## 1. BAR CHART

Purpose: A bar chart is used to represent data visually using rectangular bars. It helps compare values across different categories easily.

STEPS: Open Tableau Public, Load dataset. Click Sheet 1.
❖ Next, Drag Product line → to Columns and Drag Total (Sales/Amount) → toRows (vertical bars will automatically appear)
❖ In the Marks card , select Bar.
❖ On the Marks card → Click Label. Tick Show Mark Labels. Now numbers(56,145 etc.) appear on top of bars.
❖ Sort Bars (Descending) using sort icon.
❖ Formatting : Change Bar Color Click Color (Marks card) Choose Blue .
❖ Change Background Color, Go to Format → Shading.
❖ Under Worksheet → Pane → Select light green (like screenshot).
❖ Format Title, Double-click title give title as Demand comparison chart ClickOK.
❖ To change Color-Go to Format → Font → Title → Choose Color(purple/blue).
❖ Go to Format →Give Borders.
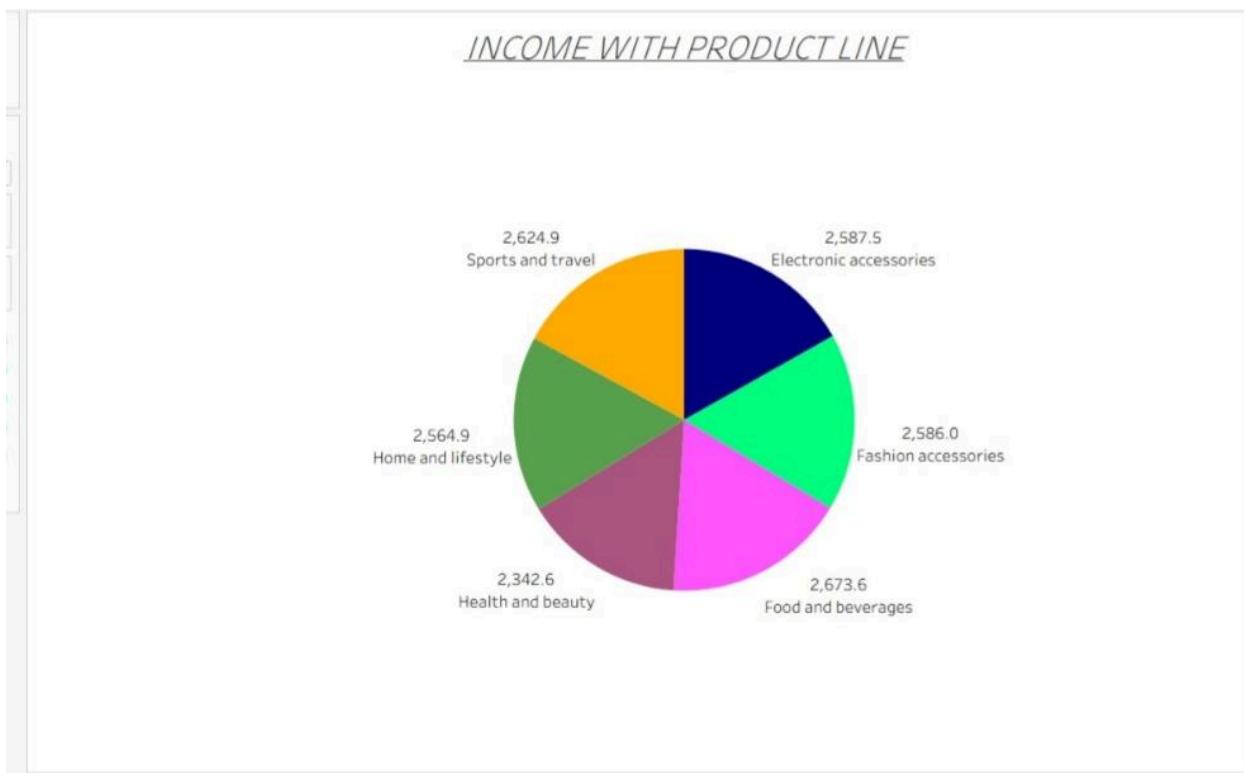
2. PIE CHART -

Purpose: A pie chart is used to represent data as parts of a whole. It shows how each category contributes to the total using slices of a circle.

