



Reading: Follow-along guide: Work with Tableau, Part 1

This document includes detailed instructions for how to perform the data visualizations described in the video “Work with Tableau, Part 1.”

The following guide points out areas of the video that may require adjustment. These reference guides can also serve as a set of usability reminders for you to recall when using Tableau in your future career.

Instructions

- Since you've already [set up your Tableau Public profile](#), all you need to do is log in and select **Web Authoring** under **Create** in the navigation bar.
- **Upload your dataset from your computer.** Select the appropriate CSV file provided in the reading: **Download your datasets and begin presenting with Tableau.** The dataset you'll use with this instructional video is: `tableau_main_2009_to_2018.csv`.

(**Note:** Please allow several minutes for data upload into Tableau Public.)

Before you can start designing visualizations, you'll first need to upload your data. You'll need to upload the specific dataset files to Tableau. Do not upload the entire .zip folder. When you download the zip folder from this page, your computer will automatically download a .zip file folder. The .zip folder is automatically named with a series of letters and numbers. Open up that .zip folder, then save the individual dataset files. The two files are: `tableau_main_2009_to_2018.csv` and `tableau_dataset.csv`. Once you can see the individual dataset files, proceed to upload your dataset for this video to Tableau Public.

Notice on the data source tab that you can see all of your column headers and Tableau icons that help you determine data types. In this case, you'll see a calendar icon and pound signs indicating numbers or integers.

tableau_main_2009_to_2018

tableau_main_2009_to_20...

Name
tableau_main_2009_to_2018.csv

Fields

Type	Field Name	Physical Table	Rem...
Date	Date	tableau_main_2009...	date
#	Number Of Strikes	tableau_main_2009...	numb...
#	X Coord	tableau_main_2009...	x_coord
#	Y Coord	tableau_main_2009...	y_coord

tableau_main_2009_to_2018.csv
Date
Number Of Strikes
X Coord
Y Coord

Need more data?

Update Now
Update Automatically

- Click on **New Worksheet**.

(**Note:** Please allow several minutes for data to import into a new worksheet.)

Data Source
Sheet 1

[+]

Notice the green and blue fields and the gray line dividing them. As you'll remember from the video, blue indicates a discrete field and green indicates a continuous field. The gray line divides the dimensions from the measures, with dimensions above and measures below the line.

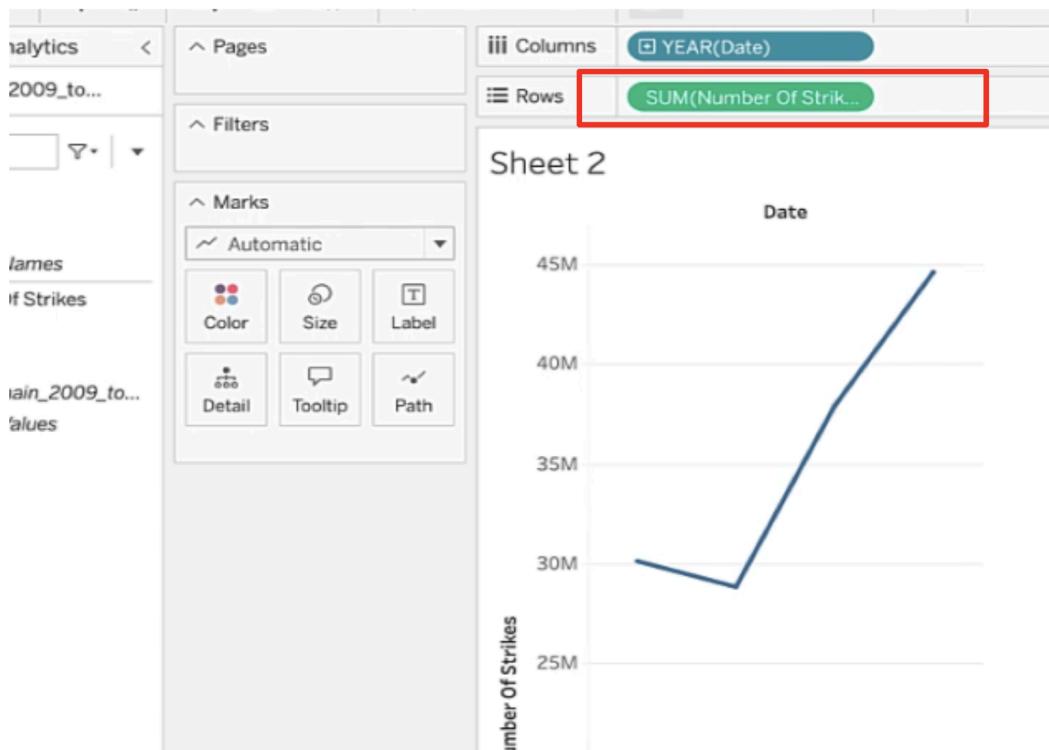
- Drag **Date** into Columns shelf.

