Module 4 ⟩ Follow-along guide: Work with Tableau, Part 1

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This document includes detailed instructions for how to perform the data visualizations described in the video "Work with Tableau, Part 1."

The following guide points out areas of the video that may require adjustment. These reference guides can also serve as a set of usability reminders for you to recall when using Tableau in your future career.

Instructions

Since you've already <u>set up your Tableau Public profile</u>⬀, all you need to do is log in and select **Web Authoring** under **Create** in the navigation bar.
Upload your dataset from your computer. Select the appropriate CSV file provided in the <u>instructions</u>⬀. The dataset you'll use with this instructional video is: tableau_main_2009_to_2018.csv.

(**Note:** Please allow several minutes for data upload into Tableau Public.)

Before you can start designing visualizations, you'll first need to upload your data. You'll need to upload the specific dataset files to Tableau. Do not upload the entire .zip folder. When you download the zip folder from this page, your computer will automatically download a .zip file folder. The .zip folder is automatically named with a series of letters and numbers. Open up that .zip folder, then save the individual dataset files. The two files are: tableau_main_2009_to_2018.csv and tableau_dataset.csv. Once you can see the individual dataset files, proceed to upload your dataset for this video to Tableau Public.
Notice on the data source tab that you can see all of your column headers and Tableau icons that help you determine data types. In this case, you'll see a calendar icon and pound signs indicating numbers or integers.
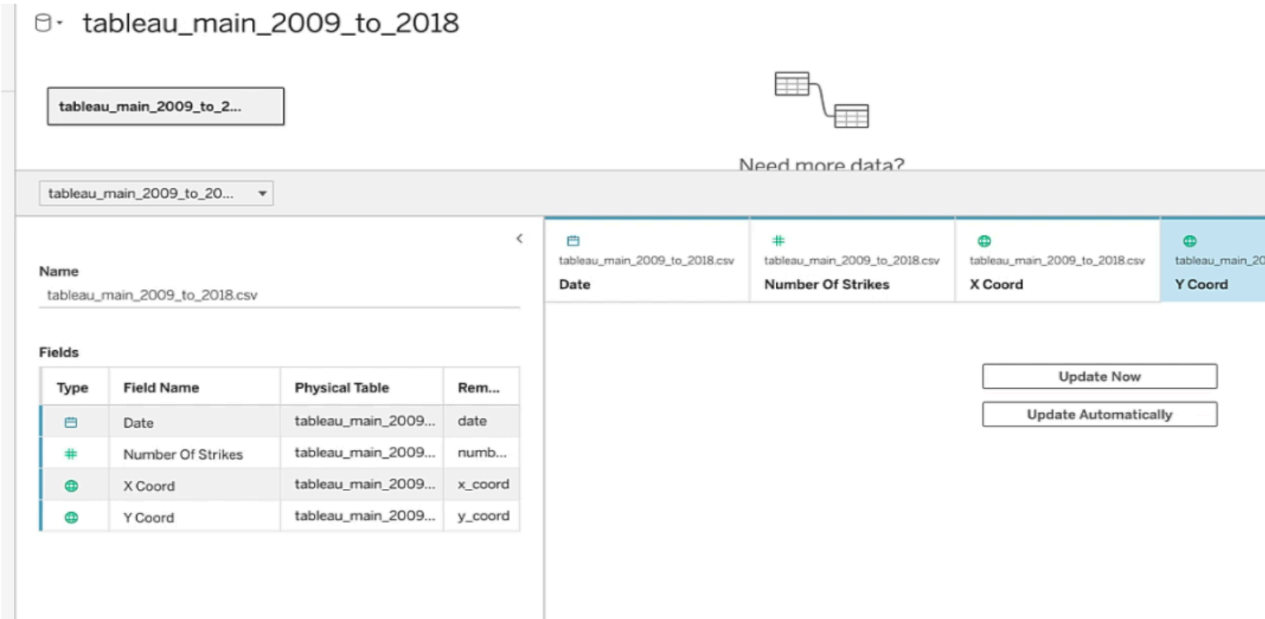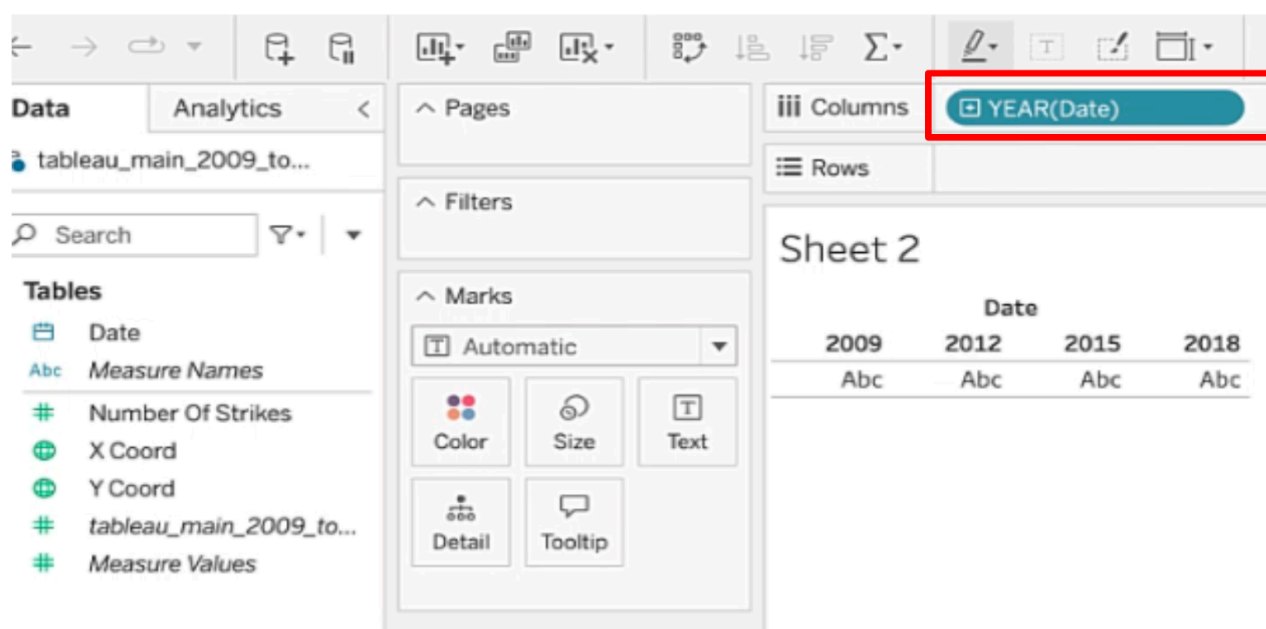