STEPS: Open Tableau Public, Load dataset. Click Sheet 2.
❖ Go to Marks Card, Select Pie.
❖ Drag Payment to the colour in the mark Card
.❖ Drag Payment Again to Label, right click label and Tick Show mark Label.
❖ Drag CNT(payment) To angle and Label.
❖ For percentage, go Show Percentage on Total on label
.❖ Change Background Color, Go to Format → Shading.
❖ Under Worksheet → Pane → Select light green (like screenshot).
❖ Format Title, Double-click title give title as market share breakdown ClickOK.
❖ To change Color-Go to Format → Font → Title → Choose Color(purple/blue).
❖ Go to Format →Give Borders
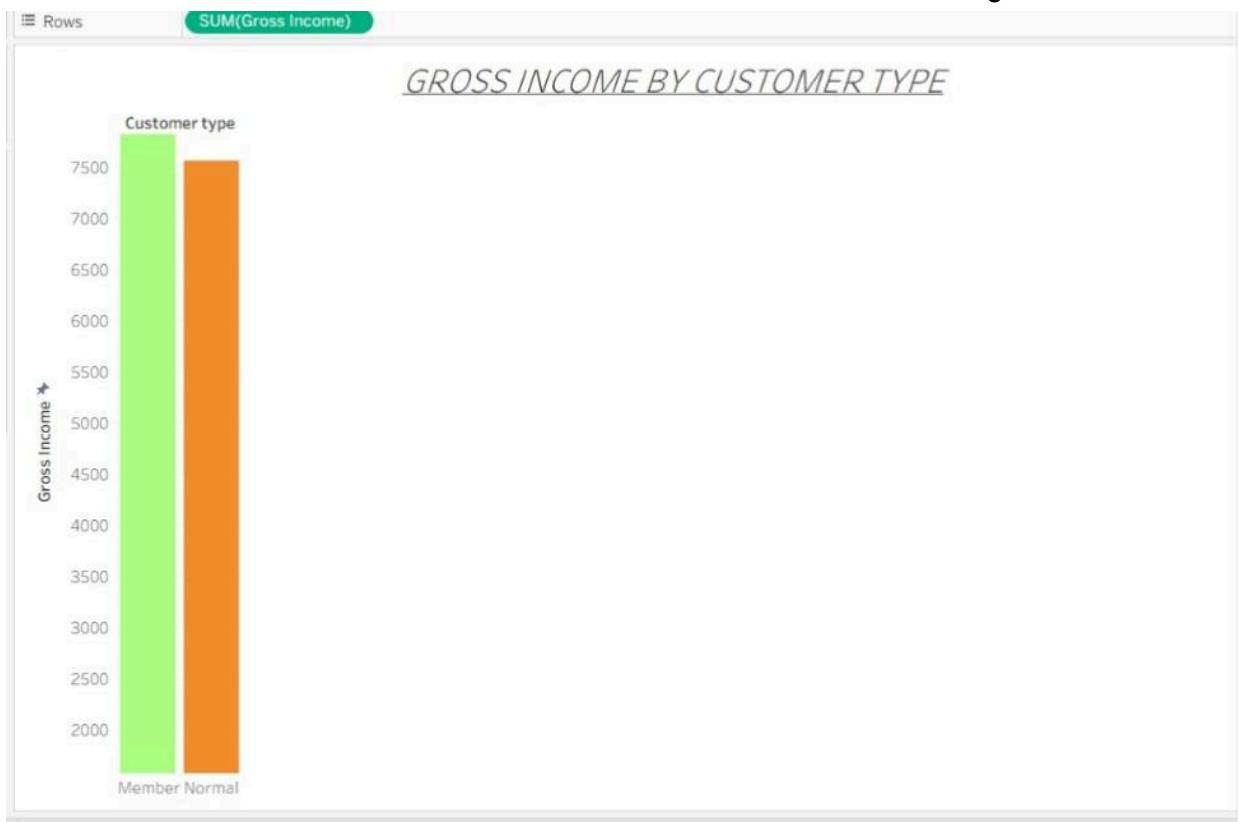
3. STACKED BAR CHART -

Purpose: A stacked bar chart is used in branch-wise sales to compare total sales of each branch and also see the contribution of different products or categories within that branch

.**STEPS**: Open Tableau Public, Load dataset. Click Sheet 3
.❖ Drag Branch to Columns And Drag Total (or Sales/Amount) to Rows
.❖ Now see simple vertical bars for each branch.
❖ Go to Marks card (left side), Click dropdown (Automatic) Select Bar
❖ Drag Gender to Color (in Marks card).(Now bars split into Male & Female colors.)
❖ Drag Gender to Label (Marks card). Then Right Click Label Show marklabels
.❖ Go to Format → Shading. Under Worksheet → Pane → Select Colour
r❖ Format Title, Double-click title give title as proportional contribution bars andClick OK
.❖ Go to Format → Font → Title → Choose Colour ,Then Go to border and give border.

