Congratulations! You passed!

Grade received 100% To pass 100% or higher

Go to next item

1. 1 / 1 point

Activity overview

The video you just watched showed you how to create a dashboard in Tableau. Now, you can use the template, dataset, and instructions in this activity to create the visualization yourself. Feel free to refer back to the previous video if you get stuck.

In previous activities, you linked data sources and created data visualizations. Now, you'll use what you learned about the process of data visualization to add data to a dashboard.

By the time you complete this activity, you will be able to create and use a dashboard to present data in an accessible and interactive way. This will enable you to communicate your work and display dynamic data in professional settings.

Note: You will need the Tableau Public Desktop app to import the Dashboards Starter Template in this activity. For more information on downloading the Tableau Public app, see the Reading: Optional: Using Tableau Desktop. If you are unable to download the app to your device, use the two visualizations you created in the last Tableau activities as Sheet 1 and Sheet 2 of this activity.

What you will need

A starter template with a few existing data sources and visualizations and a data set have been provided. Click the link to the folder containing the starter template and data set.

If you are logged into your Google Account:

Click and drag to highlight both the template and the data set. Then, right-click on the selected files and click Download.

If you are not logged into your Google Account:

To download both items, click the DOWNLOAD ALL button in the top right corner of the page. You do not need a Google account to download the files.

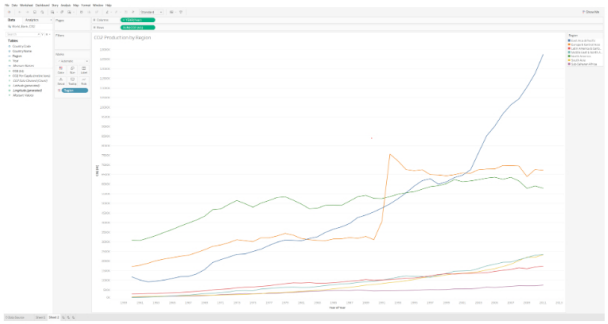
Download the starter template and data set: Starter template and data set

Open the template and load the data

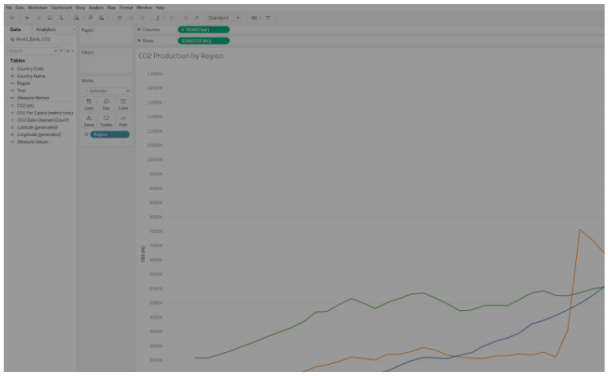
In a business context, data visualizations are most useful when they are presented in a dashboard-style format to stakeholders. Dashboards put all the pertinent information in the same place, making it easier to understand the important takeaways. Many dashboards are also constantly updating to reflect new data, and some are even interactive. No matter what style of dashboard you choose, they can help you deliver the work you've done when creating visualizations.

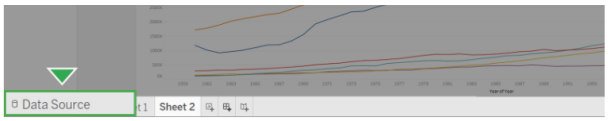
Now it's time to begin the activity. After you download the **Dashboards Starter Template**, find the file in your storage and open it in Tableau Public Desktop.

Upon opening the Tableau project template, your screen should look like this:



The Dashboards Starter Template workbook allows you to explore and manipulate the visualizations found in two sheets: **Sheet 1** and **Sheet 2**. However, the Tableau workbook does not contain the actual dataset. Next, you will load the dataset.





To load the actual dataset:

1. Click the **Data Source** tab in the bottom left-hand corner of the window. This will open the **Datasources** folder Tableau Public has created on your computer by default.

2. Navigate to the location on your computer where you downloaded the **World Bank CO2** dataset and open it.

3. Locate the **My Tableau Repository** folder on your computer. This is usually placed in the Documents folder of your local files. If you cannot find the folder, use the search bar in your computer's file explorer.

4. Double-click the folder **My Tableau Repository**, then double-click the folder **Datasources**.

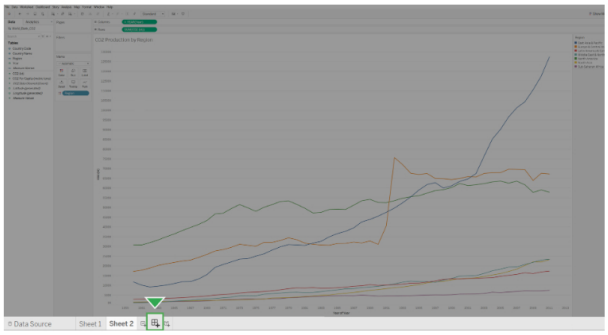
5. Drag your datasets for Tableau from where you downloaded them into the **Datasources** folder. This will help you keep track of your datasets for various projects and stay organized.