The screenshot shows the Tableau Data Editor interface. On the left, the 'Tables' pane lists several data sources: Date, Measure Names, Number Of Strikes, X Coord, Y Coord, tableau_main_2009_to..., and Measure Values. The 'Marks' pane is set to 'Automatic'. In the top right, the 'Columns' shelf is visible, with a red box highlighting the entry 'YEAR(Date)'. Below the shelf, the 'Sheet 2' view displays a simple table with four columns labeled 'Date' and four rows labeled '2009', '2012', '2015', and '2018', all containing the value 'Abc'.

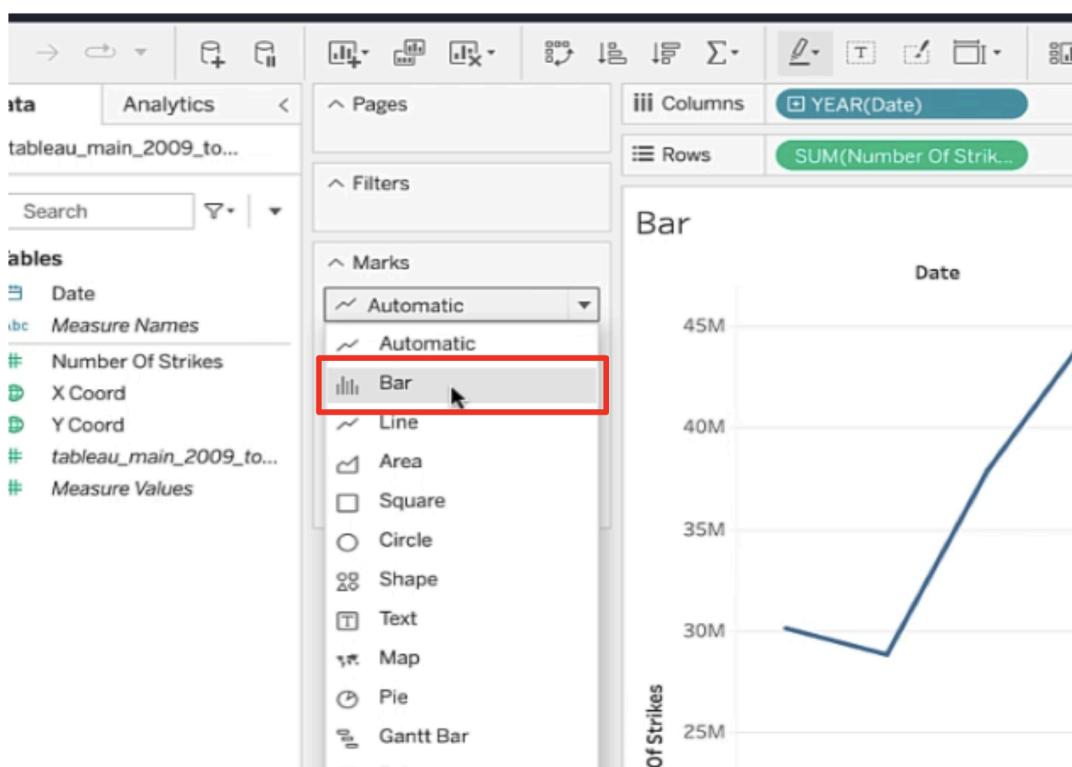
- Click on the drop down menu of the date field. Ensure there is a checkmark next to Year.

This screenshot shows the context menu for the 'YEAR(Date)' field on the Columns shelf. The menu includes options like 'Filter...', 'Show Filter', 'Show Highlighter', 'Sort...', 'Show Header' (which is checked), 'Include in Tooltip' (which is checked), and 'Standard Gregorian ISO-8601 Week-Based'. At the bottom of the menu, a sub-menu for 'Year' is open, showing the value '2015'. A red box highlights the 'Year' label and the '2015' value.