4. LINE CHART -

Purpose: A line chart for monthly data is used to show how values change frommonth to month across a year or any time period.

STEPS: Open Tableau Public, Load dataset. Click Sheet 4.
❖ Drag Date to Columns and Select MONTH(Date).
❖ Drag Sum Total to Rows
.❖ Go to Marks Select Line Then Drag SUM(Total) to Label and Tick ShowMark Labels, Automatically Values appear on line.
❖ Format Line Color Choose single Color and Size Increase thickness.
❖ Go to Format → Shading. Under Worksheet → Pane → Select Colour
❖ Format Title, Double-click title give title as performance Trend line and ClickOK.
❖ Go to Format → Font → Title → Choose Colour ,Then Go to borders and give borders
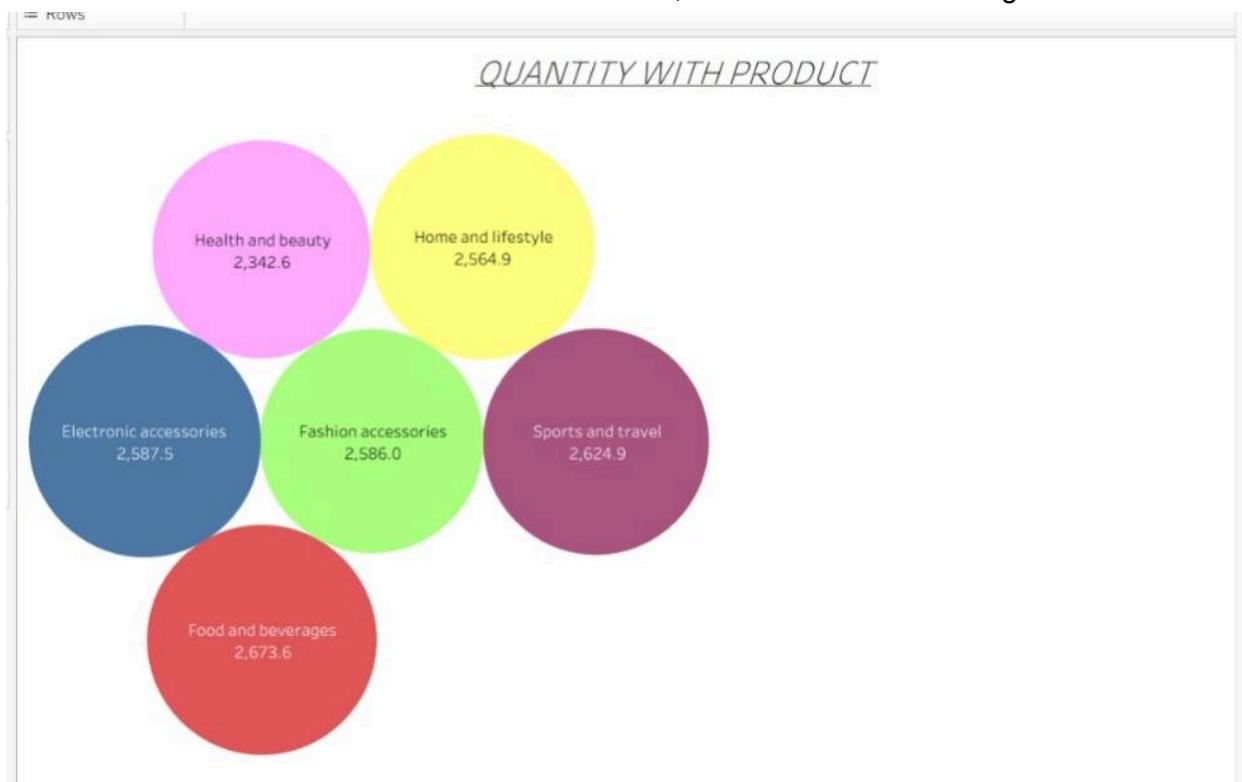
5. BUBBLE CHART -

