Instructions for Tableau Demo

1. Download “Cost of Education\_TableauDemo.xls”.
2. Sign in or create an account with Tableau Public.
	1. <https://public.tableau.com/app/discover>
3. Select Create a Viz.
4. Upload “Cost of Education\_TableauDemo.xls”.
5. On the left, drag and the sheet labeled “Data” and drop over where it days “Drag tables here”.



1. In the top right corner select “Create Extract”. A warning will pop up. Select “Create Extract” again.



1. It may take a few minutes to create the extract.
2. In the top right, Select “Publish As”.
3. Name the workbook.
4. Select “Publish”.
5. You are now ready for the Tableau. Before the session starts, login to Tableau.