Click on **New Worksheet**.

(**Note:** Please allow several minutes for data to import into a new worksheet.)
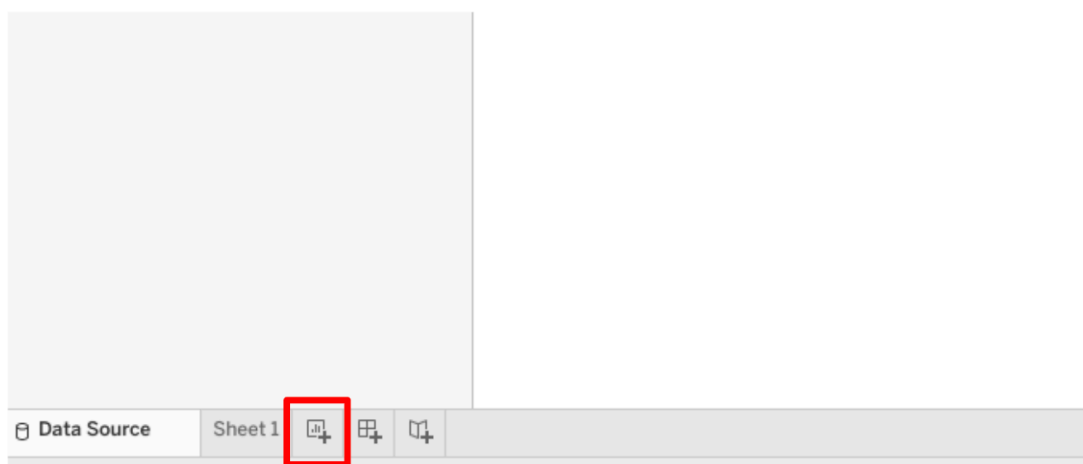
Notice the green and blue fields and the gray line dividing them. As you'll remember from the video, blue indicates a discrete field and green indicates a continuous field. The gray line divides the dimensions from the measures, with dimensions above and measures below the line.
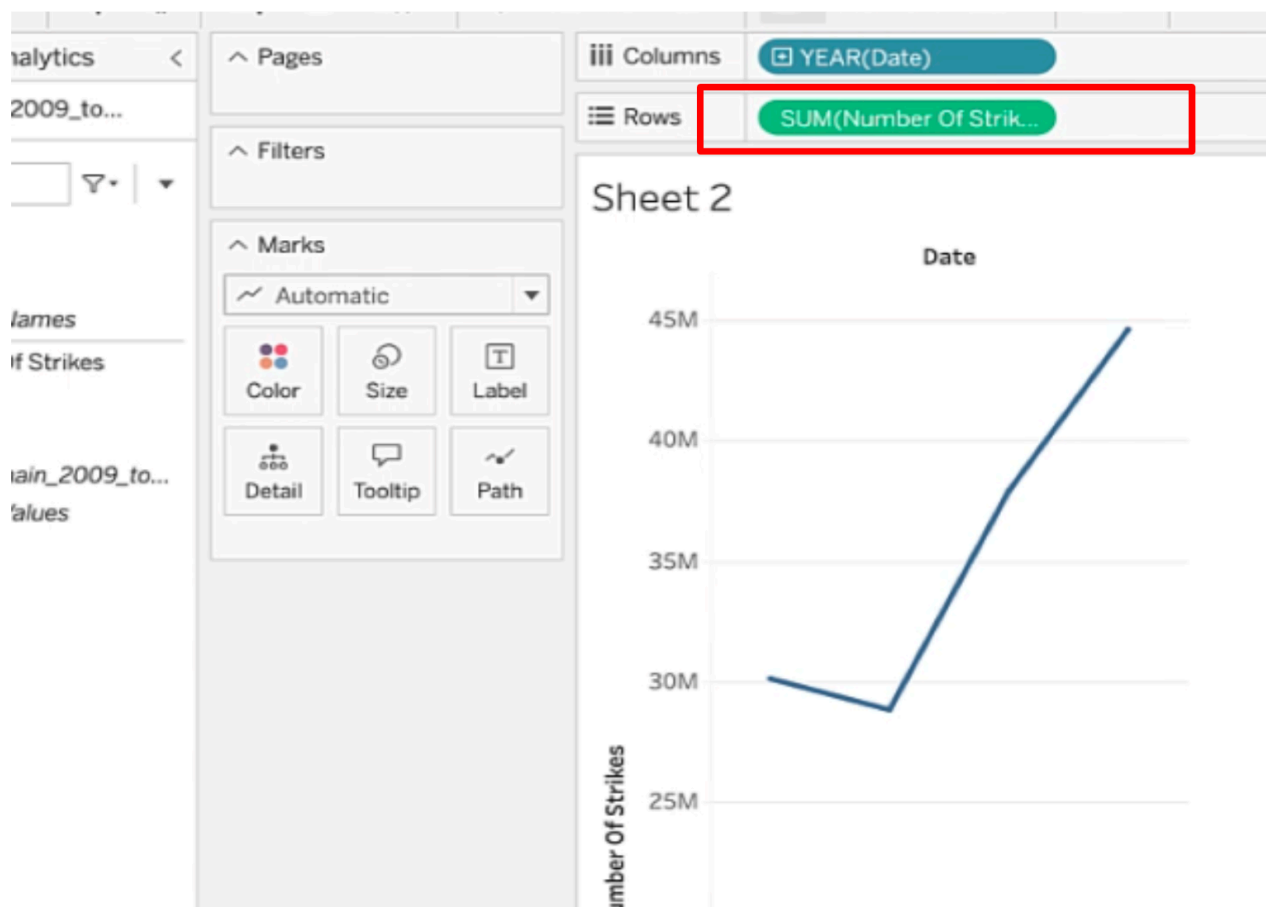Drag **Date** into Columns shelf.

