Module 11: Exploring Tableau Online
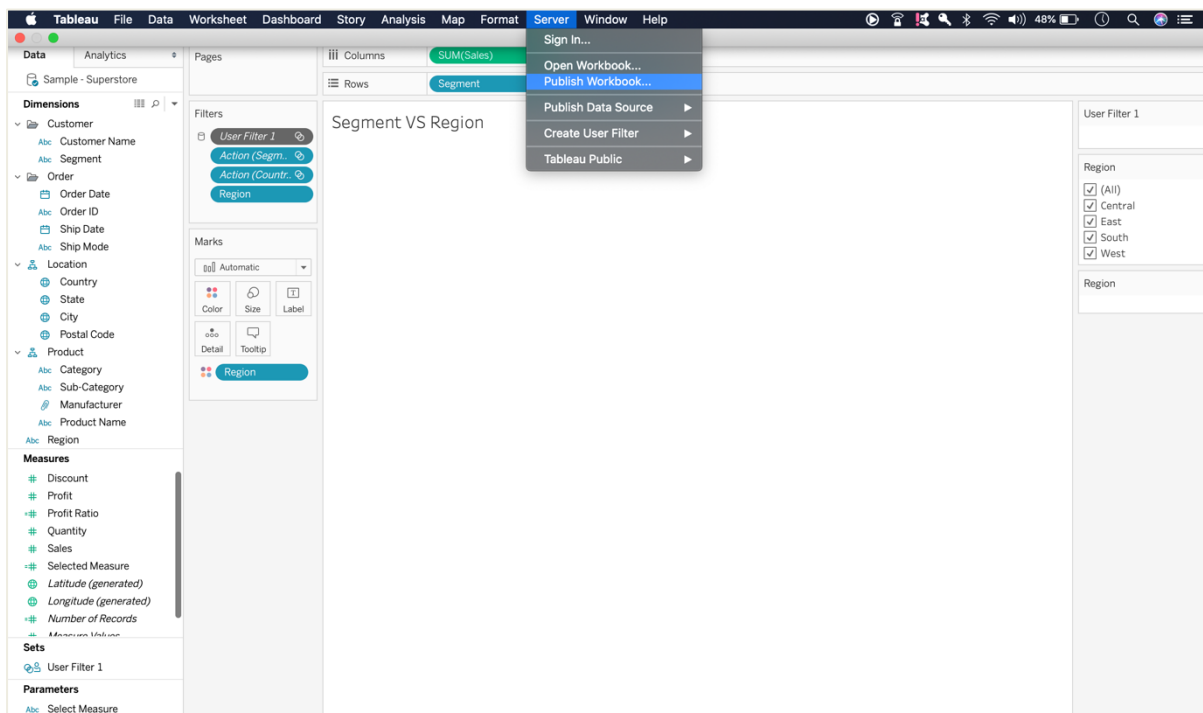
Demo Document I

