**Course 3 Tableau follow-along guide: Automatidata project**

### This document includes detailed instructions for how to perform the data visualizations described in the Course 3 end-of-course project.

| **Instruction** | **Example Screenshot** |
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| Go to <https://public.tableau.com/s/>  Log in to your account. |  |
| Go to “My Profile” at top right of Tab Public homepage. |  |
| Under “Vizzes,” select “Create a Viz.” |  |
| Upload the data provided by the New York City TLC. | [Please click here to download the 2017 New York City TLC dataset.](https://docs.google.com/spreadsheets/d/1ar2HYp9kYeiaz4QdakVh8yIWuhuhjwSG1T3wrG8Yt3w/template/preview?resourcekey=0-sE5swLznxOdDG-igbyXnQQ) The dataset is accessible through Coursera. After downloading the dataset, come back to this page of instructions and continue with the next task in Tableau Public. |
| Click on NEW WORKSHEET.  **Note:** Please allow for several minutes for data import into a new worksheet |  |
| * Drag ‘Total Amount’ to Columns shelf * Drag ‘Trip Distance’ to Rows shelf   **Note:** Be sure to convert both variables from “Measure” to “Dimension.” |  |
| * Create Calculation with the “Trip Distance” variable by clicking on the “Trip Distance” dropdown and selecting “Create Calculated Field …” * Write calculation as “[Trip Distance]=0”     **Note**: Ensure ‘Trip Distance” is converted to dimension before creating a calculated field. |  |
| * Drag your new calculation variable to the “Colors” box. |  |
| * Set viz title and an annotation for clarity |  |
| Take a screenshot of your visualization and plug it into your executive summary! | N/A |