Click on the drop down menu of the date field. Ensure there is a checkmark next to **Year**.
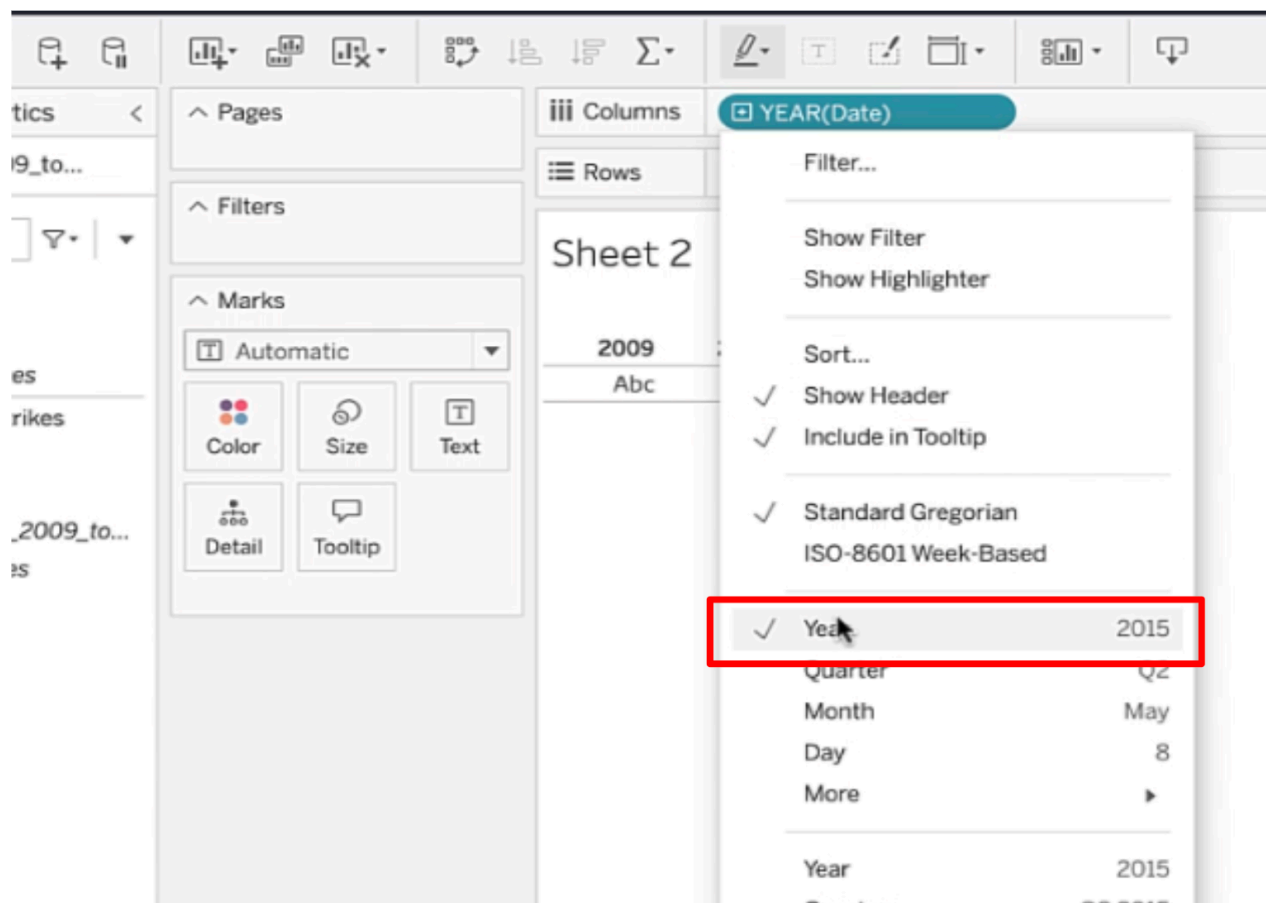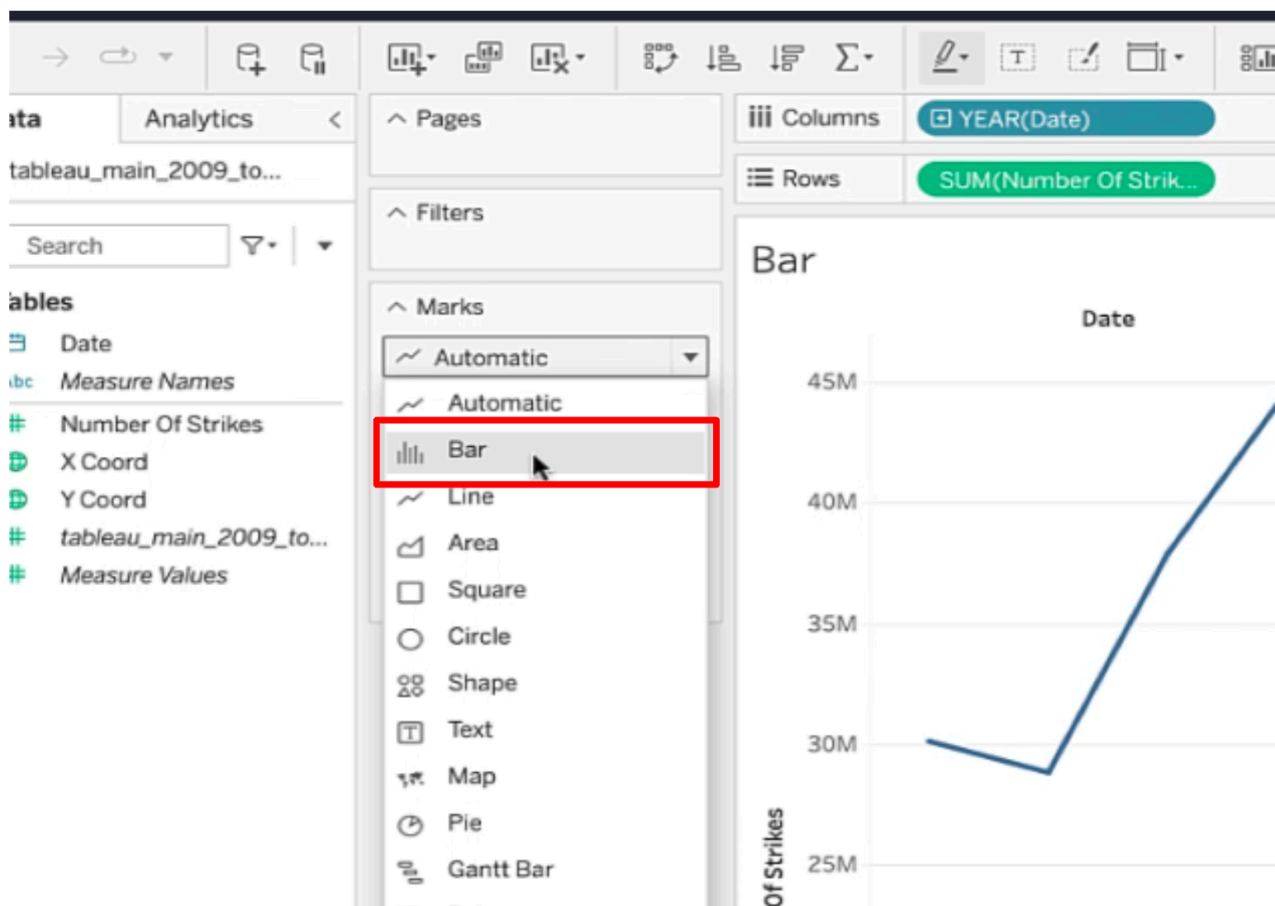
Drag **Number Of Strikes** to the Row shelf. You've created a line graph.