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Demo I

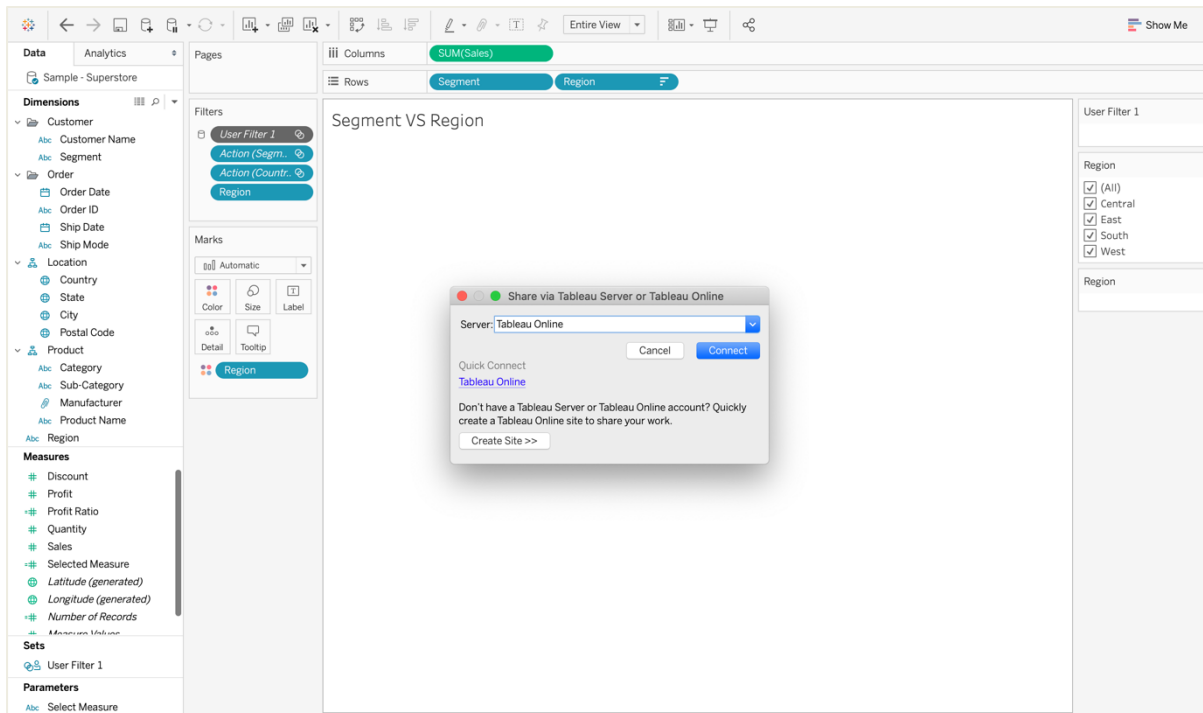Publishing A Workbook To Tableau Online

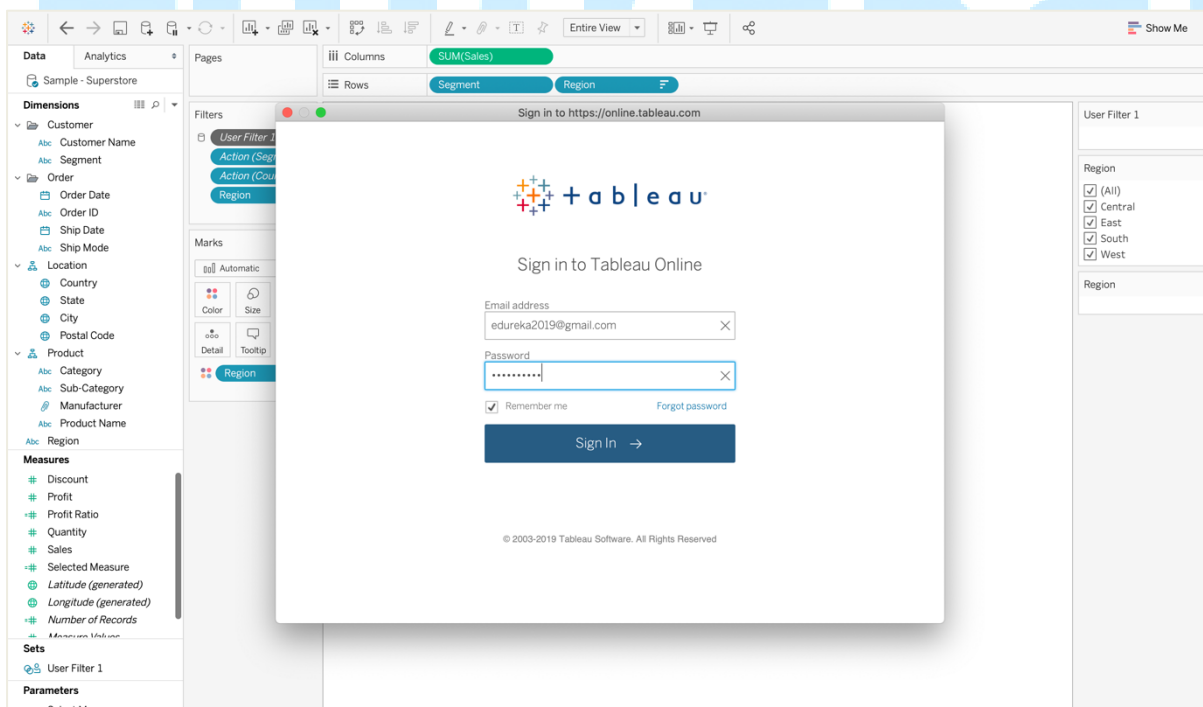(Refer to the dataset from the file: Superstore.xlsx)