Note: As a best practice, you should always move your datasets for Tableau into the **Datasources** folder.

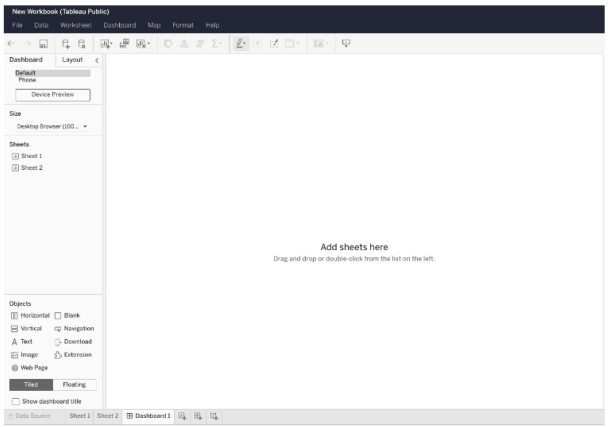
Create a dashboard

The example project contains the **World Bank CO2** dataset, with two separate visualizations. Click **Sheet 1**. This visualization shows the average CO2 per capita of each country. Now, click **Sheet 2**. This visualization is a line chart of the CO2 production of each global region over time.

You will use these visualizations to create a dashboard. Click the **Add Dashboard** button, which is the middle button on the bottom row with a symbol that appears like a spreadsheet with a plus sign.



This will open a new dashboard. Your screen should appear like this:

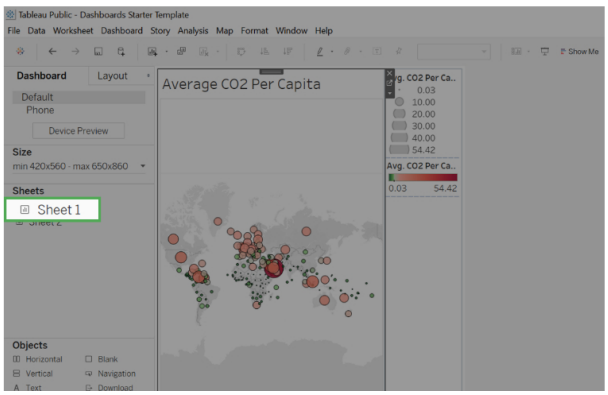


Now, you just need to add some visualizations to your dashboard.

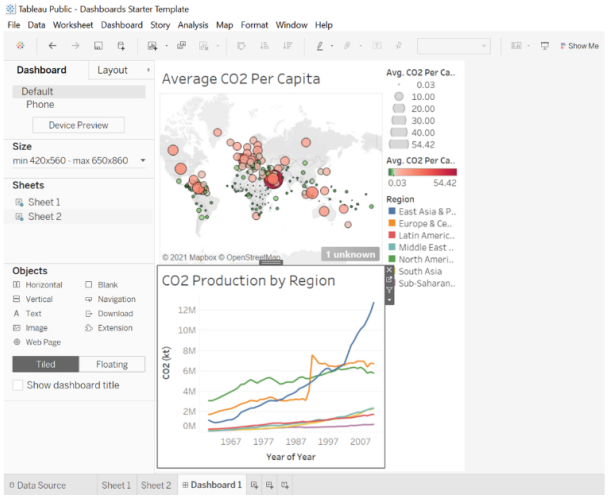
Add visualizations

To add visualizations, drag the appropriate sheets onto the dashboard in the layout that you prefer. In this case, you'll add the map visualization from **Sheet 1** on top of the line graph from **Sheet 2**.

1. Start by finding **Sheet 1** in the Sheets section on the left side of the screen. Click and drag **Sheet 1** onto the area that says **Drop sheets here**. Your screen should appear like this:



2. Click and drag **Sheet 2** onto the visualization. You'll notice that the visualization adjusts to show the layout depending on where you drag the sheet. Place **Sheet 2** so that it takes up the bottom half.