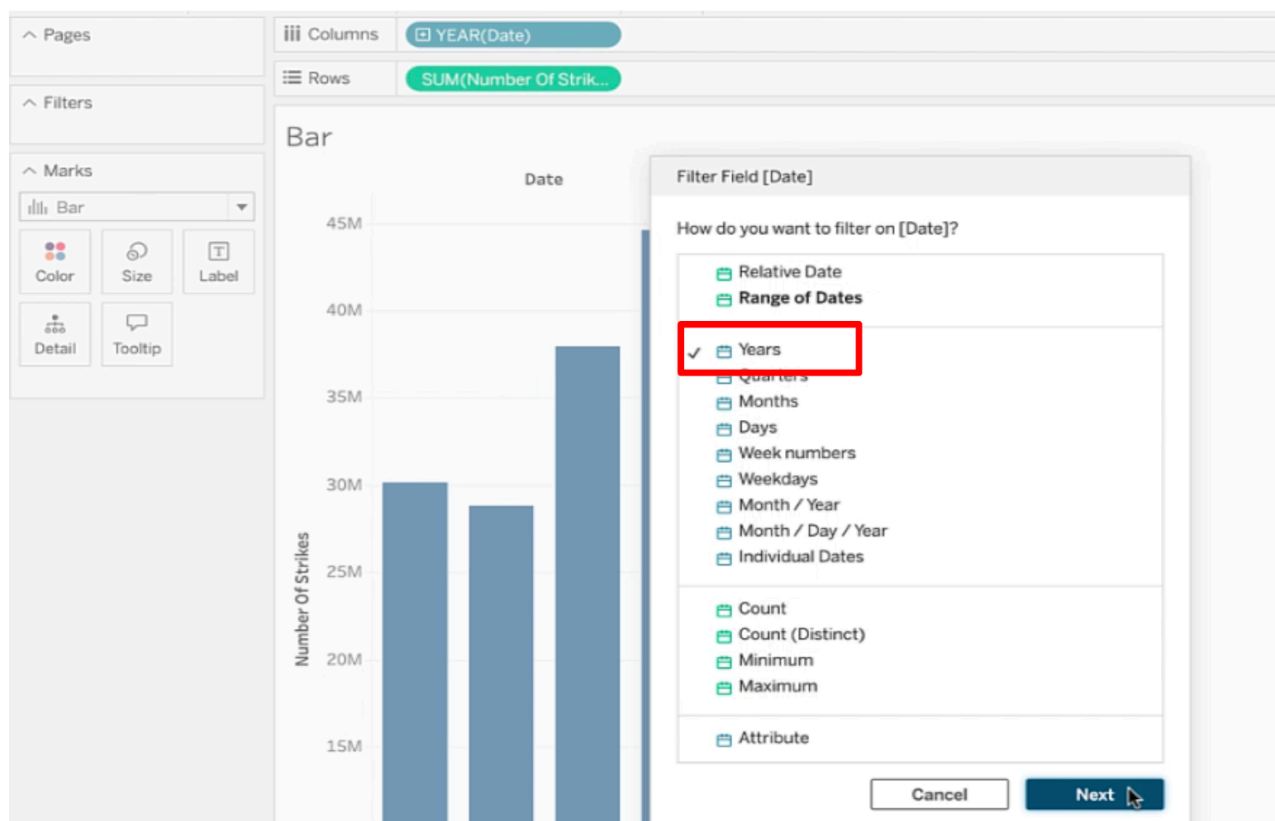Click on **Duplicate** worksheet in the toolbar menu.

