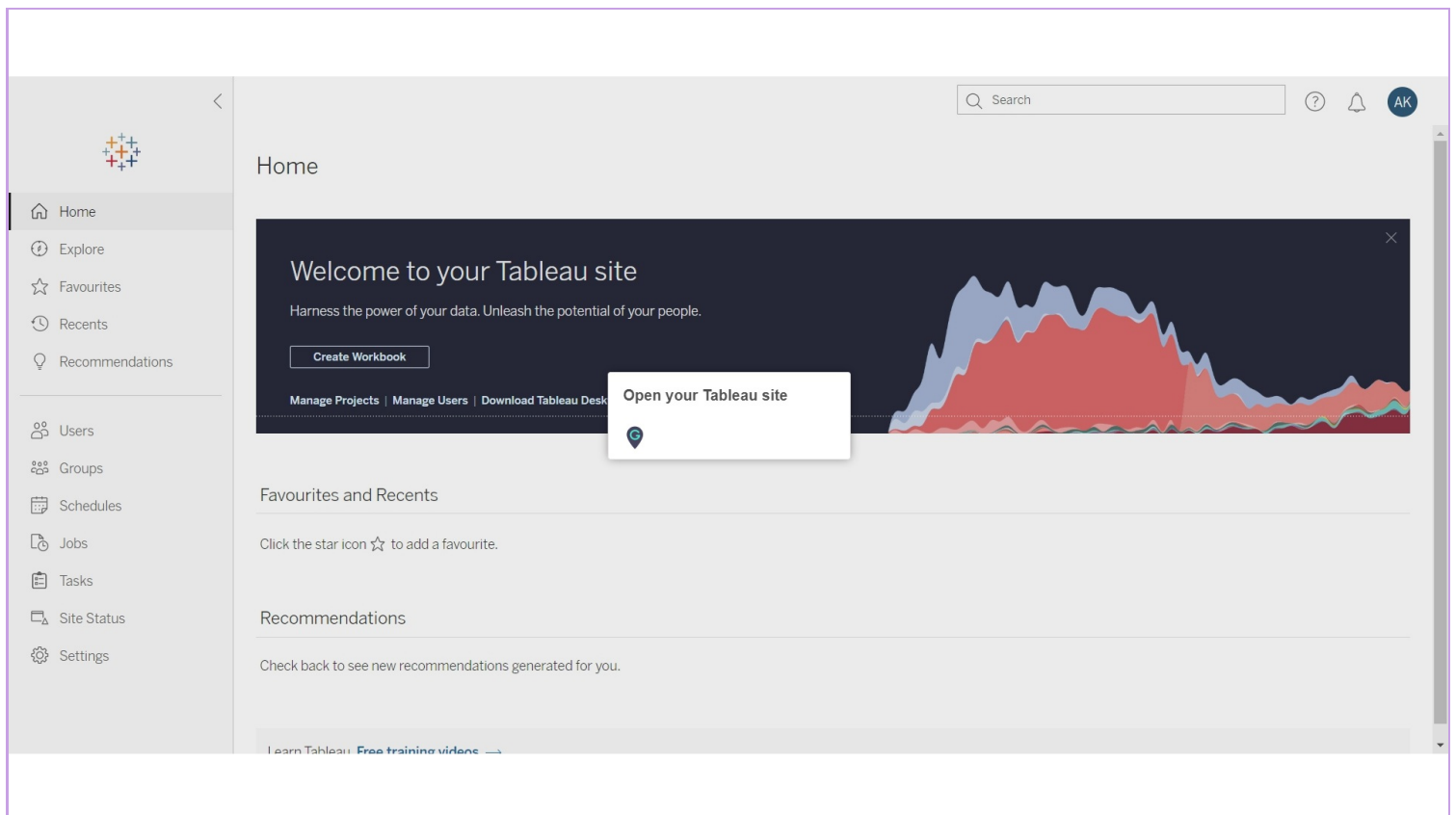




How to Create a New Workbook on Tableau online

