Step 1: Prepare Your Excel Sample Dataset

Step 2: Connect Your Data to Tableau
Open Tableau and select "Connect to Data".
Choose "Microsoft Excel" and locate your prepared Excel file.
Click "Open" to load the data into Tableau.

Step 3: Create Your First Visualization
Drag the "Region" field to the Rows shelf.
Drag the "Sales" field to the Columns shelf.
Tableau will automatically create a bar chart.

Step 4: Create Basic Charts Using the Show Me Panel

Line Chart:
Select the " " field and drag it to the Columns shelf.
Drag the " " field to the Rows shelf.
Click on the "Show Me" panel and select the line chart option.

Bar Chart:
Ensure the " " field is in the Rows shelf and " " in the Columns shelf.
If not already a bar chart, select the bar chart option from the "Show Me" panel.

Tree Map:
Remove any existing fields from the Rows and Columns shelves.
Drag the " " field to the " " card and select "Text".
Drag the " " field to the " " on the Marks card.
Click on the "Show Me" panel and select the tree map option.

Step 5: Customize Your Visualizations
Use the formatting options to adjust colors, labels, and tooltips for better clarity and presentation.
Save your workbook to preserve your visualizations.

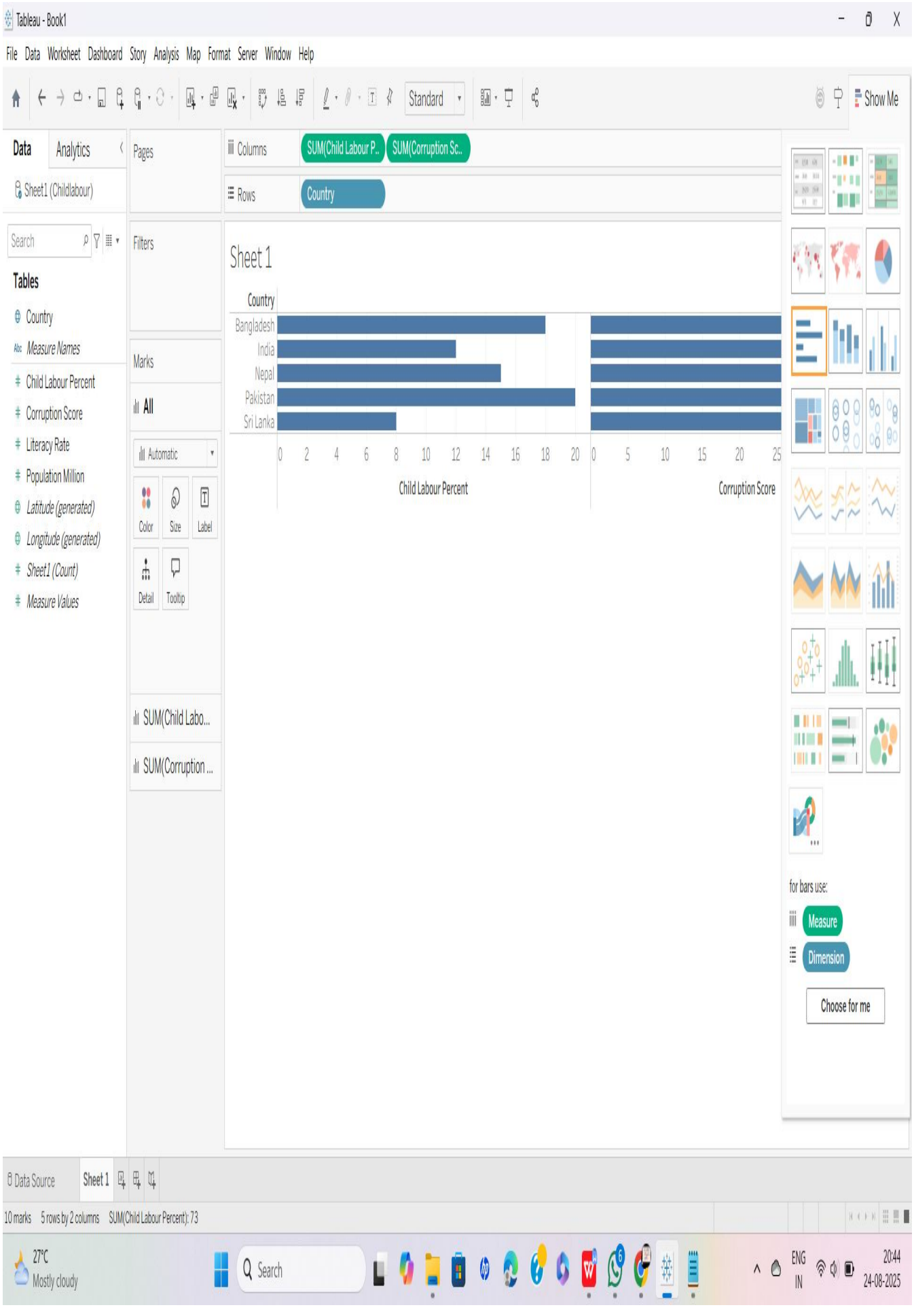
Tableau - Book1
File Data Worksheet Dashboard Story Analysis Map Format Server Window Help
Standard
Show Me
Data
Analytics
Sheet1 (Childlabour)
Search
Tables
Country
Measure Names
Child Labour Percent
Corruption Score
Literacy Rate
Population Million
Latitude (generated)
Longitude (generated)
Sheet1 (Count)
Measure Values
Pages
Filters
Marks
All
Automatic
Color
Size
Label
Detail
Tooltip
SUM(Child Labo...
SUM(Corruption ...
Columns
SUM(Child Labour P..
SUM(Corruption Sc..
Rows
Country
Sheet 1
Country
Bangladesh
India
Nepal
Pakistan
Sri Lanka
0 2 4 6 8 10 12 14 16 18 20
0 5 10 15 20 25
Child Labour Percent
Corruption Score
for bars use:
Measure
Dimension
Choose for me
Data Source
Sheet 1
10 marks 5 rows by 2 columns SUM(Child Labour Percent): 73
27°C
Mostly cloudy
Search
ENG
IN
20:44
24-08-2025

