## Activity Overview

You've learned that you can create charts in spreadsheets and in Tableau and that information can be customized using filters. Before working in Tableau, you will work with a spreadsheet chart editor. This will allow you to create visualizations to draw insights from immediately—and will help you start thinking about how to make design choices in more complex tools.

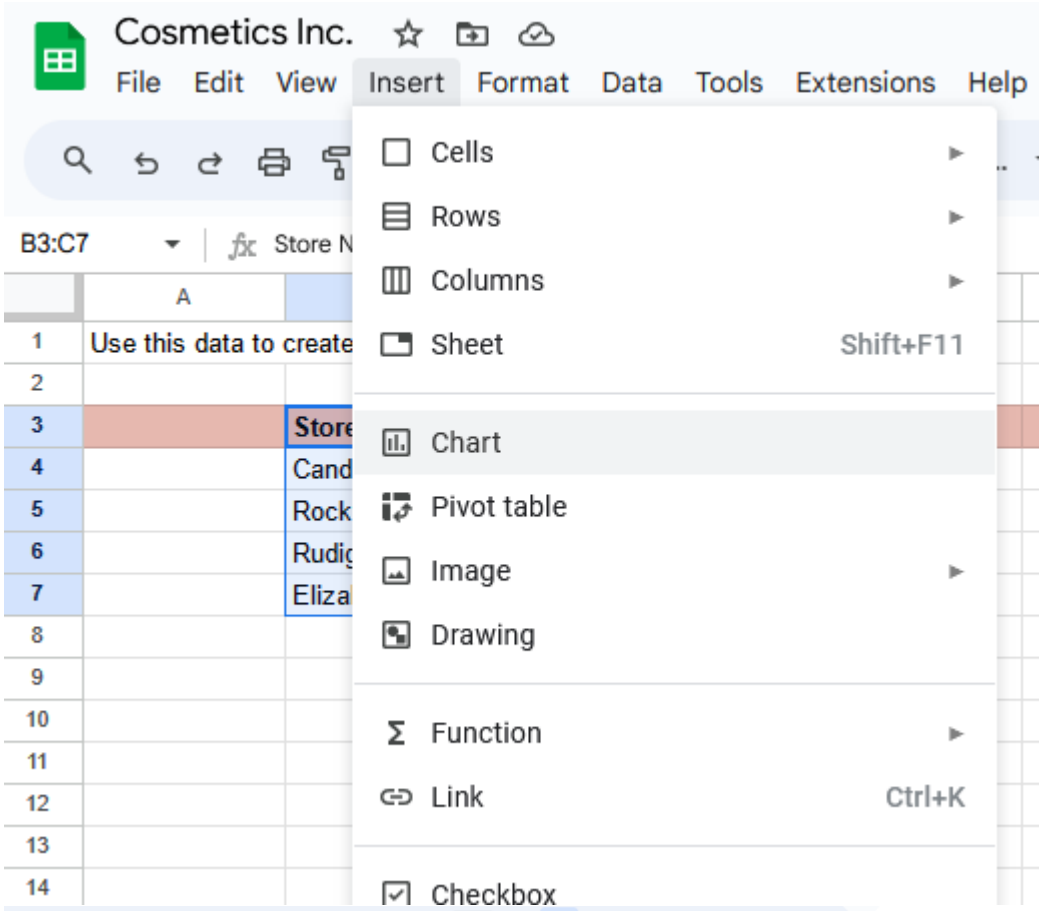
By the time you complete this activity, you will be able to create a chart in a spreadsheet and customize it by using filters and applying different styles. This will enable you to use spreadsheets in another helpful way, which is important for using all the tools at your disposal in your career as a data analyst.

### Step-By-Step Instructions

Follow the instructions to complete each step of the activity. Then answer the questions at the end of the activity before going to the next course item.