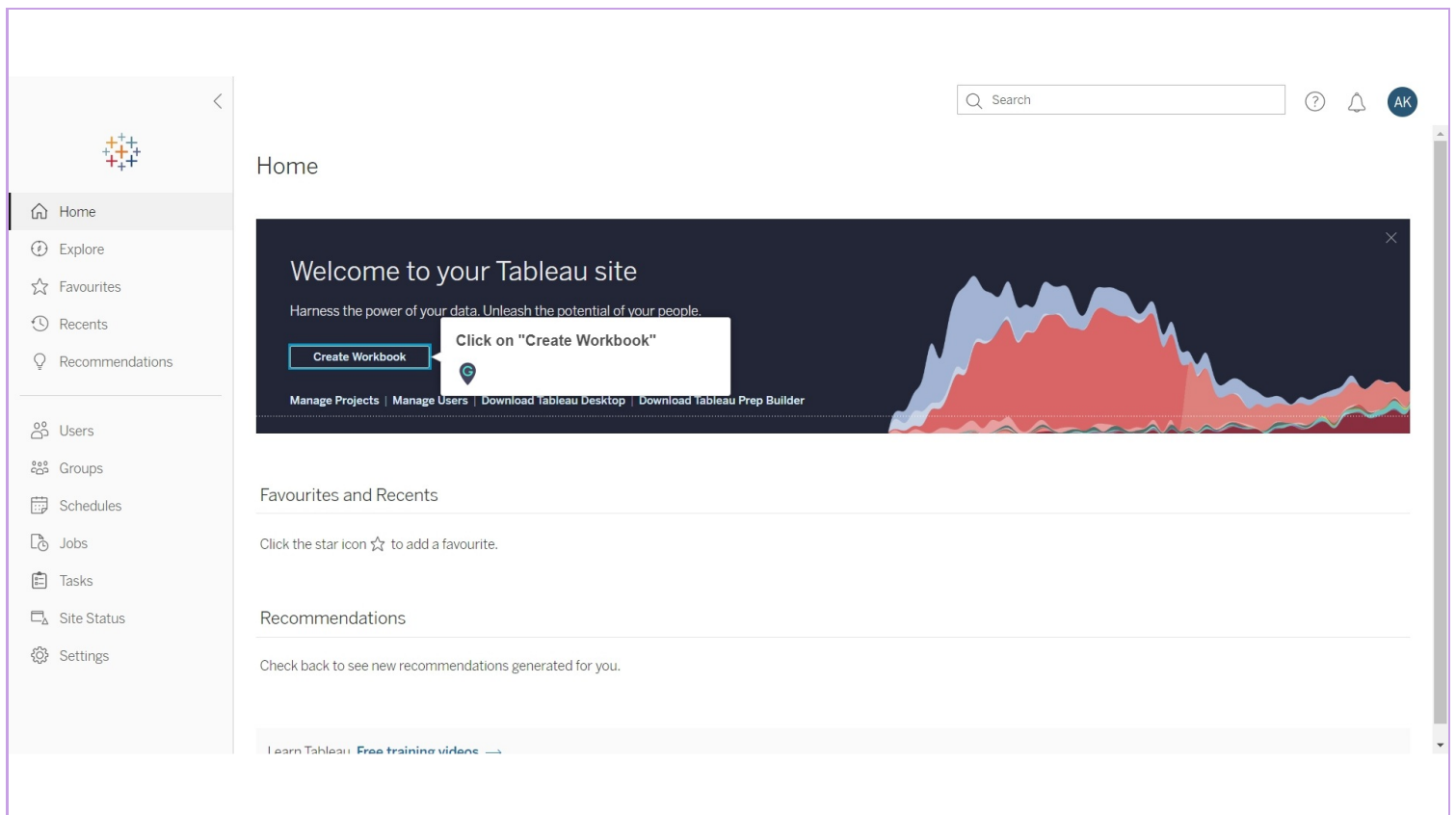
Step: 01

Open your Tableau site



Step: 02

Click on "Create Workbook"