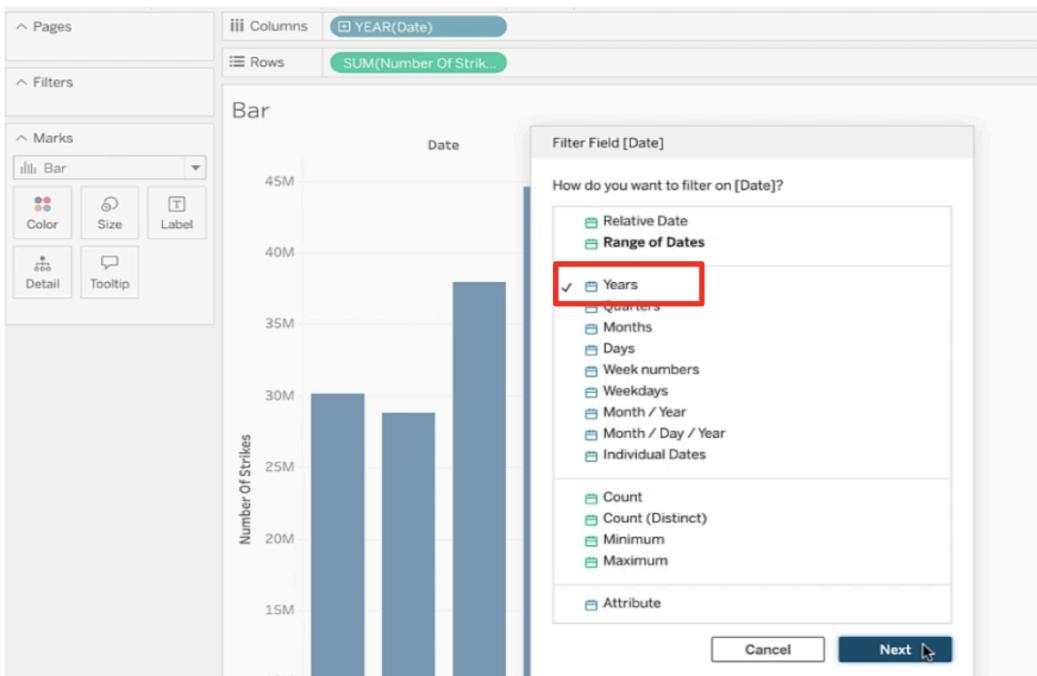
- Drag Number Of Strikes to the Row shelf. You've created a line graph.



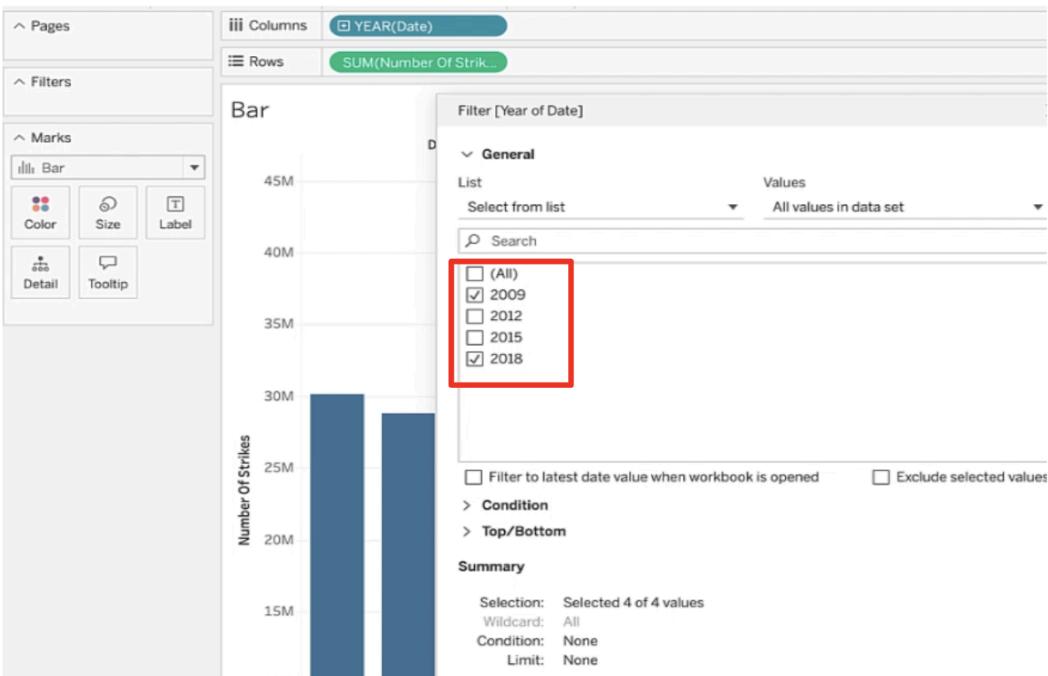
- Click on **Duplicate** worksheet in the toolbar menu.
- Click on the dropdown menu in the **Marks** field. Select **Bar**.