Click on the dropdown menu in the **Marks** field. Select **Bar**.
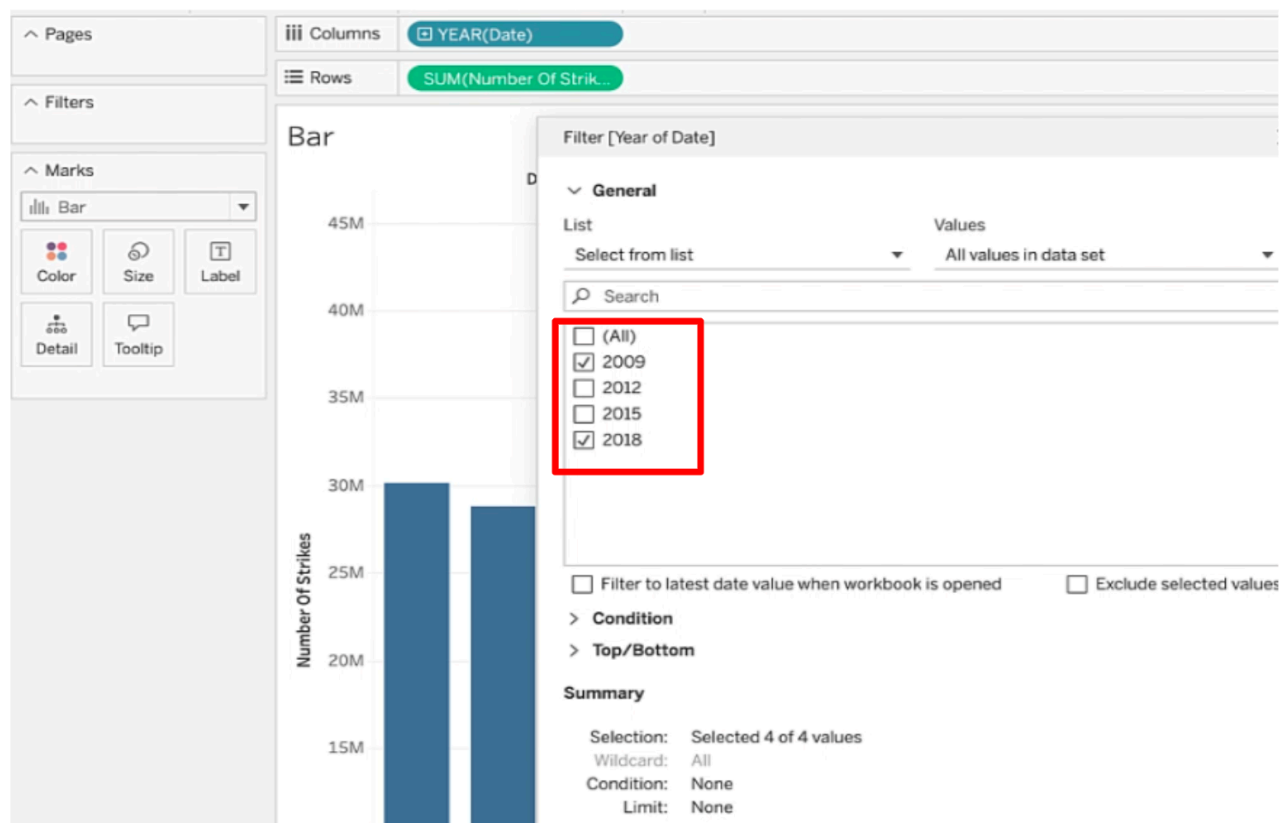
Click **Filters**.