The screenshot shows the Tableau home page interface. On the left is a navigation sidebar with icons for Home, Explore, Favourites, Recents, Recommendations, Users, Groups, Schedules, Jobs, Tasks, Site Status, and Settings. The main content area is titled "Home" and features a search bar, help, and notification icons. A large banner at the top reads "Welcome to your Tableau site" with the tagline "Harness the power of your data. Unleash the potential of your people." Below this banner are sections for "Favourites and Recents" (with instructions to click the star icon to add a favourite) and "Recommendations" (with instructions to check back for new recommendations). A callout box with a red border and a white background points to the "Create Workbook" button in the banner, with the text "Click on 'Create Workbook'". At the bottom of the page, there is a link to "Learn Tableau: Free training videos".

Step: 03

Select an existing datasource, or create a new one

The screenshot shows the 'Connect to Data' dialog in Tableau Desktop. The dialog has a search bar and a table of data sources. The table has the following columns: Type, Name, Workbooks, Live/Last Extract, Connects To, Project, and Owner. The only entry in the table is 'Superstore Datasource'.

Type	Name	Workbooks	Live/Last Extract	Connects To	Project	Owner
	Superstore Datasource	0	Live	Sample - Superstore.xls	Samples	aishwarya karanjkar

A tooltip is displayed over the 'Superstore Datasource' entry, containing the text: 'Select an existing datasource, or create a new one'.

Step: 04

Click on "Connect"

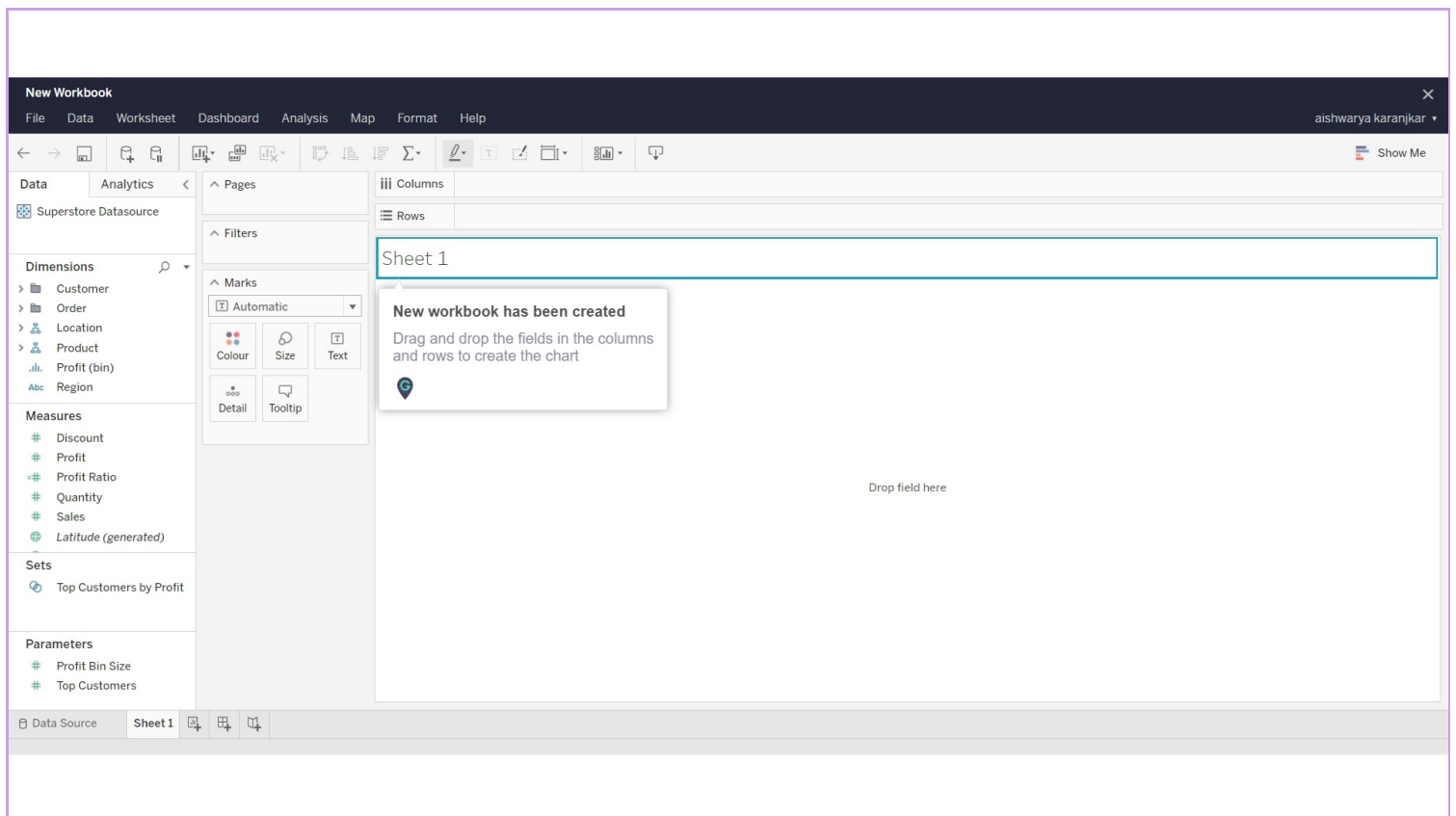
The screenshot shows the 'Connect to Data' dialog box in Tableau Desktop. The dialog has a search bar and a table of data sources. The table has the following columns: Type, Name, Workbooks, Live/Last Extract, Connects To, Project, and Owner. One data source is listed: 'Superstore Datasource' with 0 workbooks, a live status, connected to 'Sample - Superstore.xls', project 'Samples', and owner 'aishwarya karanjkar'. A callout box with a location pin icon points to the 'Connect' button at the bottom right of the dialog.