#### Step 1: Access the template

#### Step 2: Create a chart in a spreadsheet


Cosmetics Inc.
File Edit View Insert Format Data Tools Extensions Help
B3:C7
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Cells
Rows
Columns
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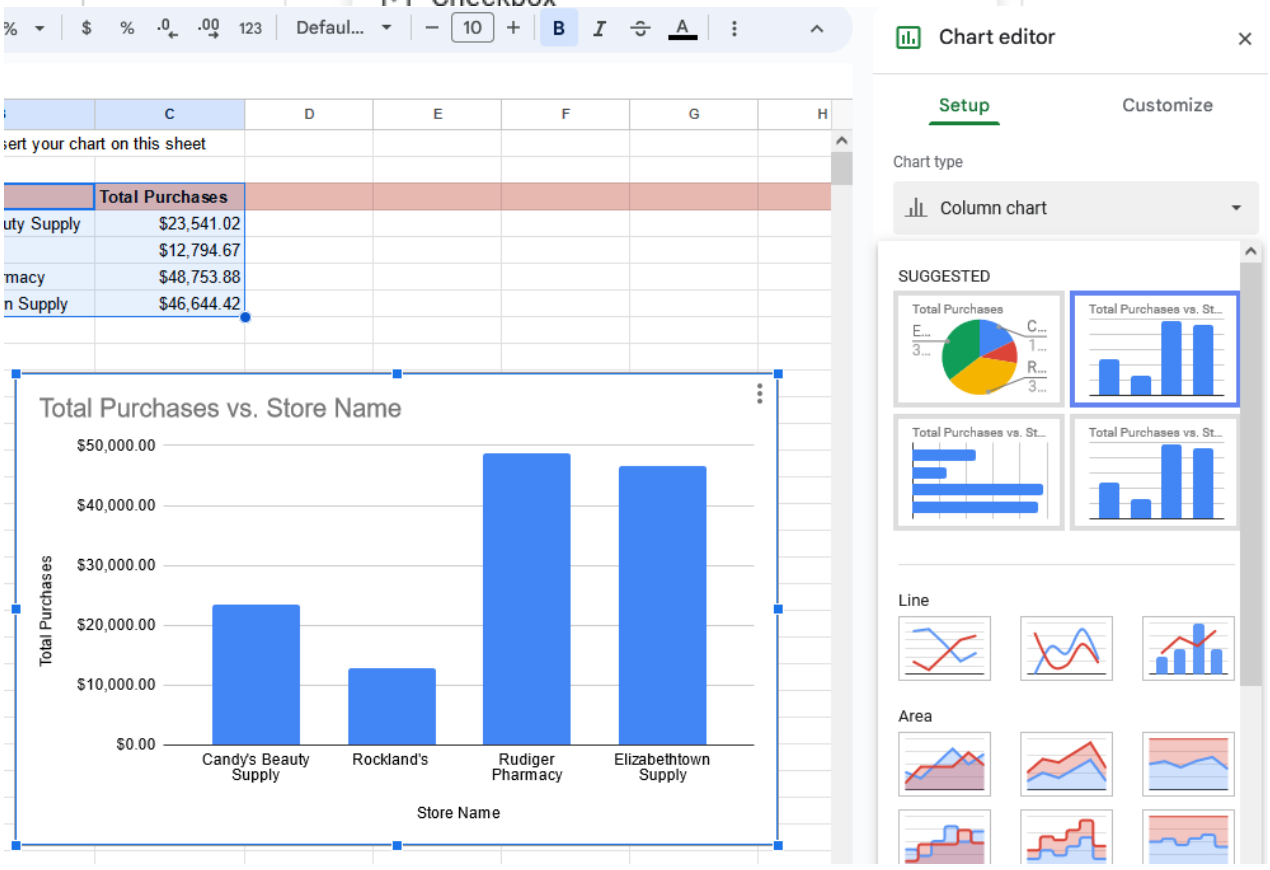
Chart
Pivot table
Image
Drawing
Function
Link Ctrl+K
Checkbox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Total Purchases vs. Store Name
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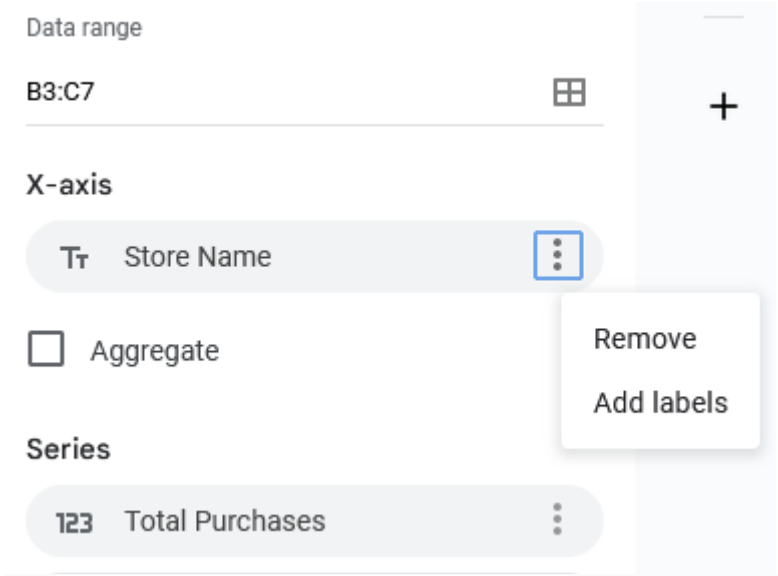
$40,000.00
$30,000.00
$20,000.00
$10,000.00
$0.00
Total Purchases
Candy's Beauty Supply
Rockland's
Rudiger Pharmacy
Elizabethtown Supply
Store Name