Demo I-Solution

Step 1: Open a Workbook. Select Server-> Publish Workbook.
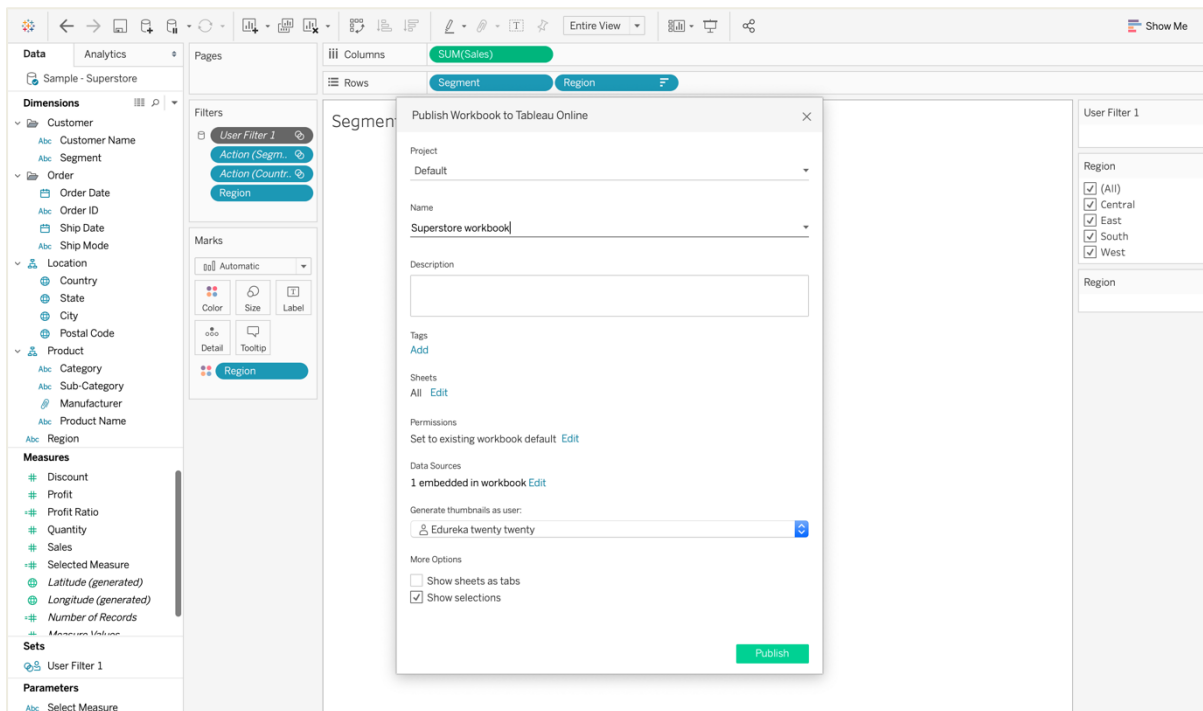
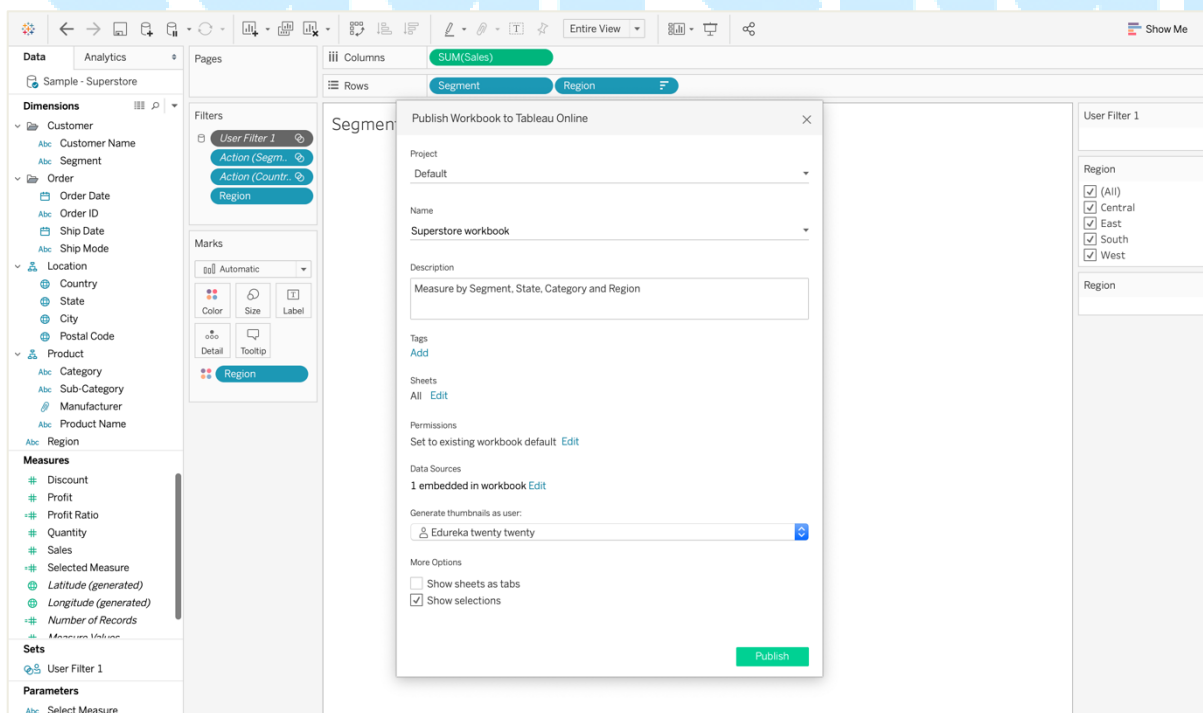- Click on the "Tableau Online" link.

