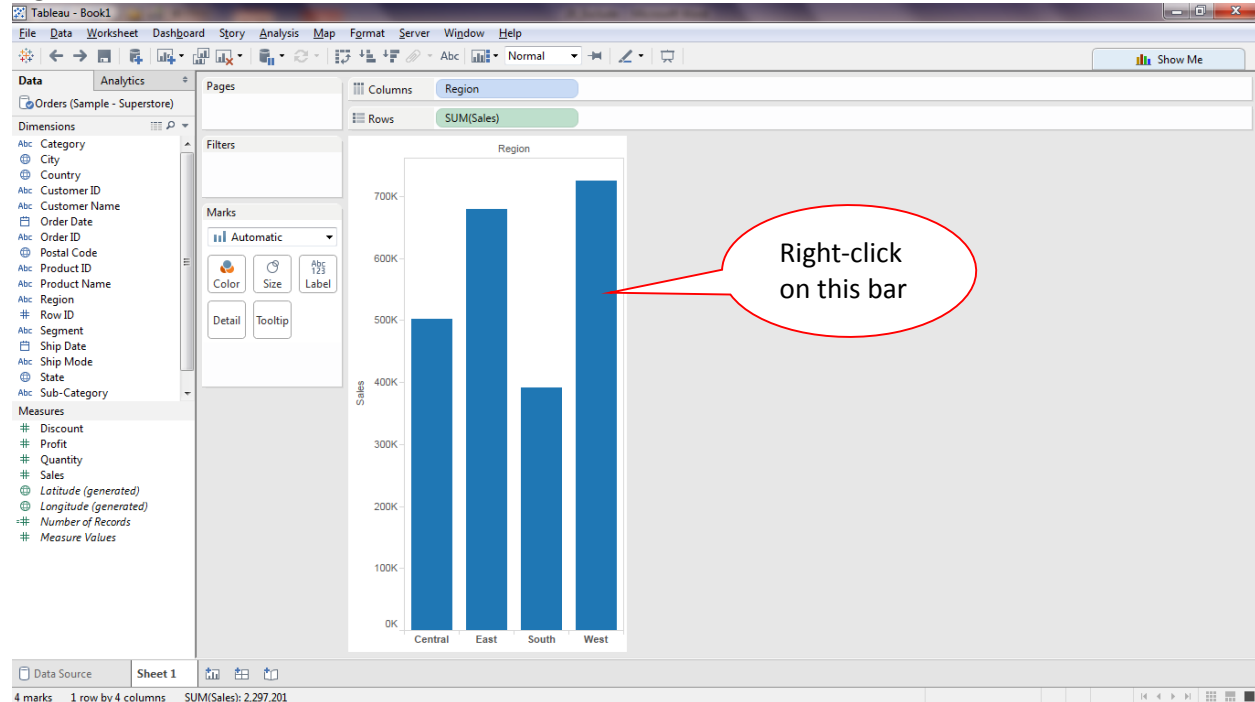


Objective: This exercise will demonstrate how the Exclude and Keep functions can be used

Figure 1 shows a chart with the sum of sales for four regions.

Figure 1

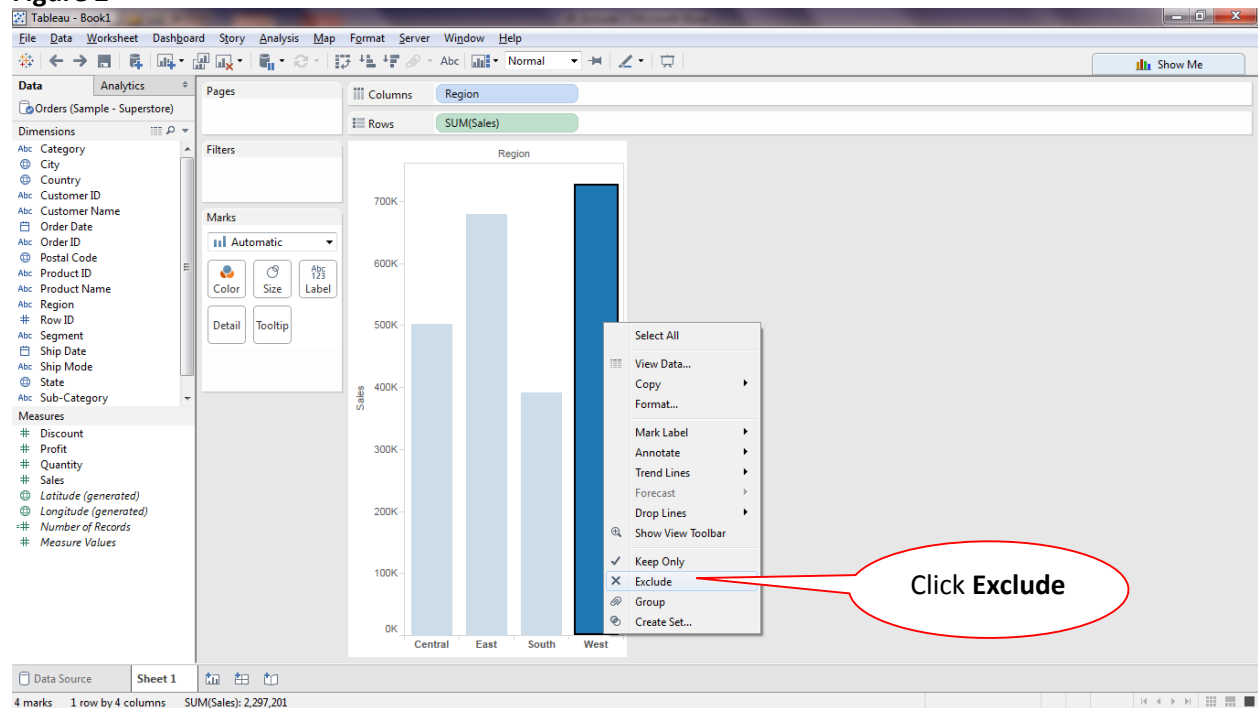


Suppose we want to exclude the sales for a specific region and only focus on the sales for the remaining three regions. In other words, we want to “exclude” one region from the analysis. The following steps will show how this can be done.

To exclude the **West** region:

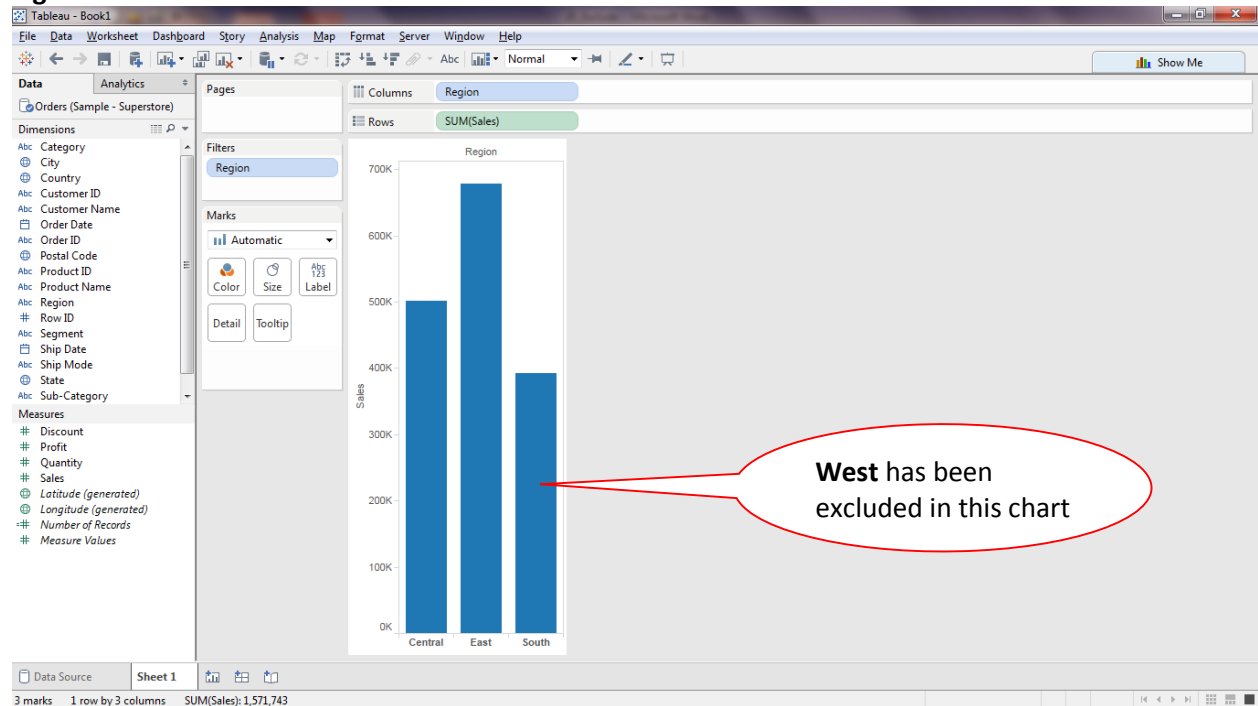
- Right-click on the 4th bar (i.e. for the West region, which needs to be excluded), as shown on Figure 1, which will popup the menu tree displayed on Figure 2

Figure 2



- Click **Exclude** as shown on Figure 2, which will lead to the display on Figure 3, where the results are limited to the remaining three regions

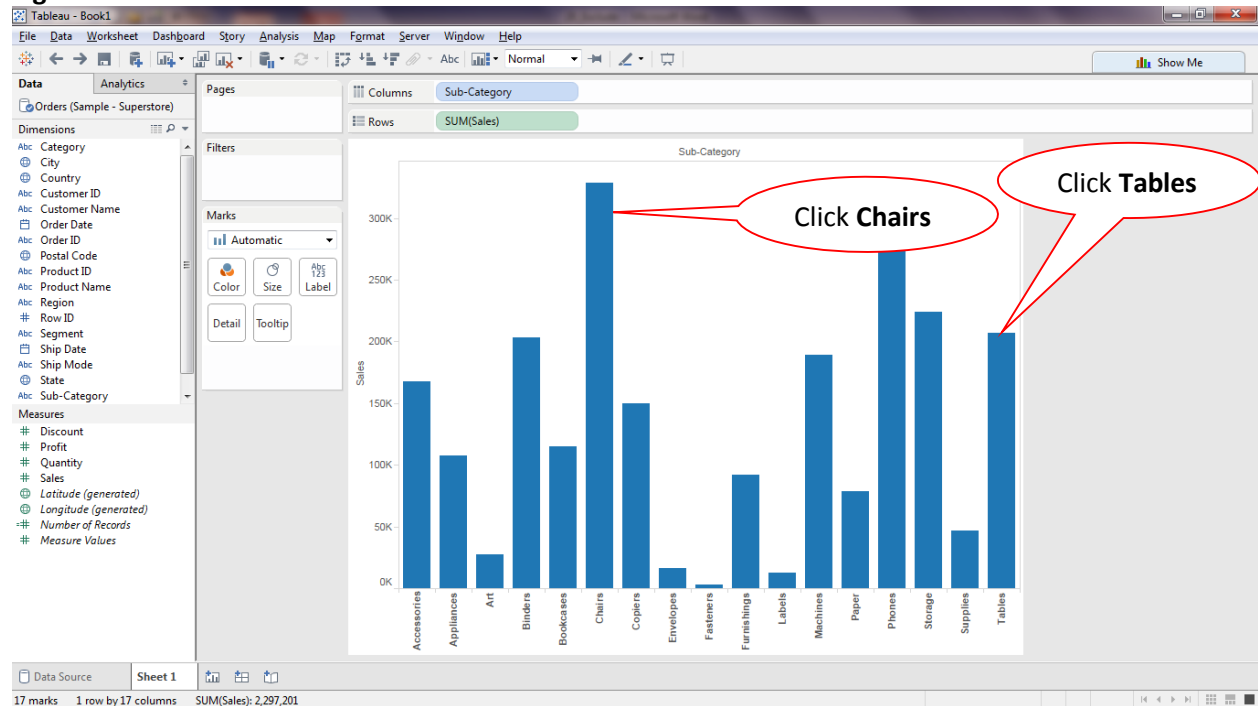
Figure 3



Another useful Tableau function is **“Keep.”** It can be used to retain selected items while excluding all the other displayed items. The following steps will show how this can be done.

