Exploring documents

Exercise: Access your Education sandbox

You have a shared sandbox environment to learn about, use, and experiment with MicroStrategy Web.

> You can also create documents in MicroStrategy Workstation; this class focuses on the Web interface.

Access your Education sandbox

1   In your browser, navigate to **https://education.microstrategy.com/ MicroStrategy/servlet/mstrWeb**.

2   Log in to the sandbox with your **MicroStrategy Account** credentials.

Open the Tutorial Project

3   The MicroStrategy Landing page opens. Click the **MicroStrategy Tutorial** project.
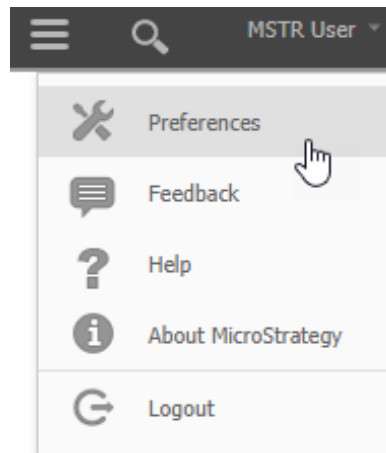

MicroStrategy Tutorial
MicroStrategy Tutorial project and application set designed to illustrate the platform's rich functionality. The theme is an Electronics, Books, Movies and Music store. Employees, Inventory, Finance, Product Sales and Suppliers are analyzed.
Server name   ENV-218880LAIOUSE1

4   Click **Go to MicroStrategy Web**. The Shared Reports folder page opens.
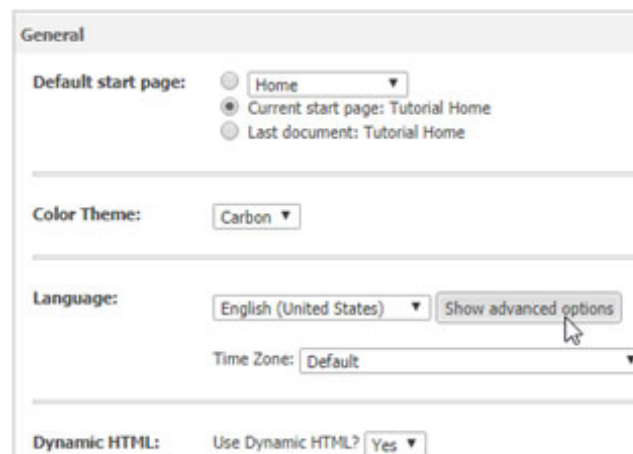
Display measurements in inches

By default, layout and object formatting display in pixels. However, all measurements in this class are provided in inches, so change the measure unit. These steps must be completed only one time.
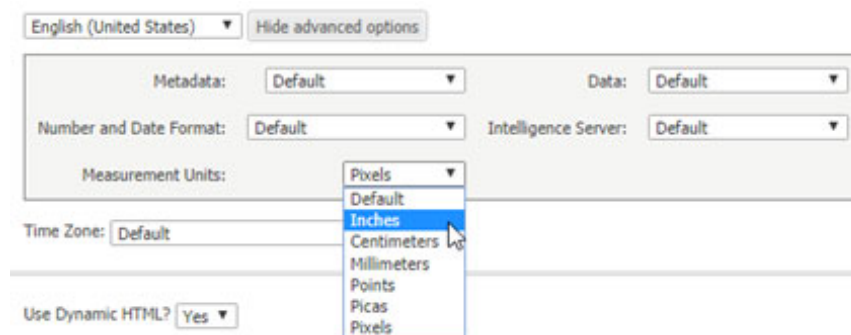
5   Click your name in the top right corner (in the example below, the user name is MSTR User), and select **Preferences** from the drop-down list.

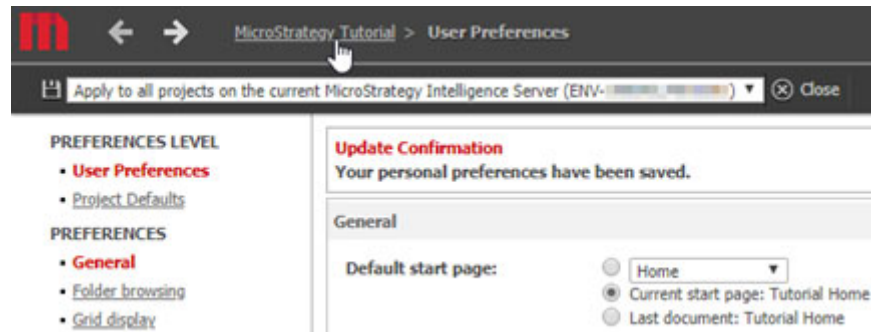**6**   The General Preferences page opens. In the Language area, click **Show Advanced Options**.

7   From the **Measurement Units** drop-down list, select **Inches**.

8   Scroll to the bottom of the page and click **Apply**.

9 In the navigation bar at the top of the page, click **MicroStrategy Tutorial**.

Open the My Reports folder

10 Click **Go to MicroStrategy Web** on the home page. The Shared Reports folder of the MicroStrategy Tutorial project opens.

In the sandbox environment, you cannot save items in the Shared Reports folder. Save your objects in the My Reports folder.

11 Click **My Reports**.