Barplot

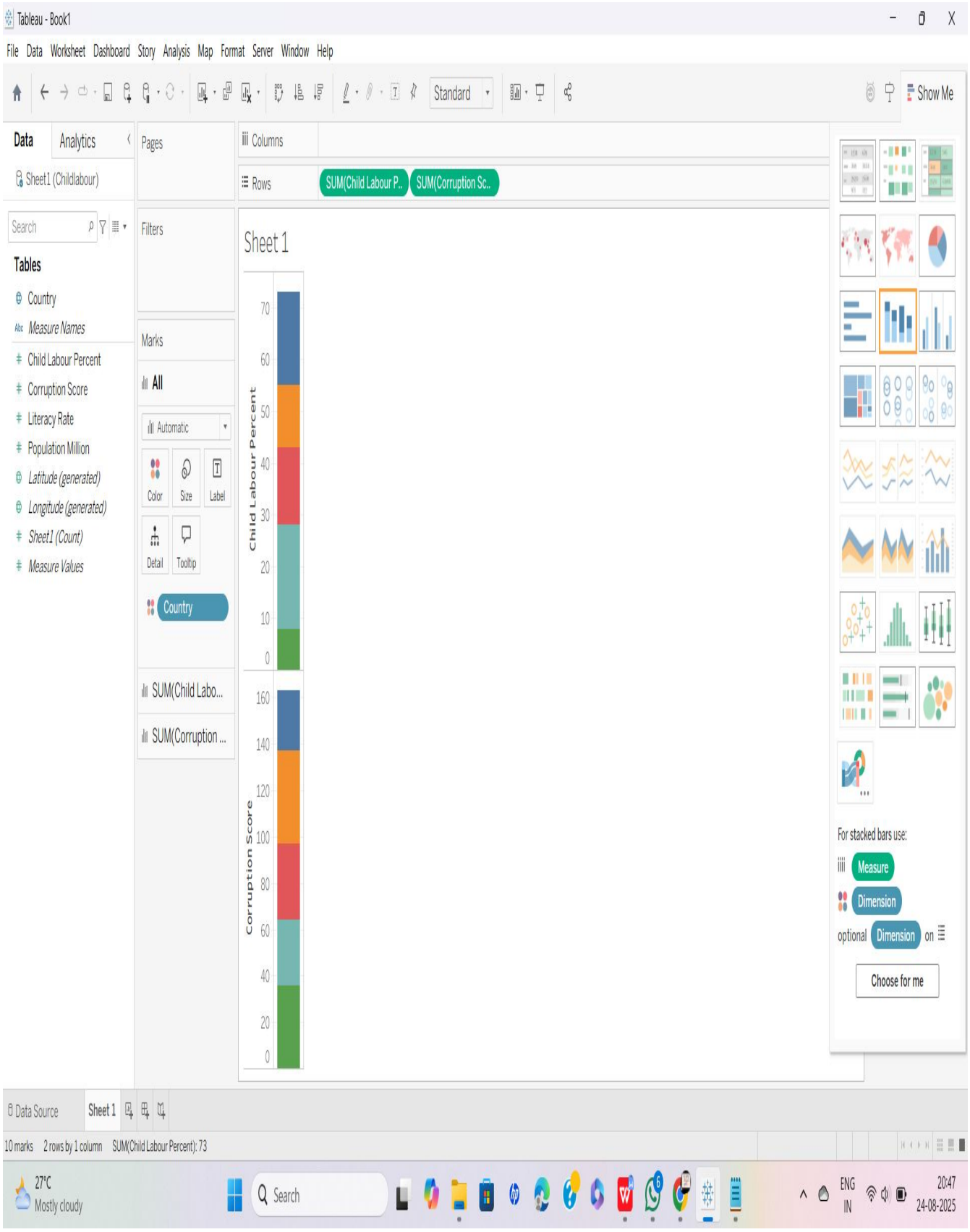
Tableau - Book1
File Data Worksheet Dashboard Story Analysis Map Format Server Window Help
Standard
Show Me
Data
Analytics
Pages
Columns
Rows
SUM(Child Labour P..
SUM(Corruption Sc..
Sheet1 (Childlabour)
Search
Filters
Tables
Country
Measure Names
Child Labour Percent
Corruption Score
Literacy Rate
Population Million
Latitude (generated)
Longitude (generated)
Sheet1 (Count)
Measure Values
Marks
All
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Color
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Country
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Sheet 1
Child Labour Percent
Corruption Score
For stacked bars use:
Measure
Dimension
optional
Dimension
on
Choose for me
Data Source
Sheet 1
10 marks
2 rows by 1 column
SUM(Child Labour Percent): 73
27°C
Mostly cloudy
Search
ENG
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24-08-2025