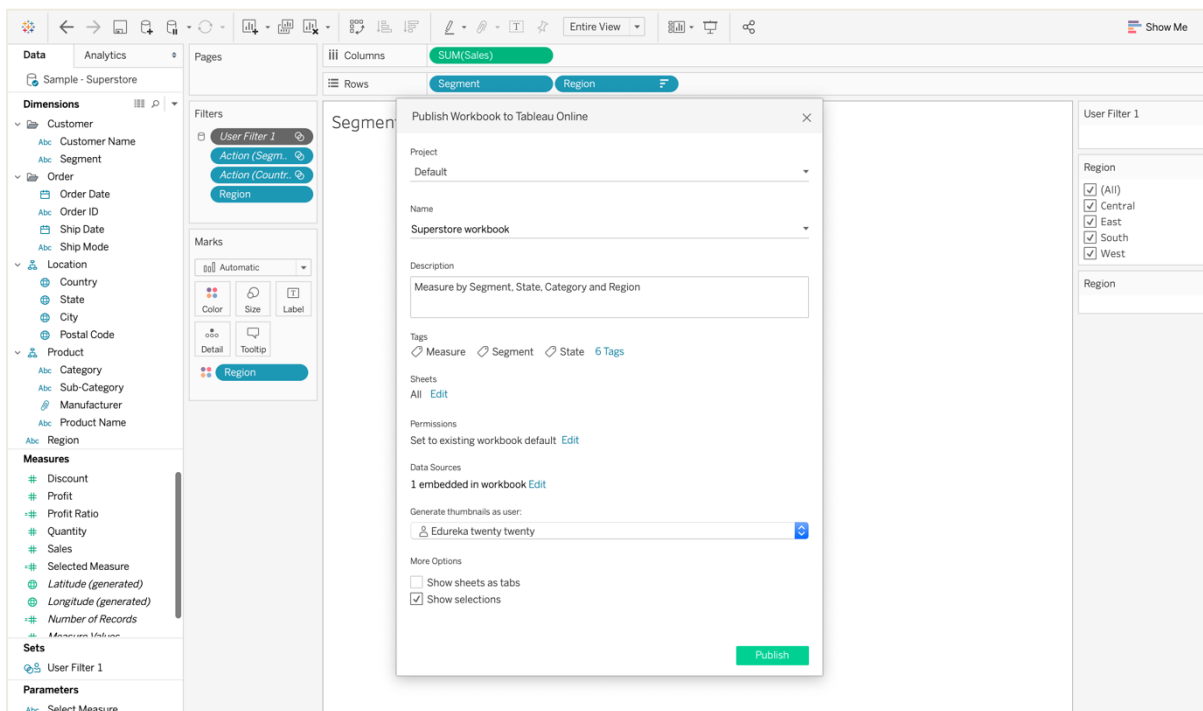- Enter your login credentials and click on the Sign In button.