Type	Name	Workbooks	Live/Last Extract	Connects To	Project	Owner
	Superstore Datasource	0	Live	Sample - Superstore.xls	Samples	aishwarya karanjkar

Step: 05

New workbook has been created

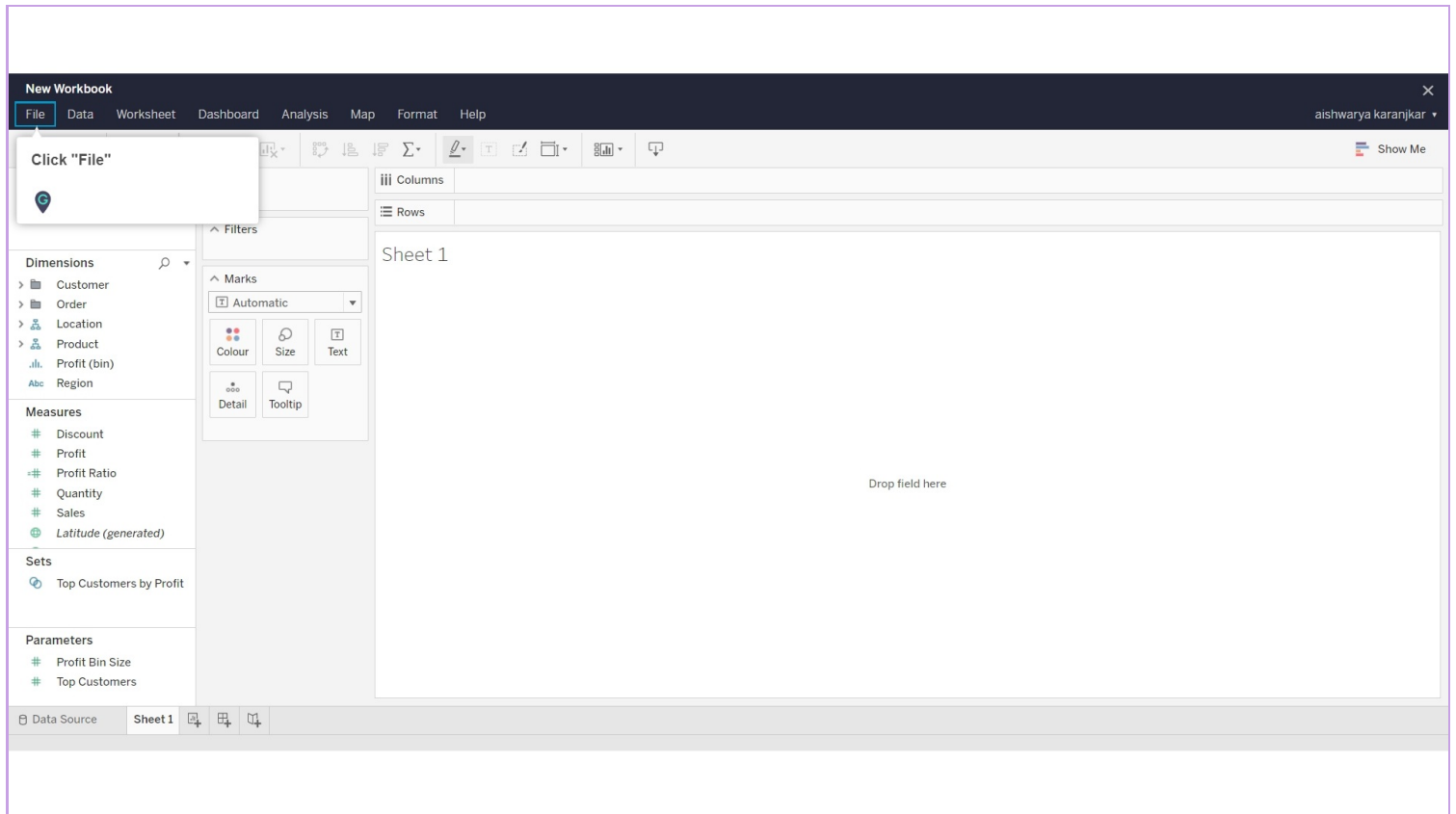
Drag and drop the fields in the columns and rows to create the chart



The screenshot displays the Tableau Desktop interface for a new workbook. The top menu bar includes File, Data, Worksheet, Dashboard, Analysis, Map, Format, and Help. The user's name, aishwarya karanjkar, is visible in the top right corner. The main workspace is titled "Sheet 1" and contains a message box that reads: "New workbook has been created. Drag and drop the fields in the columns and rows to create the chart." Below the message box, the text "Drop field here" is visible. The left sidebar shows the "Data" pane with "Superstore Datasource" selected. The "Dimensions" pane lists Customer, Order, Location, Product, Profit (bin), and Region. The "Measures" pane lists Discount, Profit, Profit Ratio, Quantity, Sales, and Latitude (generated). The "Sets" pane shows "Top Customers by Profit". The "Parameters" pane shows "Profit Bin Size" and "Top Customers". The bottom status bar indicates "Data Source" and "Sheet 1".