Purpose: A Bubble Chart is used to visualize and compare product line performance using circles (bubbles).Each bubble represents one product category

.**Steps:** Open Tableau Public, Load dataset. Click Sheet 5.
❖ Go to the Marks card and change from Automatic Circle.
❖ This converts the view into a bubble-style chart or select bubble chart fromShow me.
❖ Drag Product line Label And Drag SUM(Quantity) to Size
.❖ Increase the Size slider to make bubbles more visible.
❖ Click Label and Tick Show Mark Labels.
❖ Format Axes for Right-click Unit price axis → Edit Axis and Give Title UnitPrice
❖ Drag SUM(unit price) to colour
❖ Go to Format → Shading. Under Worksheet → Pane → Select Colour .
❖ Format Title, Double-click title give title as revenue constellation and ClickOK
.❖ Go to Format → Font → Title → Choose Colour ,Then Go to borders and give borders
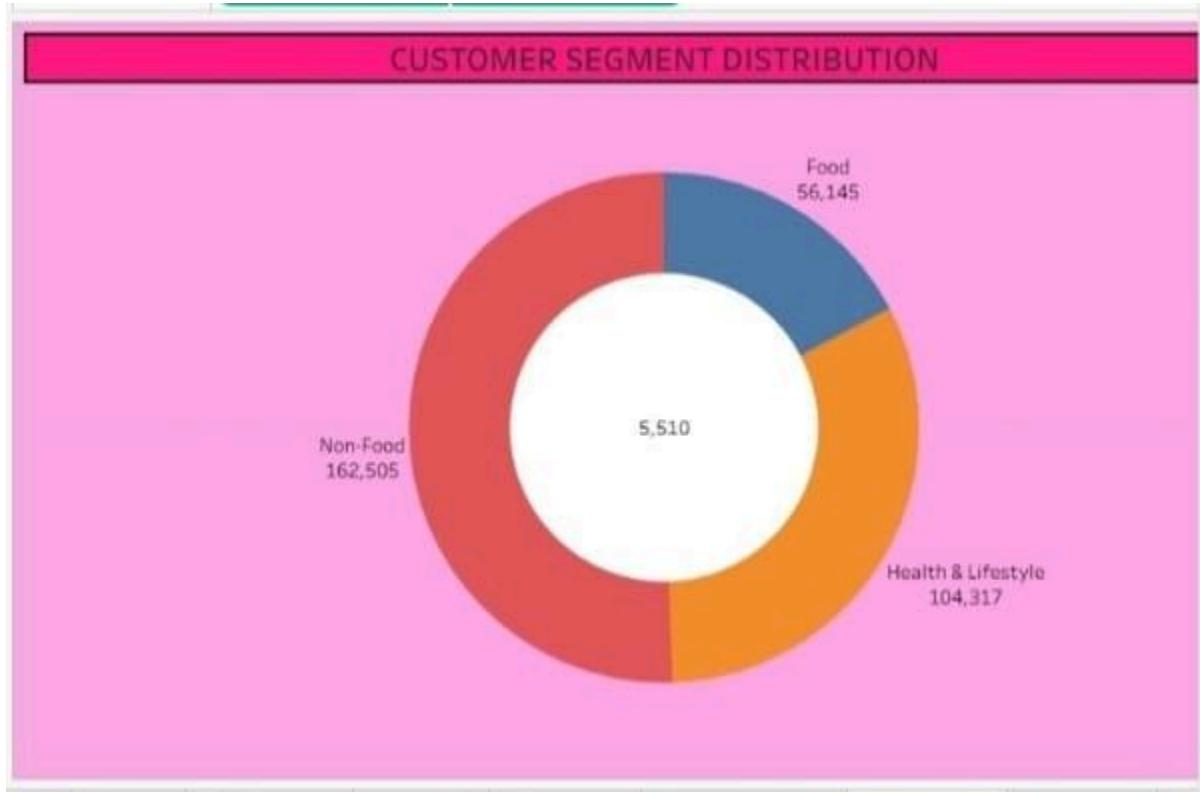
ASSIGNMENT 2

1. DONUT CHART:

Purpose:--To represent part-to-whole relationships by showing how each categorycontributes to the total value.

