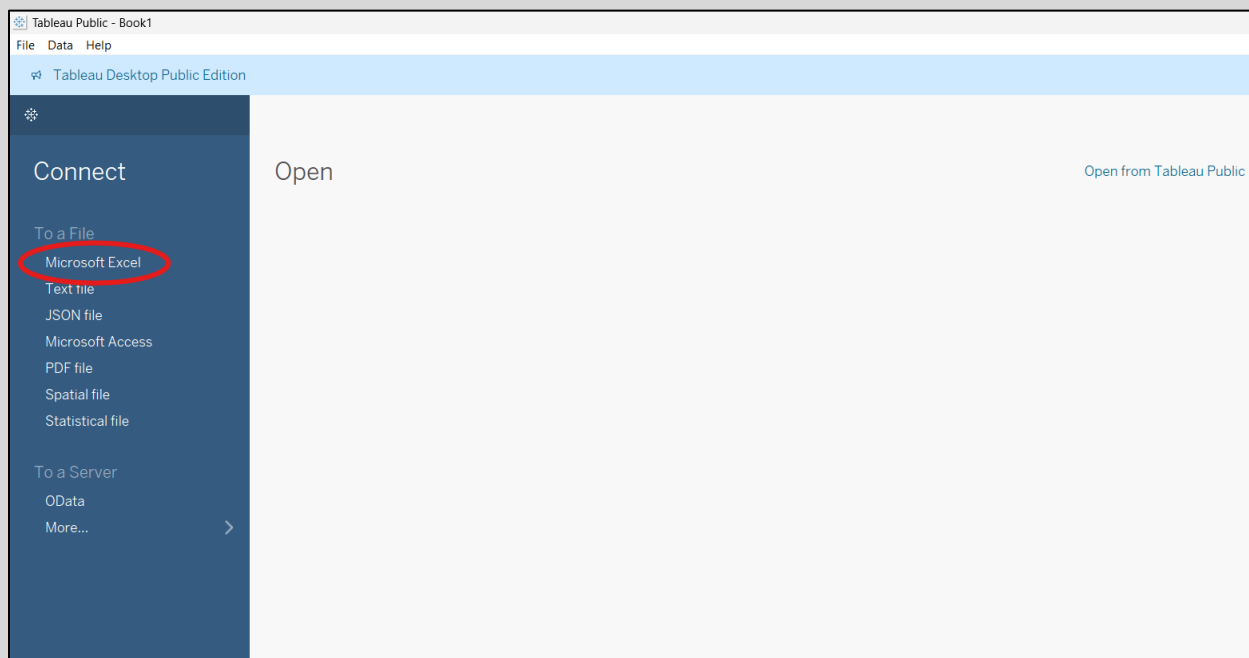


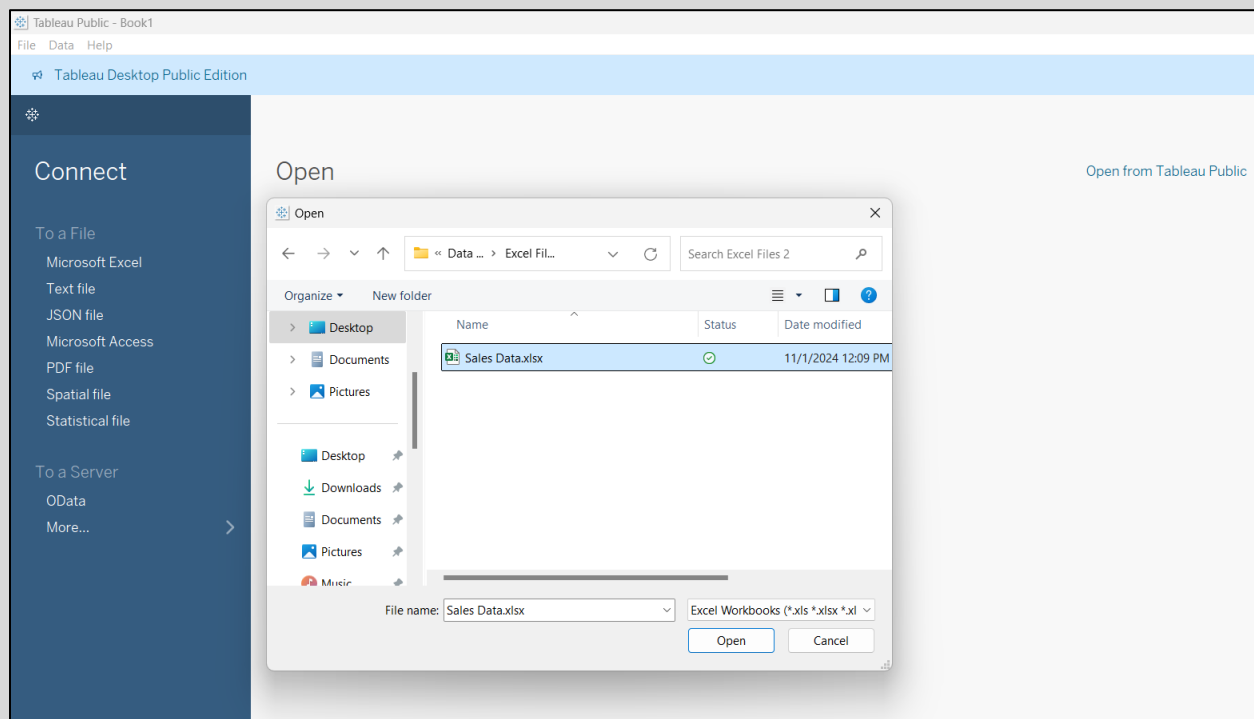


How to Connect Data to Tableau

1. Open Tableau, and on the left-hand side of the screen, under **Connect**, choose which type of file you need to connect to (for example, **Excel**)



2. Select your file and click **Open**



3. Now your file is imported and ready for use

The screenshot shows the Tableau Desktop Public Edition interface. The top menu bar includes 'File', 'Data', 'Window', and 'Help'. The main window title is 'Tableau Public - Book1'. The sidebar on the left has two sections: 'Connections' with 'Sales Data (Microsoft Excel)' and 'Add' button, and 'Sheets' with 'orders', 'New Union', and 'New Table Extension'. The main view is titled 'orders (Sales Data)' and shows a table with 20 fields and 9994 rows. The table has columns: Order Id, Order Date, Ship Date, Ship Mode, Customer Id, Customer Name, and Segment. A tooltip 'Go to Worksheet' is visible over the 'Sheet 1' tab.

Order Id	Order Date	Ship Date	Ship Mode	Customer Id	Customer Name	Segment
CA-2013-152156	11/9/2013	11/12/2013	Second Class	CG-12520	Claire Gute	Consumer
CA-2013-152156	11/9/2013	11/12/2013	Second Class	CG-12520	Claire Gute	Consumer
CA-2013-138688	6/13/2013	6/17/2013	Second Class	DV-13045	Darrin Van Huff	Corporate
US-2012-108966	10/11/2012	10/18/2012	Standard Class	SO-20335	Sean O'Donnell	Consumer
US-2012-108966	10/11/2012	10/11/2012	Standard Class	SO-20335	Sean O'Donnell	Consumer
CA-2011-115812	6/9/2011	6/14/2011	Standard Class	BL-11710	Brenda Hoffman	Consumer