Select **Years** when the pop-up window appears.
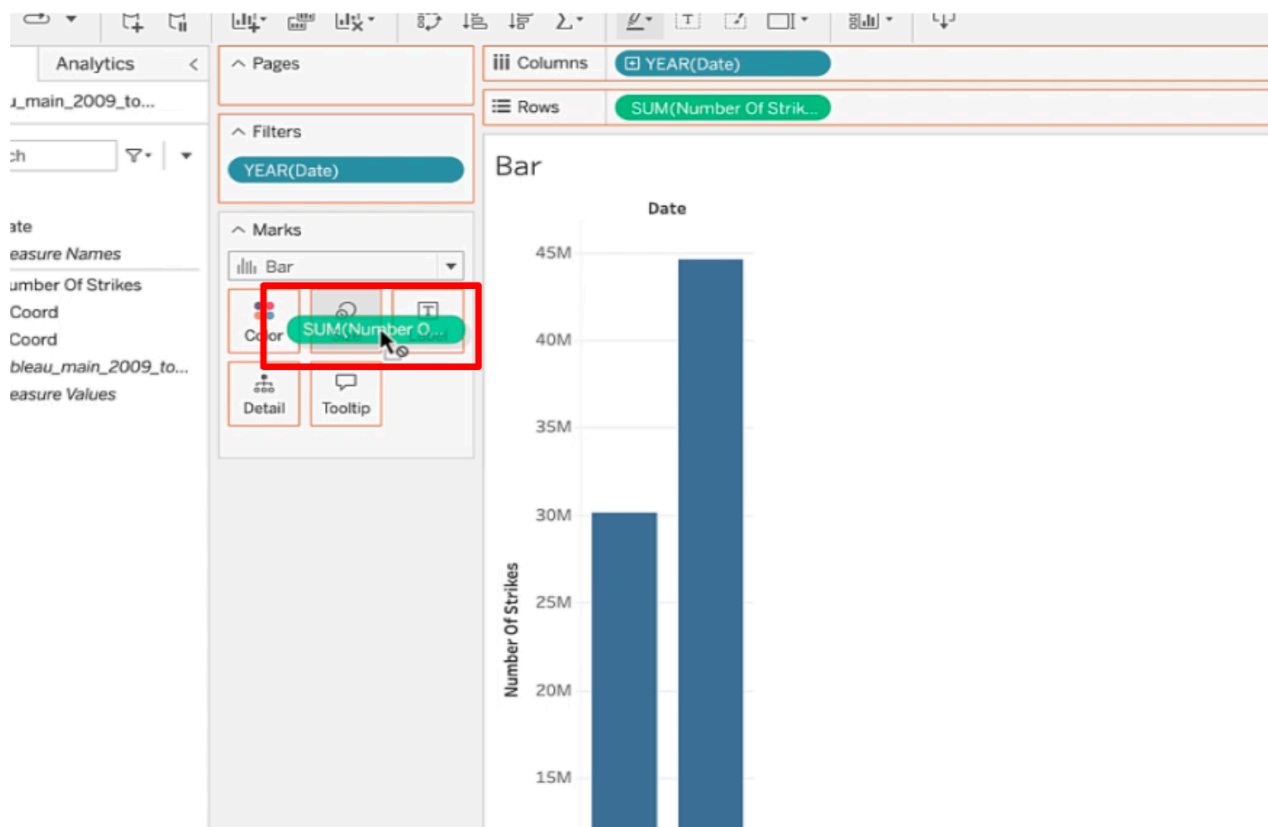
Click **Next**.

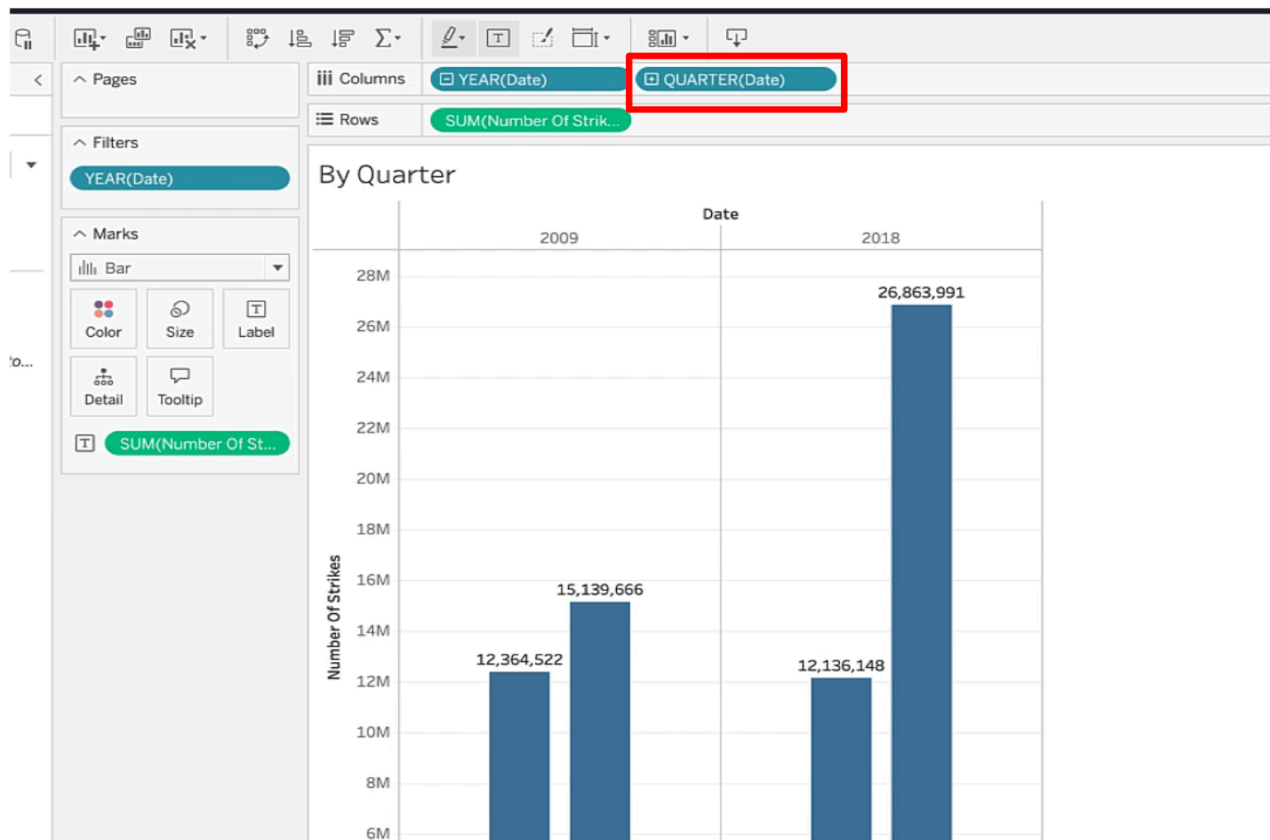Select only **2009** and **2018** in the next pop-up window.

Click **OK**.