Data range
B3:C7
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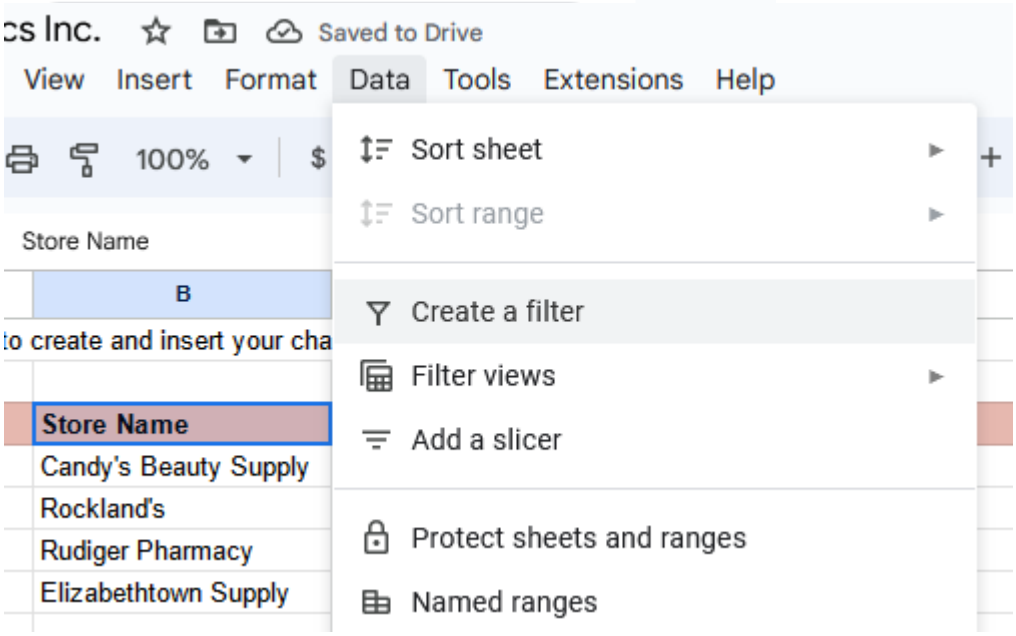
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Sort sheet
Sort range
Create a filter
Filter views
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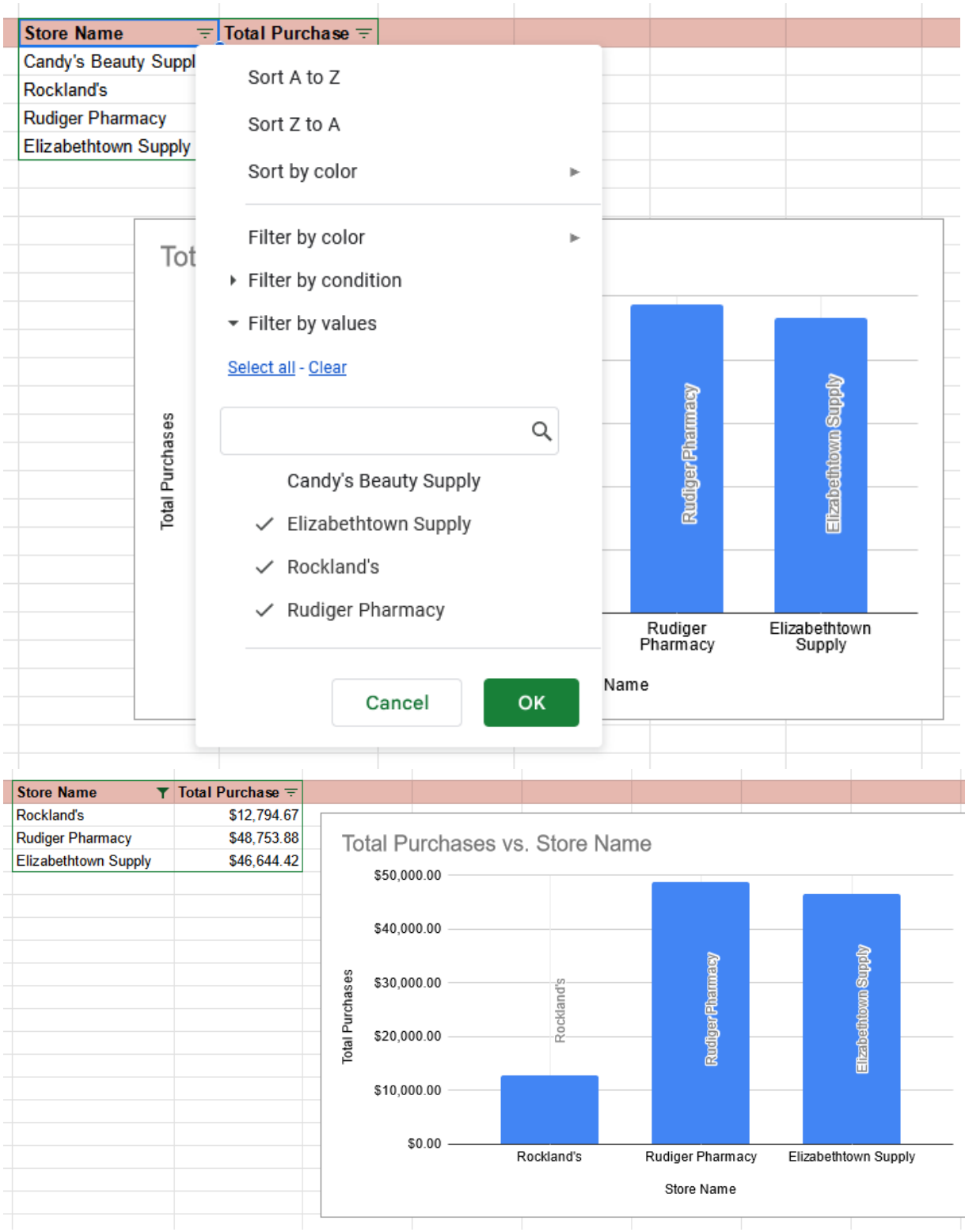
Store Name
Candy's Beauty Supply
Rockland's
Rudiger Pharmacy
Elizabethtown Supply




