The workbook is intended to introduce you to the basics of data visualization by exploring a fictional music store's online sales from 2008 to 2012.

The data set was adapted from the [Chinook database offered at Codeplex](). The data set was adjusted for purposes of visualizations using Tableau.

When you go through the exercises in the workbook, you will acquire skills and familiarity that you can use when visualizing other data sets.

Directions

Before you proceed, check out the "Terminology and Interface" dashboard. This will help you with some of the common Tableau terminology and Tableau Desktop interface components. You can always come back to the dashboard for reference at any time during your exercise.

Directions for each exercise are contained in a caption. If the caption is long, you can click on the caption area and scroll down to see the rest of the instructions. You can also hide the caption to increase your workspace by clicking on the Caption title dropdown and selecting "Hide Card". If you wish to show the caption again, you can bring it back by clicking on the Worksheet menu > Show Caption.

Dashboarding

While most of the assignment contains explicit instructions, for the dashboarding exercise, you have the freedom to arrange the worksheets and add additional components such as images, text, and blank spaces as you see fit. You can also add interactivity so that the people who are using your dashboard can explore the data and get insights without having to re-design the worksheets.

Here are some items to consider:

Additional Instructions
Make your dashboard and its interactivity components as easy to understand as possible by adding additional instructions. You can do this by adding "text" components in your dashboard.

Floating Dashboard Elements
You can add dashboard items such as worksheets as floating elements. These elements are useful for overlaying other parts of visualizations, allowing you to be efficient with your use of space. To make an element floating, click on an element's top right border arrow to reveal a dropdown menu, and select "Floating". Alternatively, you can hold down the shift key and drag an element to make it floating.

Global Filters / Quick Filters
You can make any of the local filters you created at the worksheet level visible at the dashboard level. While in the dashboard, click on that worksheet's dropdown menu and select "Quick Filters". Filters are most often optimally placed near the worksheet or worksheets they filter to make it as easy for your audience to understand as possible.

A quick filter in a dashboard can apply to one worksheet, specific worksheets, or all worksheets that use the same data source. To set this up, click on that quick filter's dropdown menu and choose "Apply to Worksheets". Choose which level you want this filter applied to.

Worksheet Title

You can enhance your dashboard by changing the title of each worksheet so it reflects the values selected in the global filter.

You can right click on the worksheet Title > Edit Title. You can set an appropriate title that incorporates the field used in the global filter. For example:

Most Popular Genre in <Region>.

Turning in Your Worksheet

- Ensure that your assignment satisfies all of the conditions on the grading rubric.
- When you are ready, upload the extracted workbook (.twbx) by selecting "Export Packaged Workbook."