Steps:-- Open Tableau Public, Click Connect → Text file / Excel, Loadsupermarket_sales dataset Go to Sheet 1
➢ Drag Category to Color (Marks card) then Drag Total to Angle and Drag Total→ Label
➢ Change Marks type → Pie and For Create Dual Pie , Drag Number of Records→ Rows (twice) Right-click second axis → Dual Axis
➢ Click 2nd Marks card (AVG(Number of Records)) and Remove Category fromColor
➢ Change Color to White (or background Color) and Reduce Size Make itsmaller
➢ Go to 2nd Marks card, Drag Number of Records to Labe
l➢ Edit label to Increase font size and Align Center
➢ Go to Format → Shading. Under Worksheet → Pane → Select Colour .
➢ Format Title, Double-click title give title as customer segment distributionand Click OK
.➢ Go to Format → Font → Title → Choose Colour ,Then Go to borders and giveborders
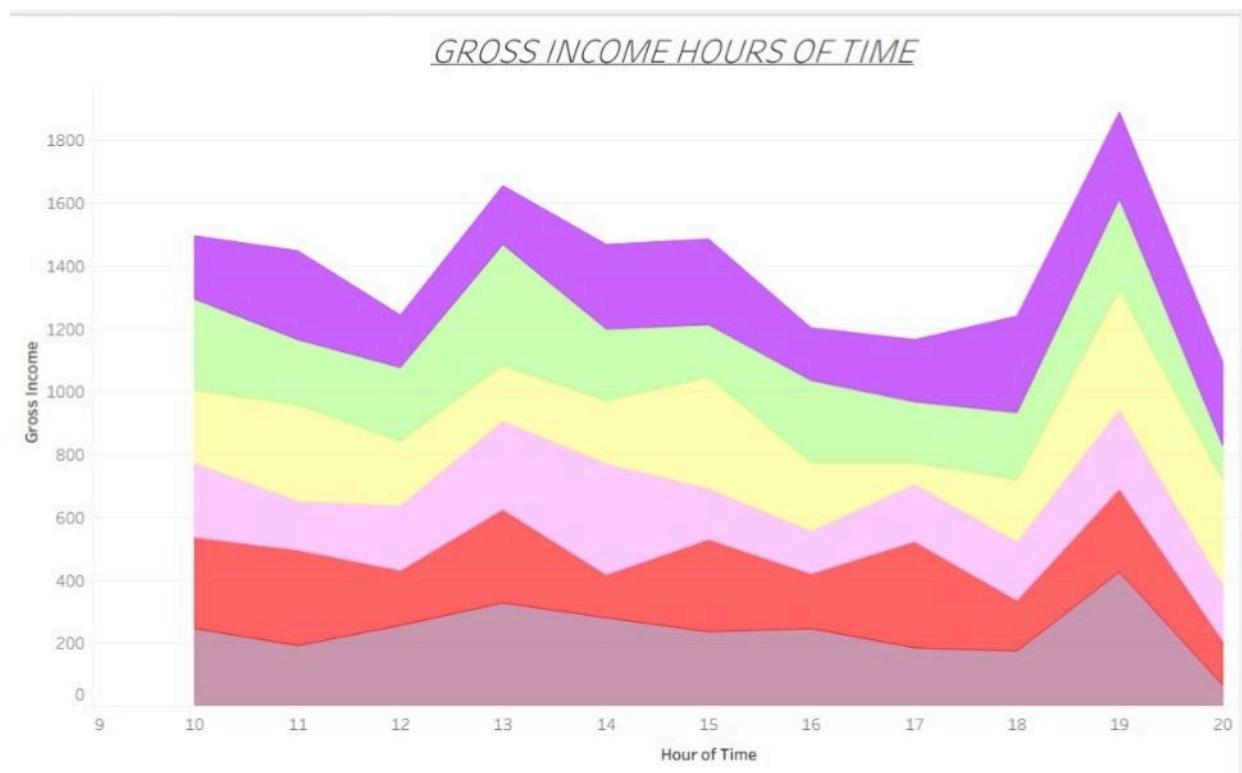
2. AREA CHART:

Purpose: To show how different categories contribute to the total over time andcompare their trends and growth.