TREE MAP

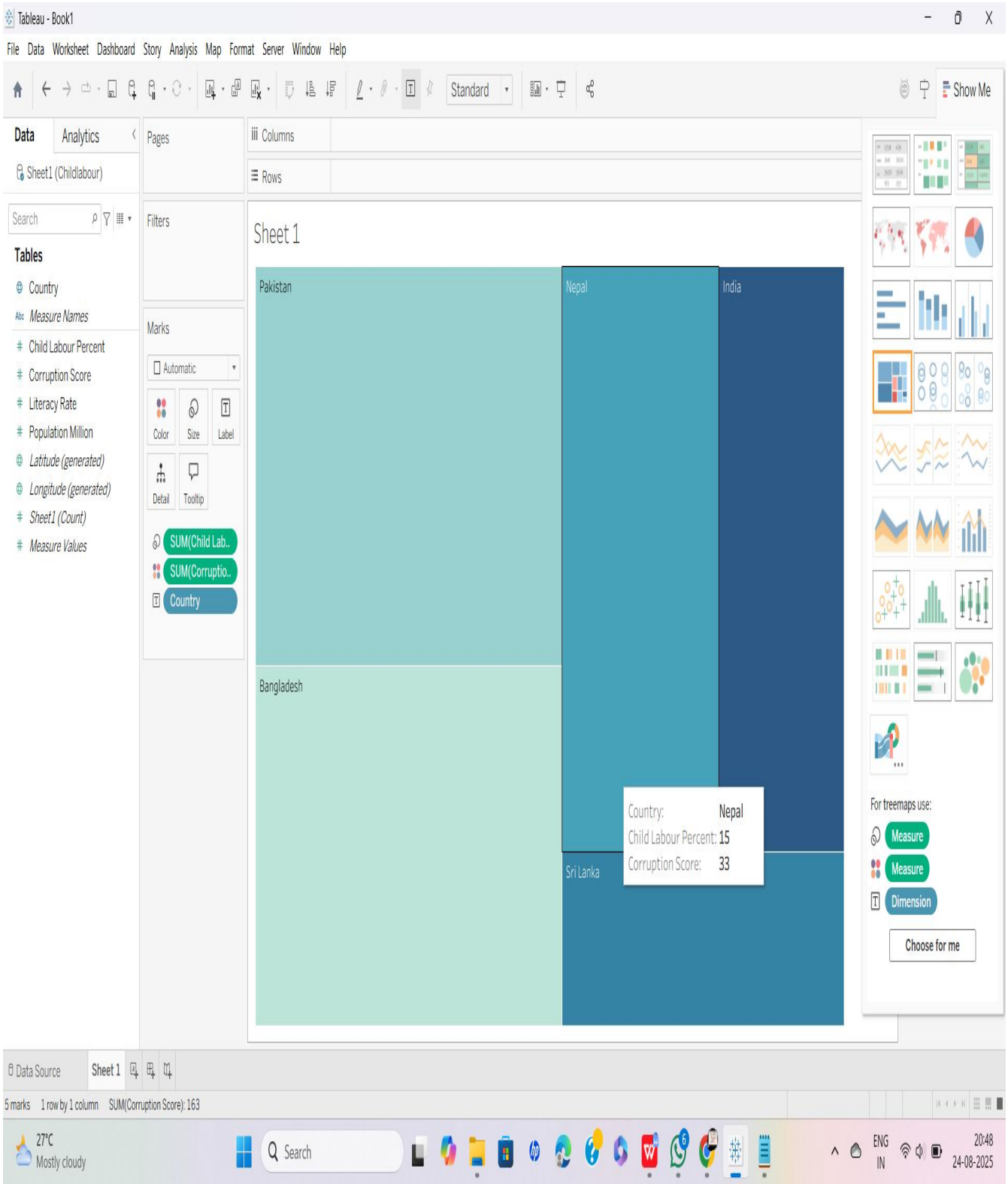
Tableau - Book1
File Data Worksheet Dashboard Story Analysis Map Format Server Window Help
Standard
Show Me
Data
Analytics
Sheet1 (Childlabour)
Search
Tables
Country
Measure Names
Child Labour Percent
Corruption Score
Literacy Rate
Population Million
Latitude (generated)
Longitude (generated)
Sheet1 (Count)
Measure Values
Pages
Filters
Marks
Automatic
Color
Size
Label
Detail
Tooltip
SUM(Child Lab..
SUM(Corruptio..
Country
Columns
Rows
Sheet 1
Pakistan
Nepal
India
Bangladesh
Sri Lanka
Country: Nepal
Child Labour Percent: 15
Corruption Score: 33
For treemaps use:
Measure
Measure
Dimension
Choose for me
Data Source
Sheet 1
5 marks 1 row by 1 column SUM(Corruption Score): 163
27°C
Mostly cloudy
Search
ENG
IN
20:48
24-08-2025