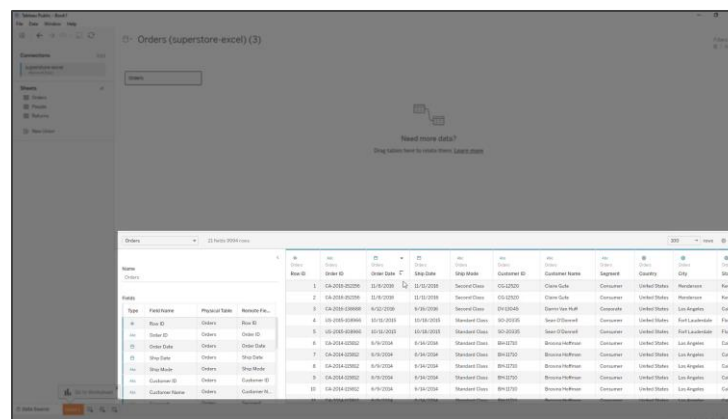


1.5 The sheets are named orders, people, and returns. Notice that the data is not viewable at this point.



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

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

Orders 21 fields 9994 rows

| Row ID | Order ID | Order Date | Ship Date | Ship Mode | Customer ID | Customer Name | Segment | Country | City |
|--------|----------------|------------|------------|----------------|-------------|-----------------|-------------|---------------|------|
| 1 | CA-2016-152156 | 11/8/2016 | 11/11/2016 | Second Class | CG-12520 | Claire Gule | Consumer | United States | Her |
| 2 | CA-2016-152156 | 11/8/2016 | 11/11/2016 | Second Class | CG-12520 | Claire Gule | Consumer | United States | Her |
| 3 | CA-2016-138688 | 6/12/2016 | 6/16/2016 | Second Class | DV-13045 | Darrin Van Huff | Corporate | United States | Los |
| 4 | US-2015-108966 | 10/11/2015 | 10/18/2015 | Standard Class | SO-20335 | Sean O'Donnell | Consumer | United States | Fort |
| 5 | US-2015-108966 | 10/11/2015 | 10/18/2015 | Standard Class | SO-20335 | Sean O'Donnell | Consumer | United States | Fort |
| 6 | CA-2014-115812 | 6/9/2014 | 6/14/2014 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States | Los |
| 7 | CA-2014-115812 | 6/9/2014 | 6/14/2014 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States | Los |
| 8 | CA-2014-115812 | 6/9/2014 | 6/14/2014 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States | Los |
| 9 | CA-2014-115812 | 6/9/2014 | 6/14/2014 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States | Los |
| 10 | CA-2014-115812 | 6/9/2014 | 6/14/2014 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States | Los |
| 11 | CA-2014-115812 | 6/9/2014 | 6/14/2014 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States | Los |
| 12 | CA-2014-115812 | 6/9/2014 | 6/14/2014 | Standard Class | BH-11710 | Brosina Hoffman | Consumer | United States | Los |
| 13 | CA-2017-134412 | 4/15/2017 | 4/20/2017 | Standard Class | AA-30480 | Andrew Allen | Consumer | United States | Com |
| 14 | CA-2016-161389 | 12/5/2016 | 12/10/2016 | Standard Class | IM-15070 | Irene Maddox | Consumer | United States | Seal |
| 15 | US-2015-119983 | 11/22/2015 | 11/26/2015 | Standard Class | HP-14815 | Harold Pawlan | Home Office | United States | Fort |
| 16 | US-2015-119983 | 11/22/2015 | 11/26/2015 | Standard Class | HP-14815 | Harold Pawlan | Home Office | United States | Fort |
| 17 | CA-2014-109863 | 11/11/2014 | 11/08/2014 | Standard Class | BB-30075 | Bate Buss | Consumer | United States | Los |

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.

Orders 21 fields 9994 rows

| Row ID | Order ID | Order Date | Ship Date |
|--------|----------------|------------|------------|
| 1 | CA-2016-152156 | 11/8/2016 | 11/11/2016 |
| 2 | CA-2016-152156 | 11/8/2016 | 11/11/2016 |
| 3 | CA-2016-138688 | 6/12/2016 | 6/16/2016 |
| 4 | US-2015-108966 | 10/11/2015 | 10/18/2015 |