STEPS: Open Tableau Public, Click Connect → Text file / Excel, Loadsupermarket_sales dataset Go to Sheet 2
➢ Drag Date → Columns → Change to MONTH(Date)
➢ Drag Total → Rows
➢ Drag City → Rows (place before SUM(Total))
➢ Change Marks type → Area
➢ Drag Branch → Color (Marks card)
➢ Adjust Size if needed from Size option
➢ Go to Format → Shading. Under Worksheet → Pane → Select Colour .
➢ Format Title, Double-click title give title as growth coverage map and ClickOK.
➢ Go to Format → Font → Title → Choose Colour ,Then Go to borders and giveborders

3. TEXT TABLE:

Purpose:--To display exact data values in a tabular format for detailed comparison and reporting.

Steps:--Open Tableau Public, Click Connect → Text file / Excel, Loadsupermarket_sales dataset Go to Sheet 3.
➢ From Data pane Drag Branch to Rows Then Drag Total →to Text (Markscard)
➢ Go to Marks dropdown Select Text
➢ Right-click SUM(Total) Click Format , Under Numbers Choose Currency(Custom) , Display Units Thousands (K)
➢ Go to Format → Shading. Under Worksheet → Pane → Select Colour
.➢ Format Title, Double-click title give title as data insight matrix and Click OK.
➢ Go to Format → Font → Title → Choose Colour ,Then Go to borders and giveborders

DATA INSIGHT MATRIX	
Branch	
A	$106K
B	$106K
C	$111K

4. HIGHLIGHTED TABLE:

Purpose:-- To compare sales performance across product segments using color intensity to identify high and low values quickly**.**

Steps:--Open Tableau Public → Click Connect → Text file / Excel → Load supermarket_sales dataset and Go to Sheet 4.
➢ Drag Product line to Columns Then Drag Branch to Rows.
➢ Drag Total to Color (Marks card) Next Drag Total Labe
l➢ Change Marks type Square (Or click Show Me → Highlight Table)
➢ Click Label Show mark labels Format numbers to Currency
➢ Go to Format → Shading. Under Worksheet → Pane → Select Colour .
➢ Format Title, Double-click title give title as kpi highlight dashboard and Click OK
.➢ Go to Format → Font → Title → Choose Colour ,Then Go to borders and giveborders

Sheet 12

Custome..	Product line	A Q1 Female	A Q1 Male	B Q1 Female	B Q1 Male	C Q1 Female	C Q1 Ma
Member	Electronic accessories	187.9	247.6	162.2	191.4	181.0	
	Fashion accessories	199.6	131.0	176.3	173.2	344.2	
	Food and beverages	134.7	288.0	342.1	106.6	456.5	
	Health and beauty	152.1	154.5	103.7	435.7	143.2	
	Home and lifestyle	320.9	277.0	232.6	137.3	267.1	
	Sports and travel	273.5	187.3	261.6	234.6	258.2	
Normal	Electronic accessories	286.7	150.1	226.7	231.7	246.1	
	Fashion accessories	268.8	178.3	256.1	176.0	204.4	
	Food and beverages	198.6	195.9	158.3	117.5	289.3	
	Health and beauty	120.0	173.3	201.1	211.0	163.7	
	Home and lifestyle	280.8	188.7	222.5	243.3	106.4	
	Sports and travel	112.9	348.8	177.1	278.5	277.4	

Branch / Date / Gender

5. WORD CLOUD:

Purpose:-- To visualize text data by displaying frequently occurring words in larger and more prominent sizes