Step 2: Select the Default option for the Project field and name the project as "Superstore workbook".
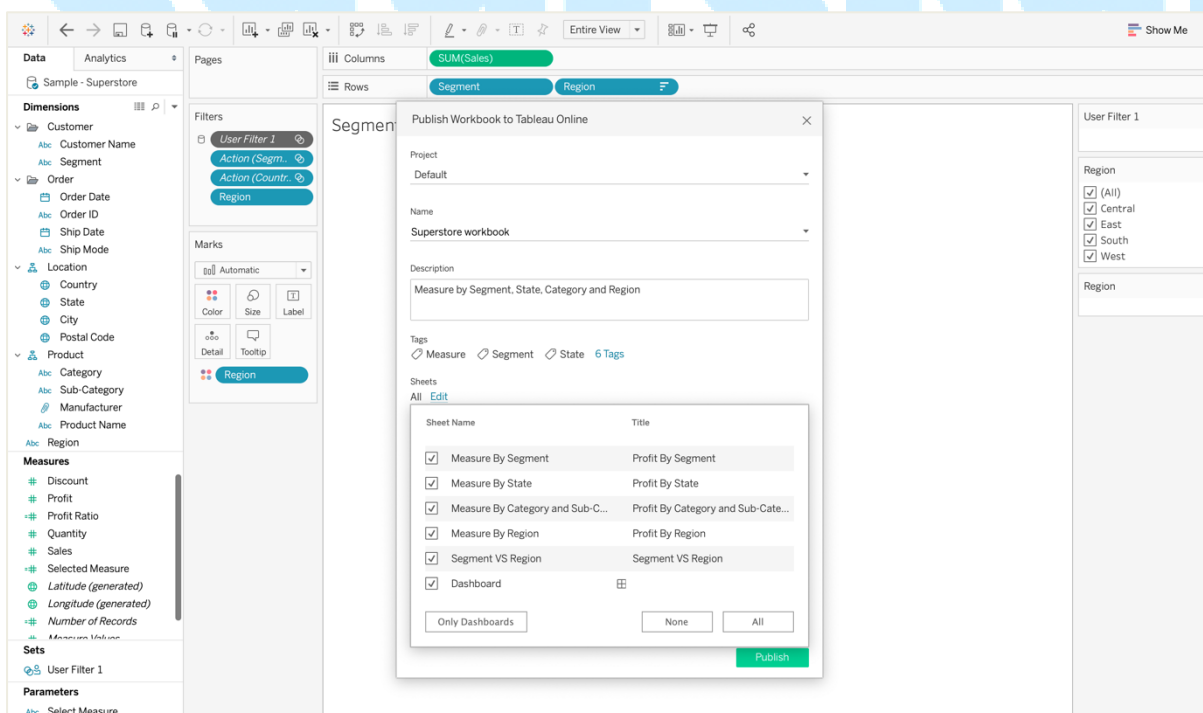