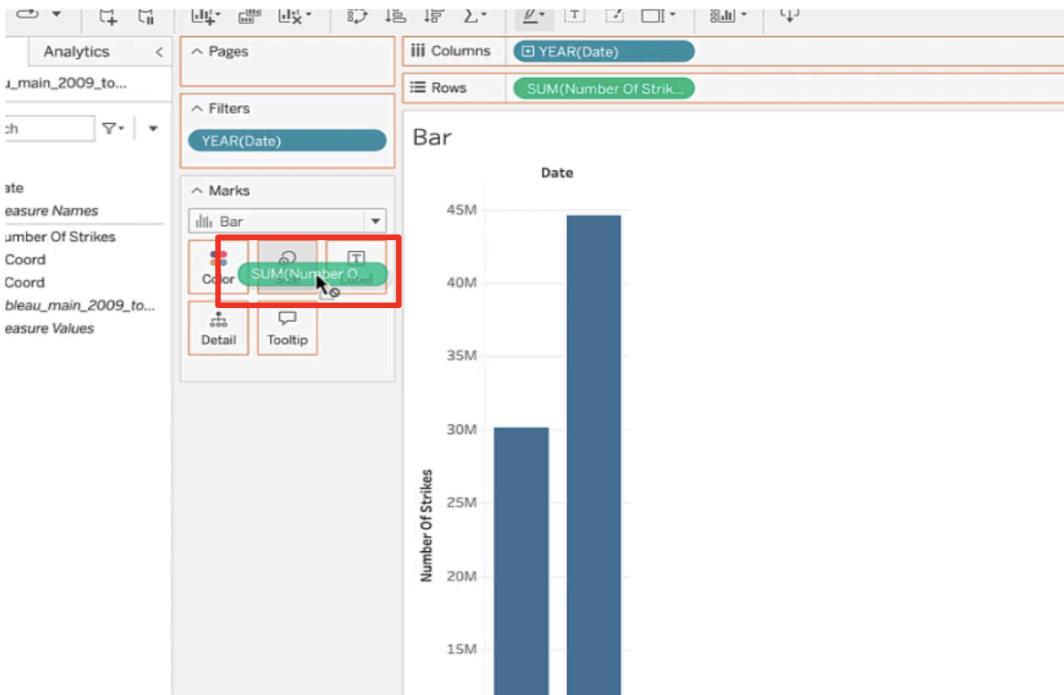
- Click **Filters**.
- Select **Years** when the pop-up window appears.
- Click **Next**.



- Select only **2009** and **2018** in the next pop-up window.
- Click **OK**.