## Step 3: Apply styles

Total Purchases vs. Store Name
$50,000.00
$40,000.00
$30,000.00
$20,000.00
$10,000.00
$0.00
Total Purchases
Rockland's
Rudiger Pharmacy
Elizabethtown Supply
Store Name
Series
Total Purchases
Format
Fill color
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Line color
Auto
Line opacity
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Line dash type
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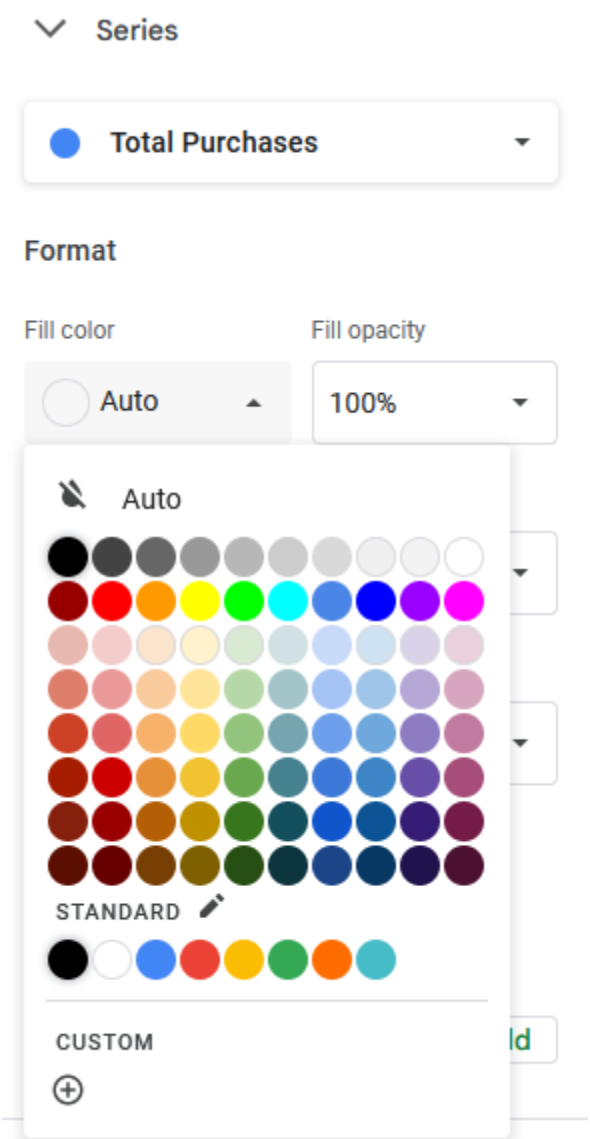
Series
Total Purchases
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Fill color
Fill opacity
Auto
100%
Auto
STANDARD
CUSTOM

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**Step 4: Review resources**

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**Pro Tip: Save the blank activity template**