Opening the Dashboard

1. **Launch Tableau Desktop or Tableau Reader**: Ensure you have Tableau installed on your system.
2. **Open the Workbook**:
   ○ Click on **File** > **Open**.
   ○ Locate and select the file named *"Kyle Colby - D601 - Task 1.twb"*.
3. **Navigate to the Dashboard**:
   ○ In the **Sheets** panel (left sidebar), find and click on **"Dashboard 1"**.
   ○ The dashboard will load in the main workspace.

Using Available Filters

1. **Locate the Filter Panel**:
   ○ Filters are displayed on the right side of the dashboard.
   ○ If filters are not visible, click on a visualization and select **Show Filter** from the right-click menu.
2. **Apply Filters**:
   ○ Use checkboxes, dropdowns, sliders, or search bars to select specific data categories.
   ○ You can filter by population, state, online security, device protection, streaming TV, and average outage per week.
3. **Reset Filters**:
   ○ Click the **Reset Filters** button if available.
   ○ Alternatively, deselect all options or manually clear selections to reset the view.

Navigating the Dashboard

● **Hover Over Data Points**: Tooltips will appear showing additional details.
● **Click on Graphs or Tables**: Some charts may allow interactive selection to refine the data view.
● **Reset the View**: If you've applied multiple filters, click on the **Reset Filters** button (if available) or remove filters manually.
● **Export Data**:
   ○ Click on **Worksheet** > **Export** to save data as an Excel or CSV file.
   ○ Screenshots can be taken using **File** > **Export Image**.

Visualizations in the Dashboard

1. **Internet Service Distribution**
   ○ **Chart Type**: Highlight Table
   ○ **Purpose**: Displays the number of users for each type of internet service (DSL, Fiber Optic, None).
   ○ **Insight**: Helps to identify the most commonly used internet service among users.
2. **Children Using Device Protection**

- ○ **Chart Type**: Text Table
- ○ **Purpose**: Shows the distribution of users with and without device protection for children.
- ○ **Insight**: Highlights the proportion of users who prioritize device protection for their children.
3. **Payments by Method and Paperless Billing**
   - ○ **Chart Type**: Table
   - ○ **Purpose**: Compares payment methods (e.g., Bank Transfer, Credit Card) and whether paperless billing is enabled.
   - ○ **Insight**: Useful for analyzing trends in payment preferences and paperless adoption rates.
4. **Internet Outage by State**
   - ○ **Chart Type**: Highlight Table
   - ○ **Purpose**: Visualizes average internet outage durations by state.
   - ○ **Insight**: Identifies states with higher or lower internet reliability.
5. **Streaming Usage**
   - ○ **Chart Type**: Horizontal Bar Chart
   - ○ **Purpose**: Compares the number of users streaming movies and TV shows.
   - ○ **Insight**: Highlights streaming preferences and behaviors among users.
6. **Security Features Usage (Device Protection, Online Backup, Online Security)**
   - ○ **Chart Type**: Grouped Bar Chart
   - ○ **Purpose**: Compares the number of users with and without these security features.
   - ○ **Insight**: Shows the adoption rate of key security features across user segments.

Sources:

Western Governors University. (n.d.). Welcome to Data Storytelling for Varied Audiences. https://apps.cgp-oex.wgu.edu/wgulearning/course/course-v1: