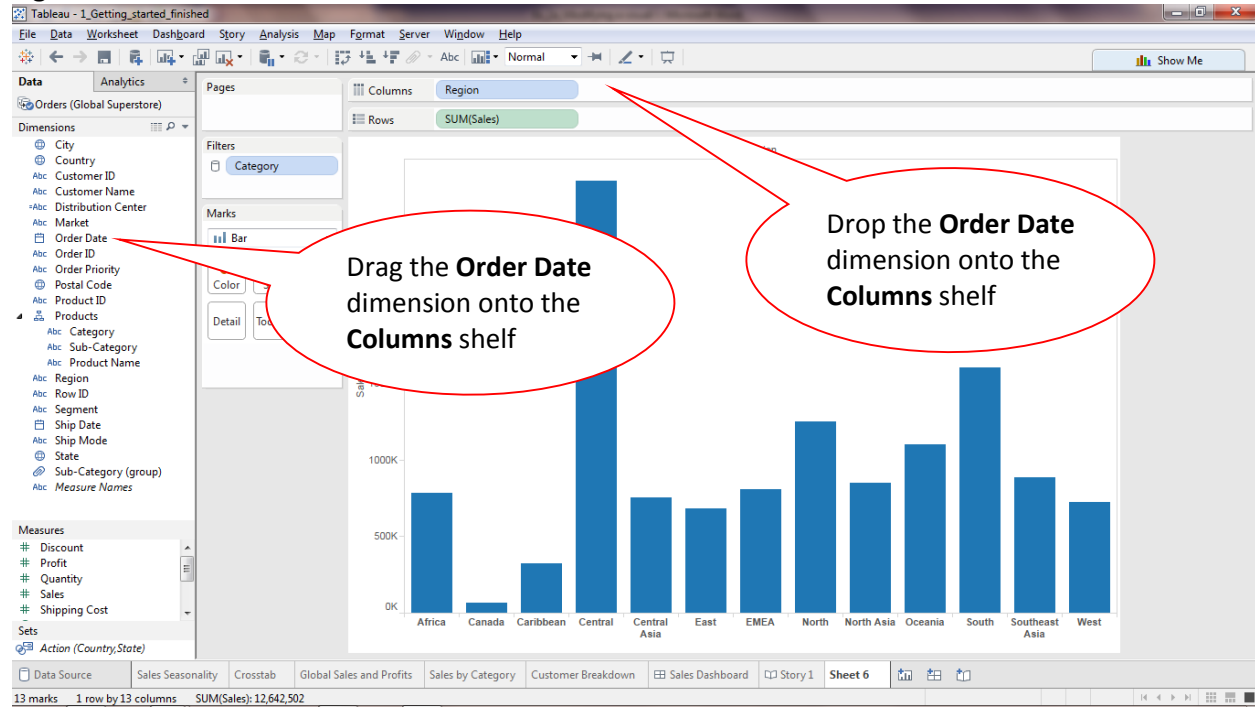**Objective:** This exercise demonstrates how a dimension or measure can be added or deleted from a visualization and, also, how to rename a dimension

We will start off with the visualization shown in Figure 1, which includes one dimension (**Region**) and one measure (**Sales**).
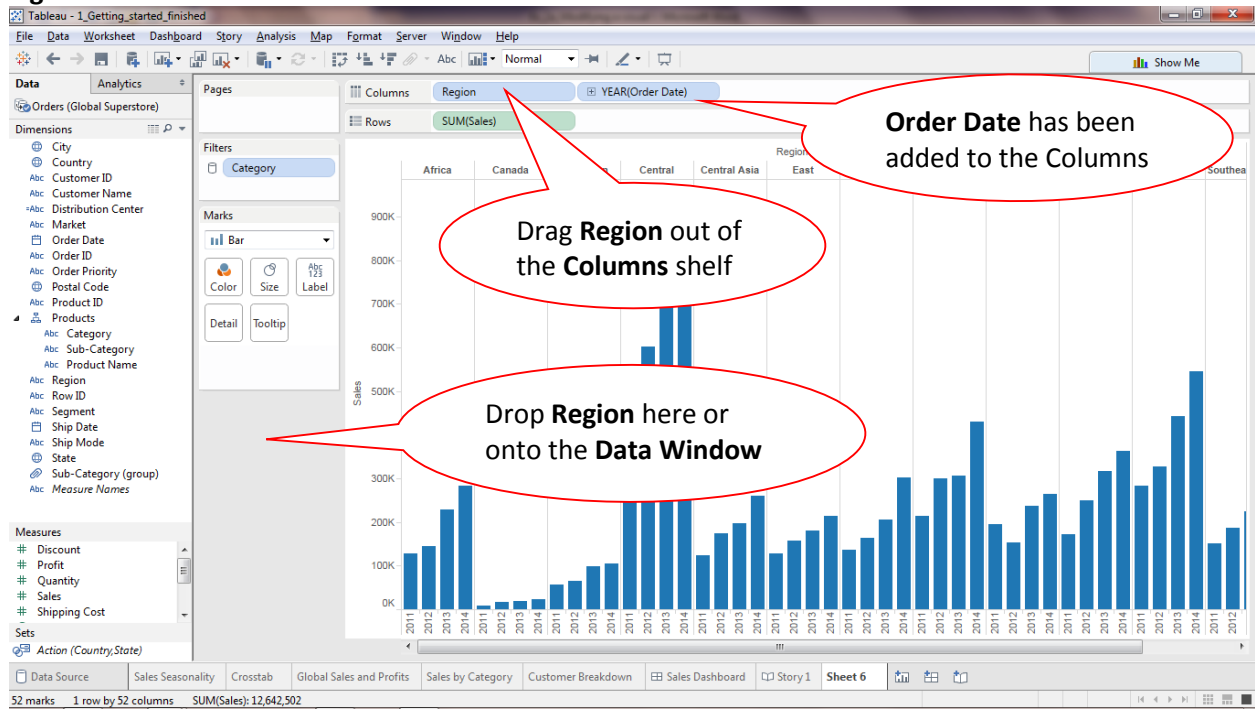
Figure 1

To add the **Order Date** dimension:
- Drag and drop **Order Date** from the **Data Window** onto the **Columns** shelf, as shown on Figure 1, which will lead to the display on Figure 2
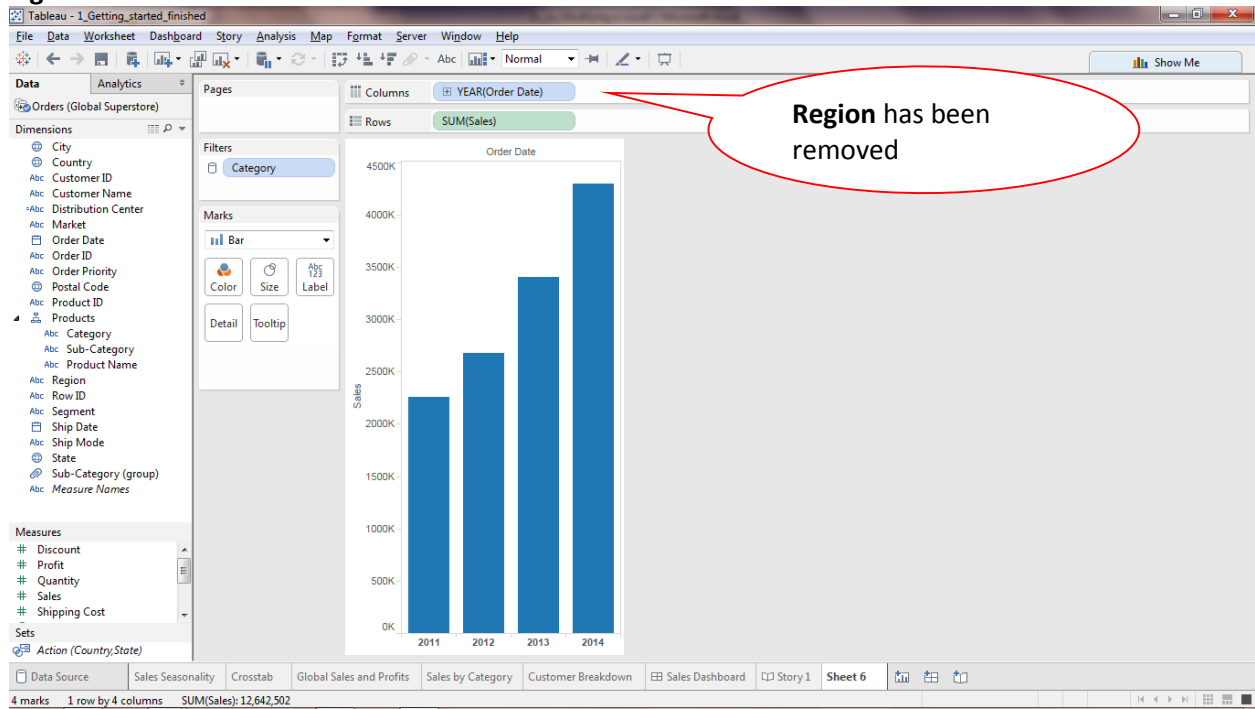
Figure 2

To remove the **Region** dimension:
- Drag and drop **Region** from the **Columns** shelf onto the **Data Window** or below the **Marks Card**, as shown on Figure 2, which will lead to the visualization displayed on Figure 3
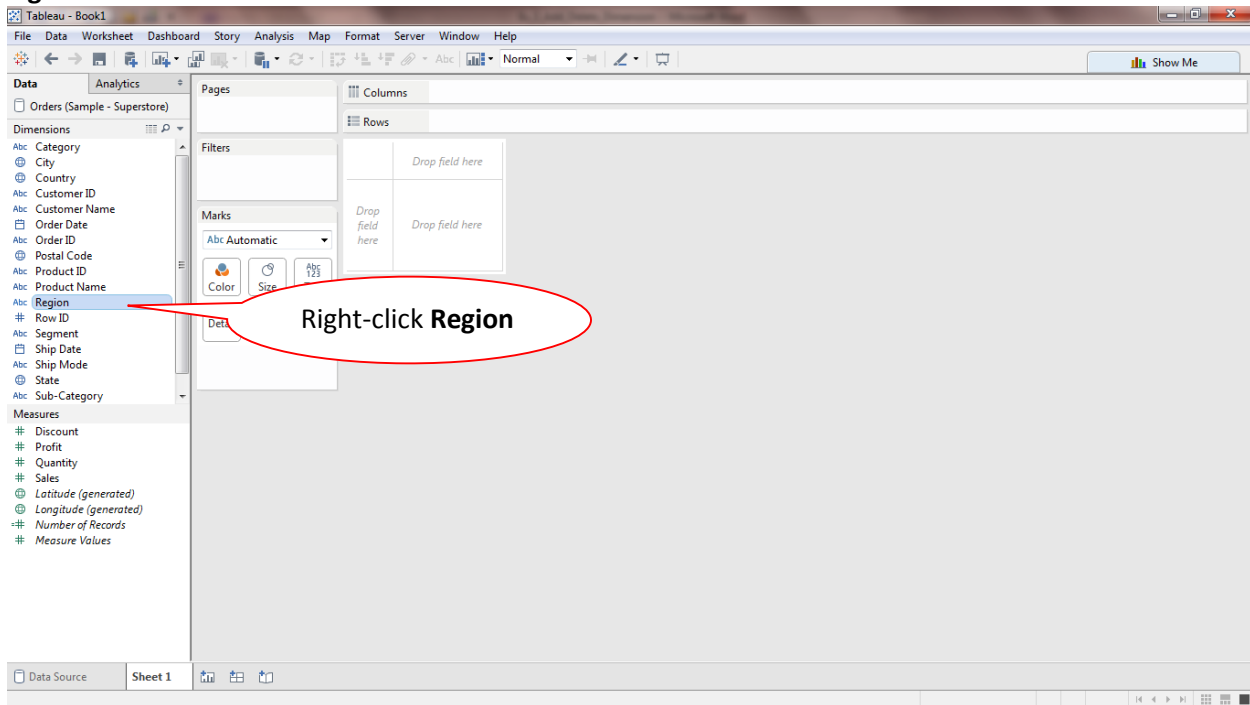
Figure 3

The procedure to add and/or delete a measure is similar to the one used to add/delete a dimension, which was demonstrated earlier in this exercise.

Sometimes, the dimensions and measures in the source files have names that are not clear to the end users. Therefore, renaming them can make the system less confusing and more user-friendly. Tableau provides the ability to rename dimensions and measures in the **Data Window**, where they are displayed.

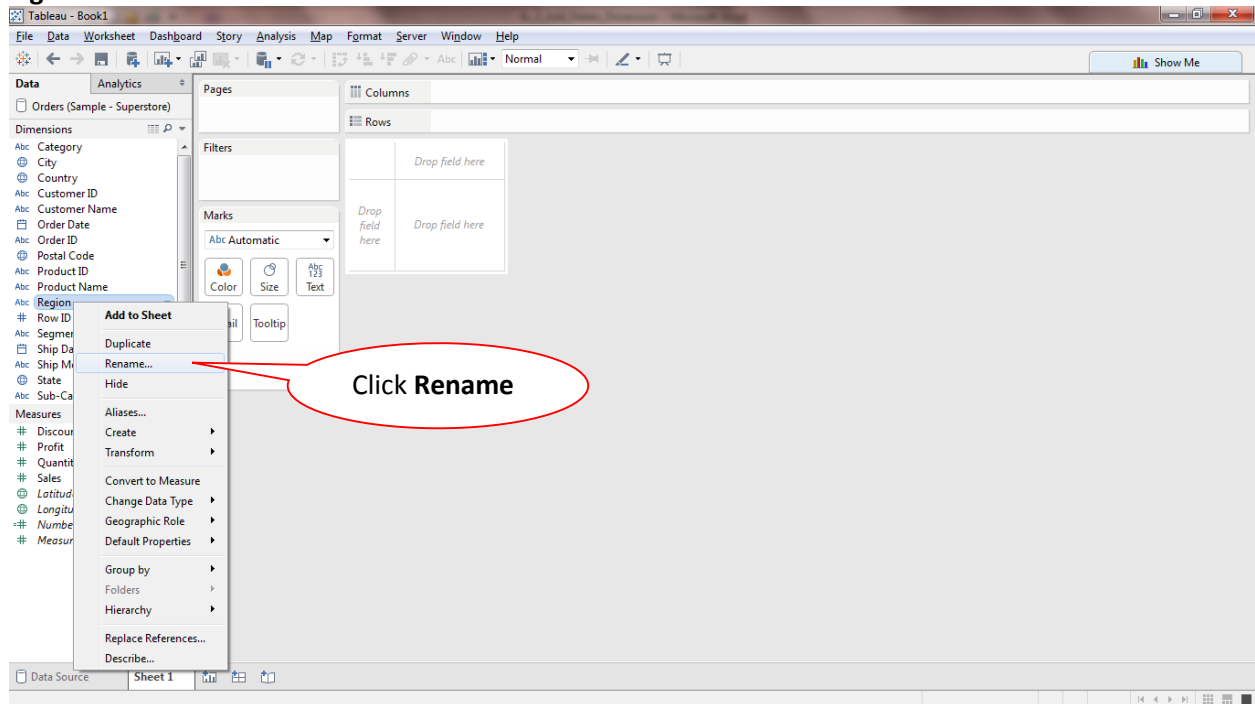We will now rename the **Region** dimension in Figure 4.
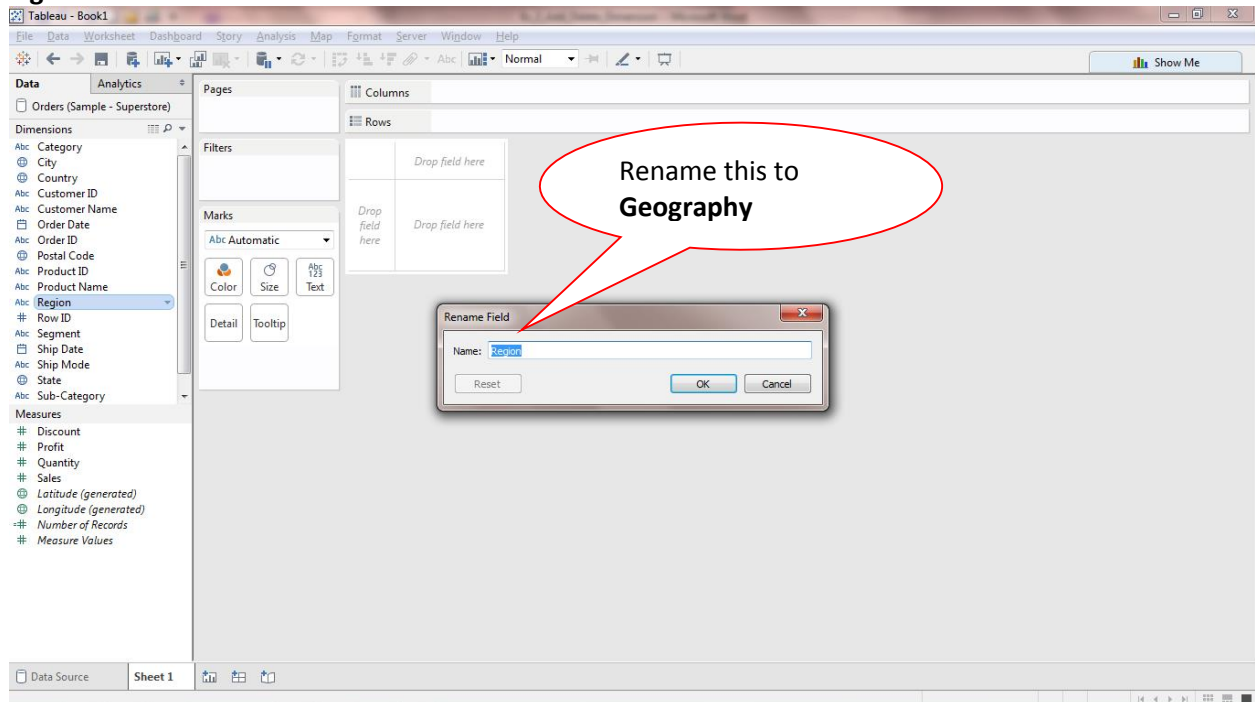
Figure 4