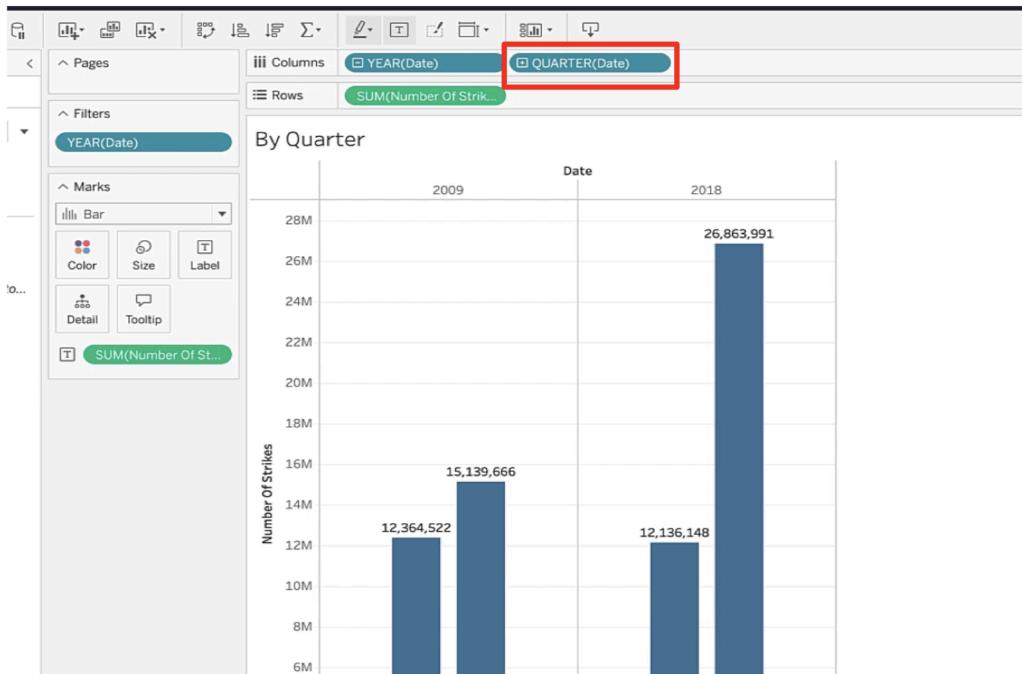


- Add labels to the bars by dragging **Number Of Strikes** to the **Label** field.

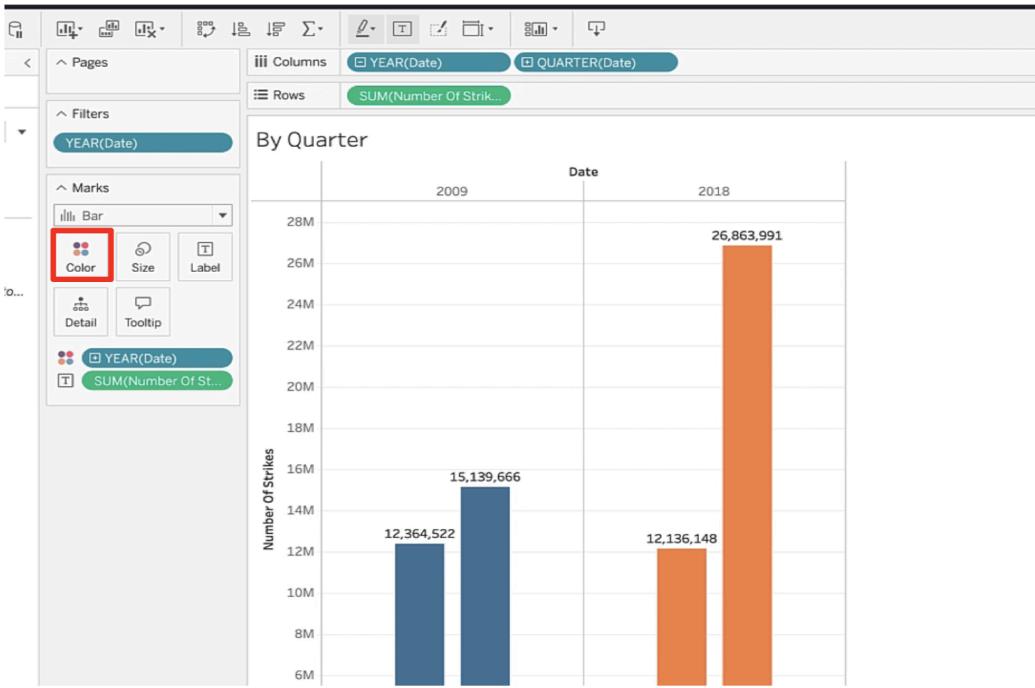


Notice the bars are labeled at the top with total number of strikes for 2009 and 2018.

- Click **Duplicate** worksheet in the toolbar menu.
- Drag **Date** to column shelf. This will automatically divide the number of strikes into quarters.



- Drag **Date** to **Color** square.



- Click on the blue drop down arrow of **YEAR(Date)** in the **Color** field and select **Quarter**.

You're done!

(Note: Be sure to save your work to your Tableau Public profile by clicking on "Publish.")