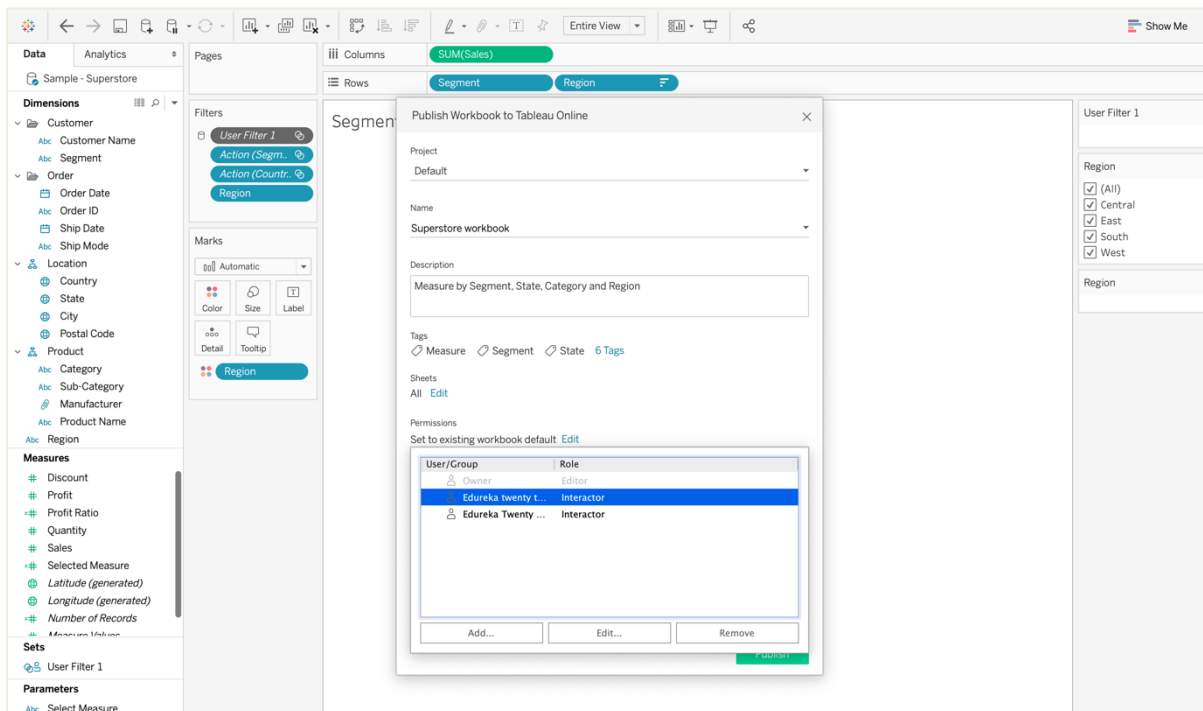- Provide a description to the project.

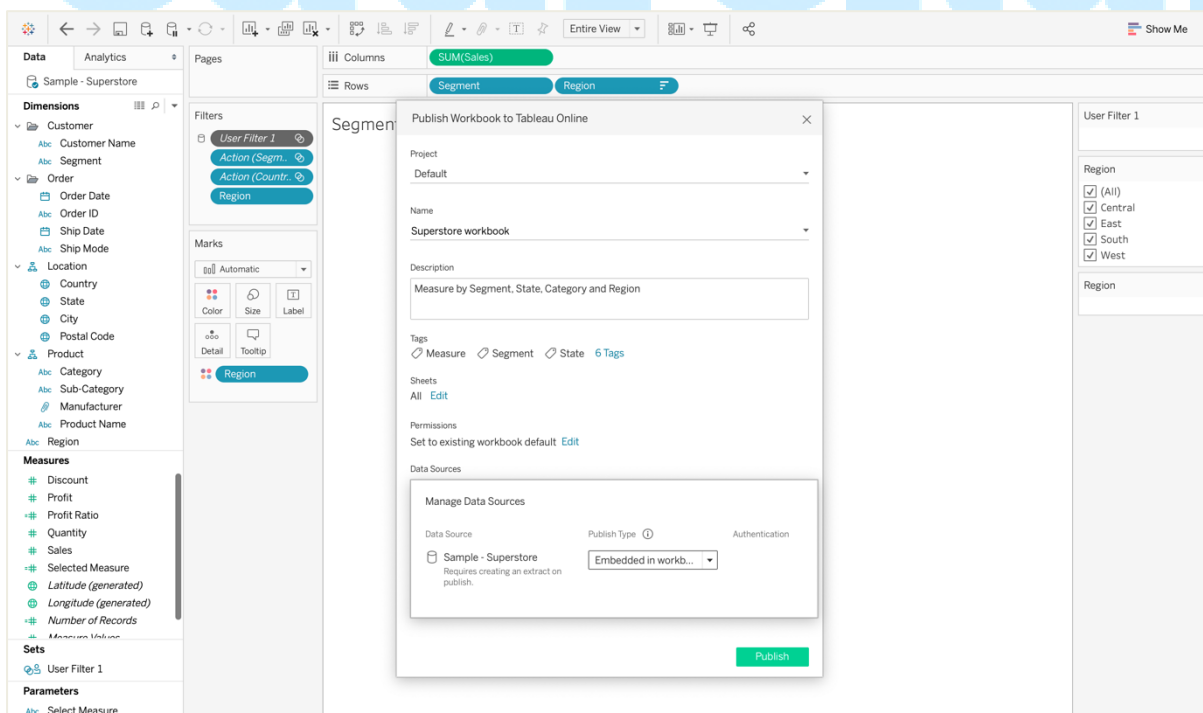- Click on "Add" and enter the relevant Tags.