Figure 4 displays the sum of sales for various sub-categories.

Figure 4

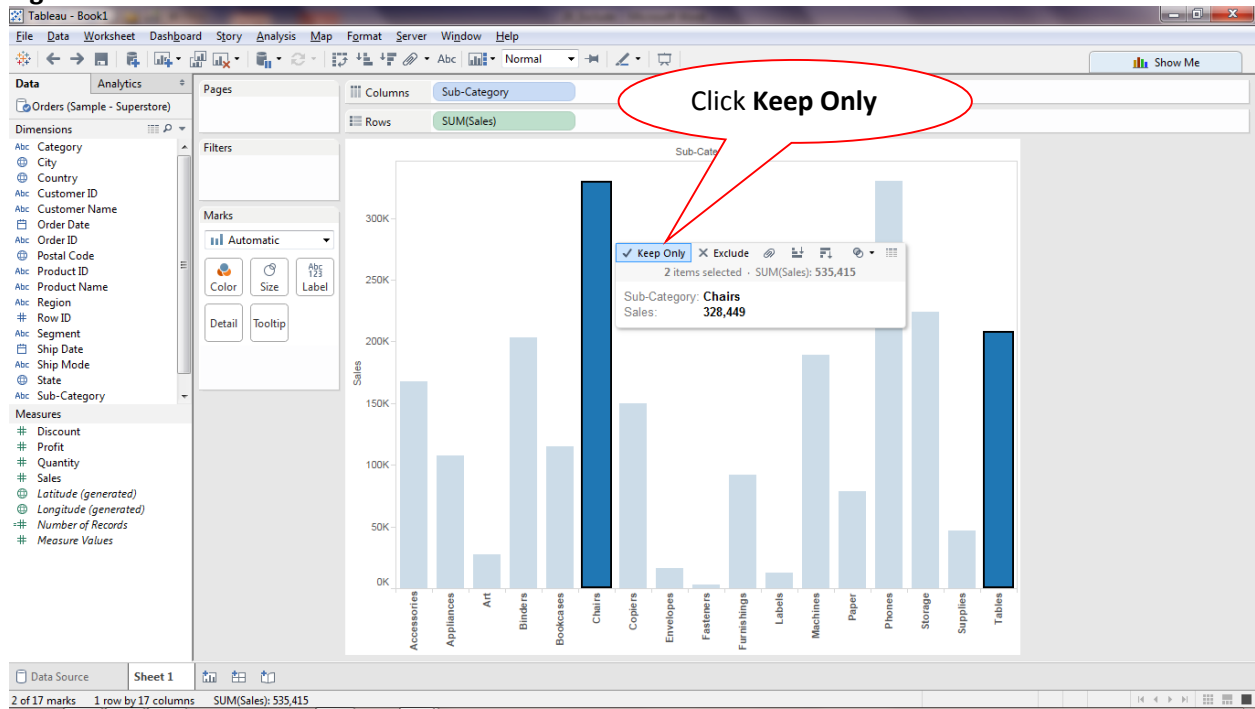


Suppose you want to analyze the sales for only two items: Chairs and tables.

- Hold down the **Ctrl** key on the keyboard and then:
 - Click the **Chairs** bar
 - Click the **Tables** bar

This will lead to the display on Figure 5, where two bars are selected and highlighted. Notice the small popup window, which displays the **Keep Only** and **Exclude** options.

Figure 5



- Click **Keep Only** on the popup window as shown on Figure 5, which will lead to the display on Figure 6

Figure 6