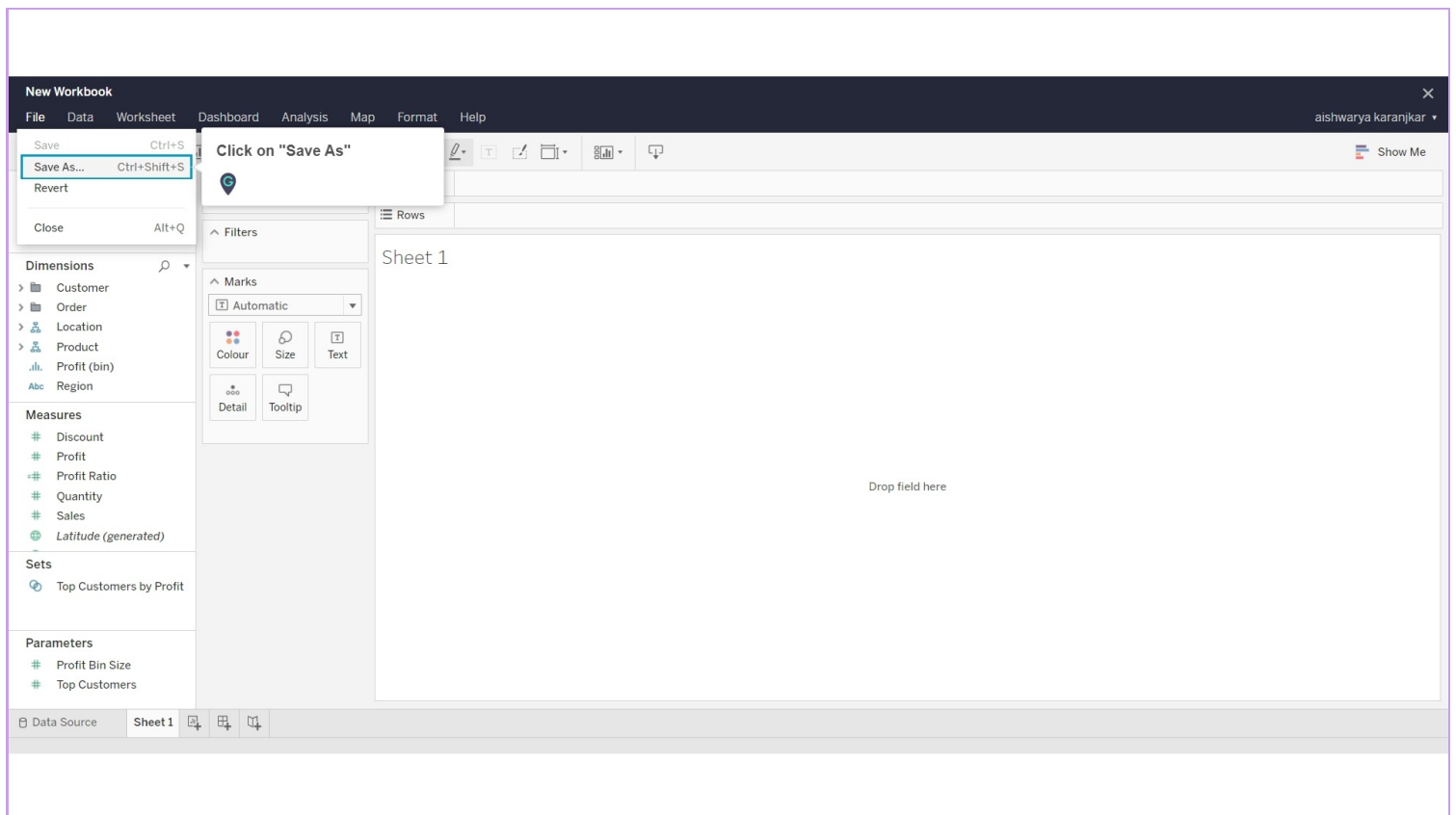
Step: 06

Click "File"