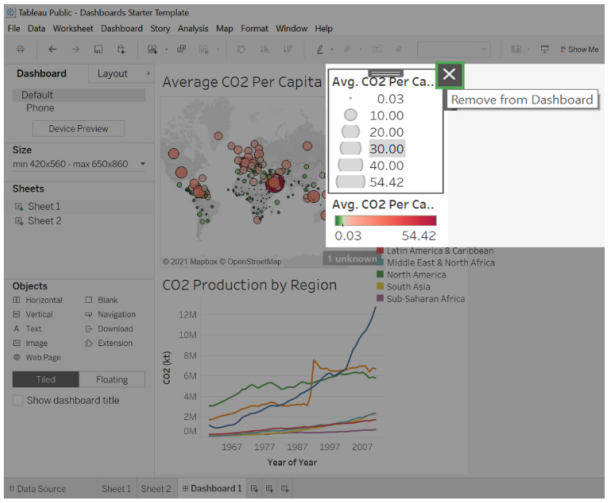
Clean the dashboard

The dashboard currently contains three legends, but only two of them are needed. The topmost legend of grayscale values represents the CO2 Per Capita by size.

CO2 per capita is represented by size and color. As such, Tableau creates two legends. To simplify the visualization, your best choice is to delete the topmost legend that corresponds to size.

The relationship between small and large emissions can be interpreted by the relative sizes of the circles. However, the color representing the number of emissions per capita is not interpretable without the legend.

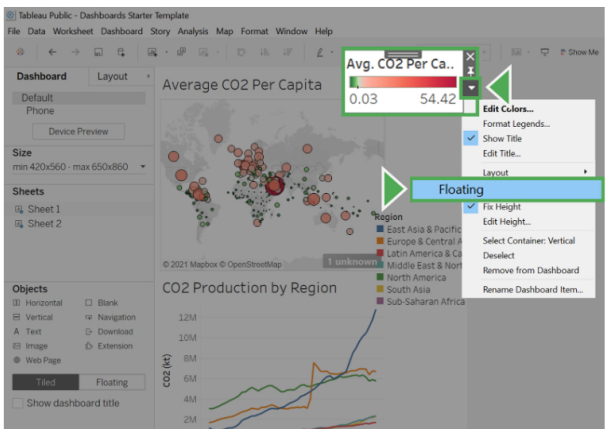
1. Delete the topmost legend. To do this, click it and then click the **X** attached to it to remove it from the dashboard.

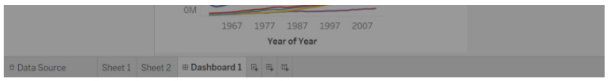


Now that it's been removed, you'll set the remaining legends to float.

2. Click on a legend.

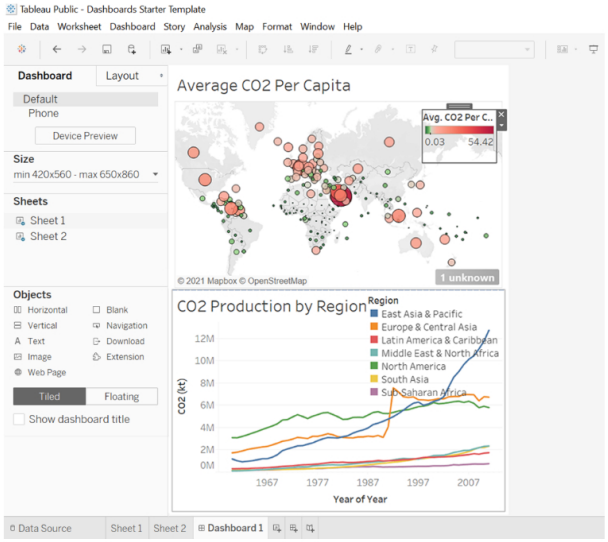
3. Click the arrow pointing downwards for **More Options**. From there, select **Floating**.





4. Drag the legend onto the top-right corner of the map visualization.

5. Repeat steps 2-4 and float the remaining legend onto the top-right corner of the bottom graph. Once you've done it, your dashboard should appear like this:



You've now created a basic dashboard. Tableau contains tons of other functionality that allows for dashboards that update in real-time or interactive dashboards and visualizations.

Reflection

In this activity, you created a dashboard that can help you share your findings. In the text box below, write 2-3 sentences (40-60 words) in response to each of the following questions:

- How did you arrange the sheets onto the dashboard to effectively present the data?
- What are some other ways in which you might use dashboards?
- Is there a dashboard that you would like to create? If so, what kinds of data might it feature?

How did you arrange the sheets onto the dashboard to effectively present the data?
Now I have visual
What are some other ways in which you might use dashboards?
presentations, data cleaning, insights

Is there a dashboard that you would like to create? If so, what kinds of data might it be?
Brazil's population data.

Correct

Congratulations on completing this hands-on activity! A good response would include how you can arrange the layout of a dashboard with visualizations and corresponding legends to help highlight key takeaways from the data.

A data analyst's effectiveness is strongly dependent on their ability to communicate their findings to stakeholders. Dashboards are an accessible and thorough way of communicating by telling stories with data visualizations.