Steps:--Open Tableau Public → Click Connect → Text file / Excel → Load supermarket_sales dataset and Go to Sheet 5.
➢ Go to Marks card, Select Text.
➢ Drag Product line to Text (Marks card) Now product names appear as words
.➢ Drag Quantity (or Sales / Total) to Size.
➢ Drag Product line to Color(Now each word has a different color)
.➢ Click Size , Move slider → Increase for big bold words.
➢ Go to Format → Shading. Under Worksheet → Pane → Select Colour
.➢ Format Title, Double-click title give title as data expression cloud and Click OK.
➢ Go to Format → Font → Title → Choose Colour
➢ Then Go to borders and give borders
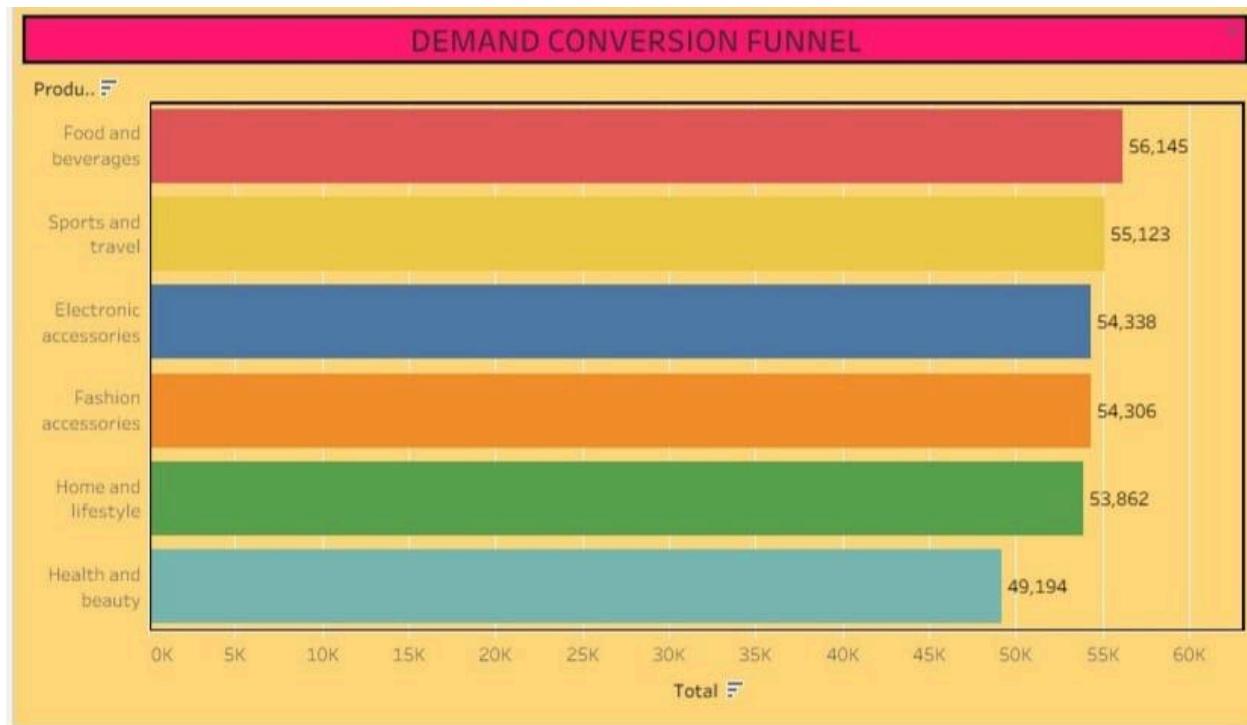
6. FUNNEL CHAR:

Purpose:-- A Funnel Chart is used to show how data moves through different stages and how the value decreases step-by-step.

STEPS:-- Open Tableau Public → Click Connect → Text file / Excel → Loadsupermarket_sales dataset and Go to Sheet 6.

➢ Drag Product line to Rows. Then Drag SUM(Total) Columns. NowHorizontal bars appear.
➢ Click Sort Descending icon
➢ Now the biggest bar on top (funnel shape order).
➢ Go to the Marks card, Select Bar .
➢ Drag Product line to Color. Now each bar gets a different color.
➢ Click Size, Drag slider for Increase width.
➢ Go to Format → Shading. Under Worksheet → Pane → Select Colour .
➢ Format Title, Double-click title give title as demand conversation funneland Click OK.
➢ Go to Format → Font → Title → Choose Colour
➢ Then Go to borders and give borders.

7. WATERFALLS:

Purpose:-- A Waterfall Chart shows how an initial value changes step-by-step due to increases and decreases. It explains how the final value is reached.

Steps:--Open Tableau Public → Click Connect → Text file / Excel → Loadsupermarket_sales dataset → Go to Sheet 7.

➢ Drag Date to Columns and Change to MONTH(Date).
➢ Drag Gross Income to Rows.
➢ Right-click SUM(Gross Income) , Select Quick Table Calculation →Running Total.

➢ Go to Marks card → Change Marks type → Gantt Bar.➢ Drag SUM(Gross Income) to SizeDrag SUM(Gross Income) to Color.

➢ Go to Format → Shading. Under Worksheet → Pane → Select Colour .

➢ Format Title, Double-click title give title as profit flow dynamics andClick OK.

➢ Go to Format → Font → Title → Choose Colour .

➢ Then go to borders and give borders .