**IMPORTING AND DOING SAMPLE VISUALIZATIONS**

In the tableau when its opened select *‘text file’* to load the file.

In the blackboard we can select the attributes and can be given some dimensions such as color, label, size etc...

Click the *‘dashboard’* next to the sheet on the bottom, then choose the *‘Size’* and to *‘Automatic’* so will get a good amount of space

**FIELDS AND BINS**

Bins

Bins are usually groupings or ranges of numerical values. So we cannot create bins for names, places like that.

In order to create bins go to the attributes in the ‘*Tables’* on the left side, right click and select *‘Create’* and *‘Bins’*.

In the attributes in the rows or columns select the dropdown and then *‘Quick Table Calculator’* and select *‘Percent to Total’*

Calculated Field

Select any attributes in the ‘*Tables’* on the left side, right click if we want then rename else go to *‘Create’* and to *‘Calculated Field’* in the box do the calculations and can be displayed by putting it on the *‘Rows’* which is next below the Columns

**SOME VISUALISATIONS**

How to increase the size of the pie chart, go to *‘Size’* and pull to increase so it become a square, then drag to increase and then drag decrease the *‘Size’*

**JOINS (RELATIONSHIPS)**

Connect the excel file, and drag the tables to the dashboard, click the joins symbols to change it to any other such as Left, Full Outer.

**PORTFOLIO PROJECT**

In order to fill the spaces in the visualisation use the captions.