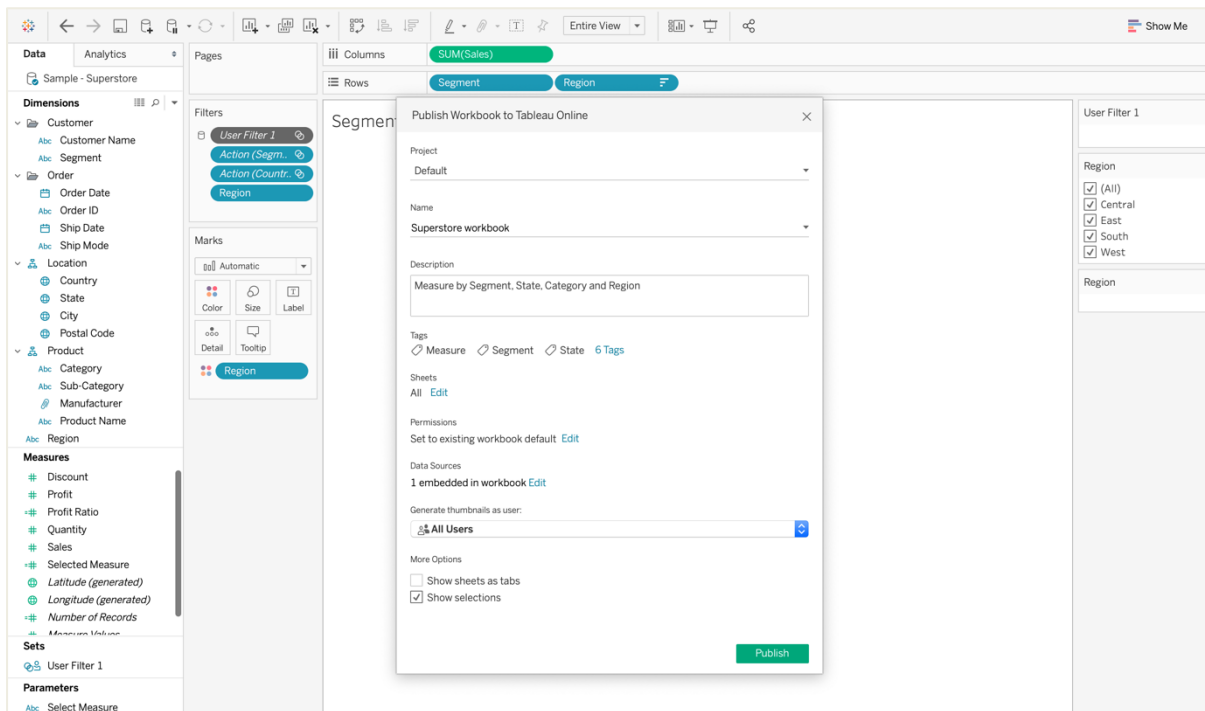- Click on "Edit" and select the required sheets.

- Click on "Edit" in order to grant permissions to the site users or groups.

- Click on "Edit" in order to manage the Data Sources.
- Select "Embedded in workbook" option or "Published separately" option from the drop-down menu.

- Click on the "Publish" button in order to publish the workbook on Tableau Online.

- Interact with the Workbook on Tableau Online.