To rename the **Region** dimension:
- Right-click **Region** as shown on Figure 4, which will popup the menu tree displayed on Figure 5
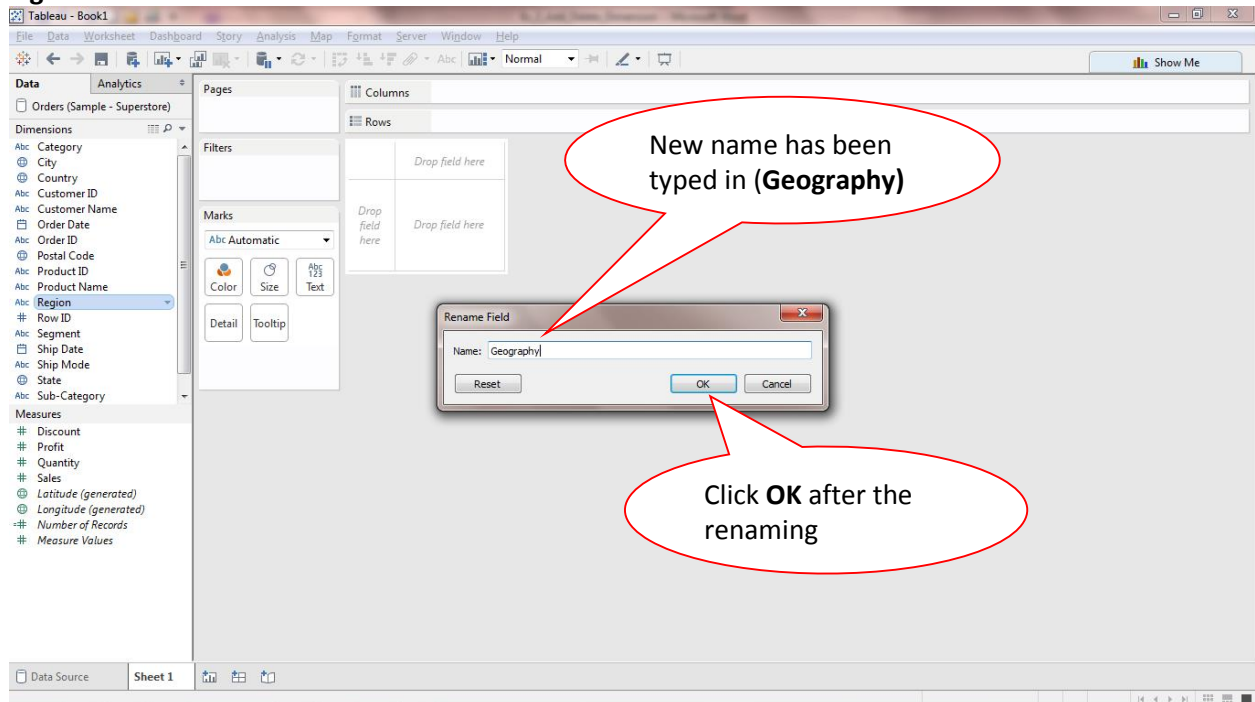
Figure 5

- Click **Rename** as shown on Figure 5**,** which will popup the **Rename Field** window shown on Figure 6

Figure 6

- Rename the **Name** field from **Region** to **Geography** as shown on Figure 6, which will lead to the display shown on Figure 7

Figure 7

- Click **OK** as shown on Figure 7, which will lead to the display on Figure 8 where the dimension is displayed with the new name (**Geography**).

Figure 8