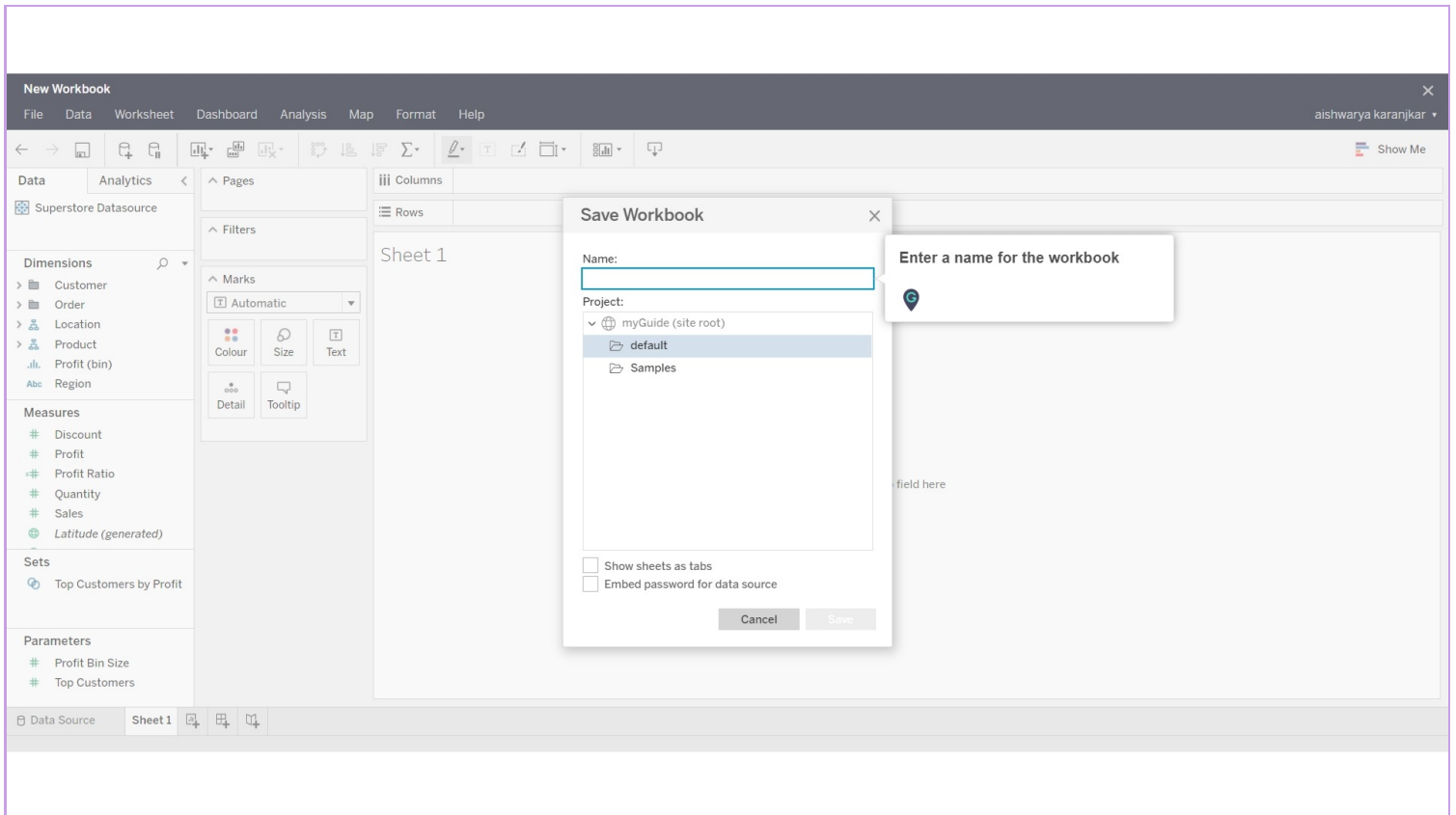
Step: 07

Click on "Save As"



