# Assignment week 04

# Activity – Exploring Tableau and the Data

**Objectives:**

* Connect to an Excel source: Sample – Superstore.xls
* Create a Workbook
* Explore different options creating worksheet

**Steps:**

1. Create a new workbook. Connect to data and use MS Excel and point to the folder containing **Training Superstore Sales.xls  
   Use the Orders sheet only.**
2. Create a view by dragging the following elements from the data window to specified locations:
   1. Drag Sales to Columns
   2. Drag Sub-Category to Rows
   3. Drag Category to Rows to the right of Sub-Category
   4. Drag Profit to Color on the Mark card  
        
      A screenshot of a graph

      Description automatically generated
3. Format the view as follows:
   1. Sort the bars for Category by Sales in descending order by clicking on the sort icon on the sales axis  
        
      A screenshot of a graph

      Description automatically generated
   2. Rename the Worksheet tab “Sales by Category” by double-clicking on the sheet tab   
      A screenshot of a social media post

      Description automatically generated
   3. Show the title by choosing from the Toolbar: Worksheet > Show title
   4. Double-click on the title to edit, and add the second line “Color represents Profit”  
      A screenshot of a computer

      Description automatically generated  
        
      A screenshot of a chat

      Description automatically generated
   5. Show the caption by checking on Worksheet > Show Caption  
        
      A screenshot of a computer

      Description automatically generated
   6. Save the workbook as “1 – Getting Started”
   7. **Submit your** **.twbx file**