Step: 08

Enter a name for the workbook



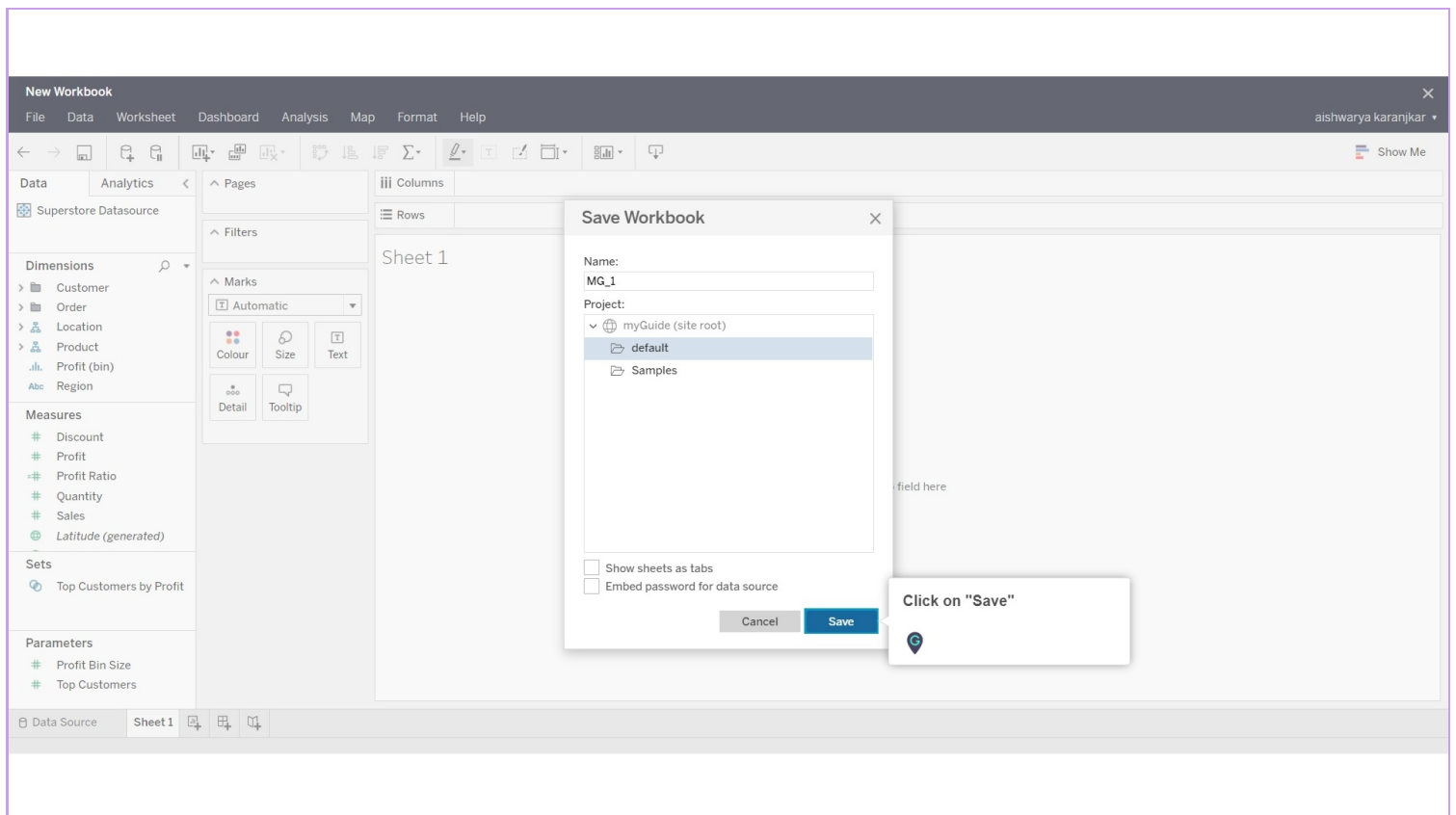
Step: 09

Select a project from the available ones

The screenshot shows the Tableau Desktop interface with a 'Save Workbook' dialog box open. The dialog box has a 'Name' field containing 'MG_1' and a 'Project' dropdown menu. The dropdown menu is expanded, showing a tree view of projects under 'myGuide (site root)'. The 'default' project is selected. Below the tree view, there are two checkboxes: 'Show sheets as tabs' and 'Embed password for data source'. The 'Save' button is highlighted. A callout box with a location pin icon points to the project list with the text 'Select a project from the available ones'. The background shows the Tableau interface with 'Sheet 1' selected and various toolbars and panes visible.

Step: 10

Click on "Save"



Thank You!

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