Add labels to the bars by dragging **Number Of Strikes** to the **Label** field.
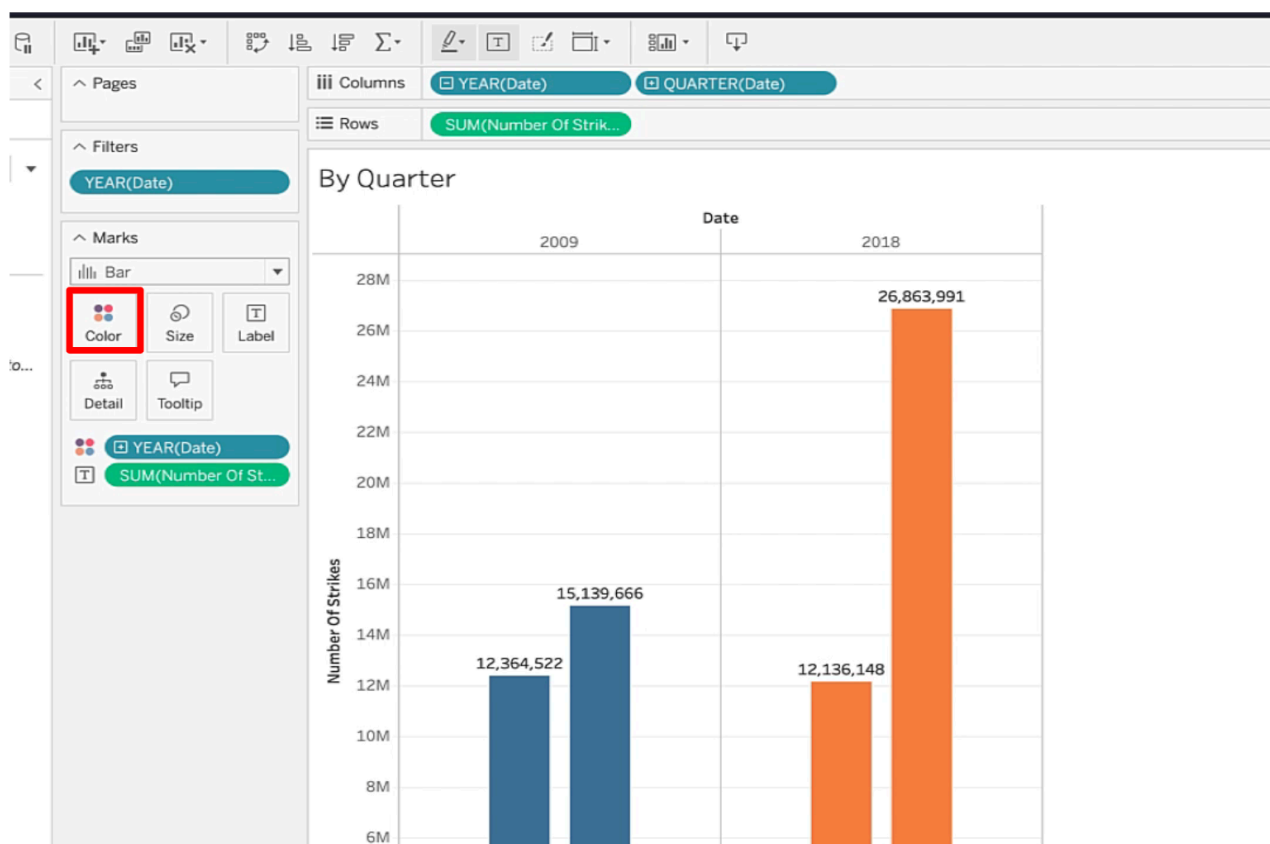

Notice the bars are labeled at the top with total number of strikes for 2009 and 2018.

Click **Duplicate** worksheet in the toolbar menu.

Drag **Date** to column shelf. This will automatically divide the number of strikes into quarters.
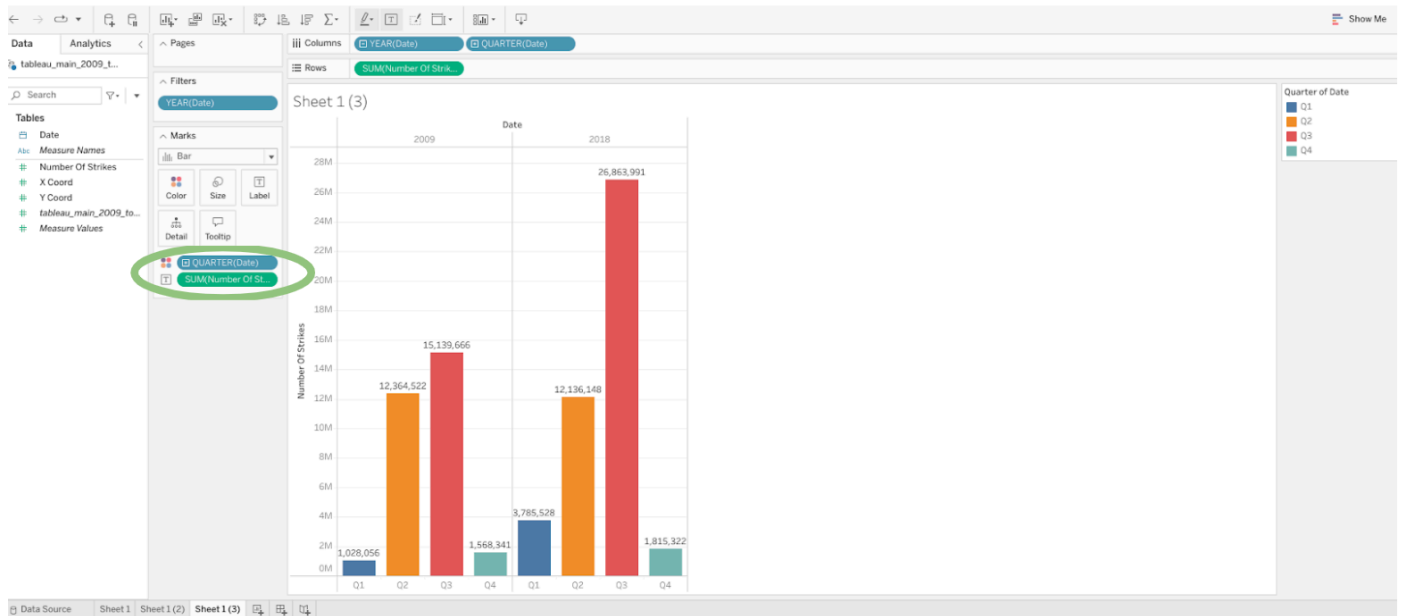
Drag **Date** to **Color** square.

Click on the blue drop down arrow of **YEAR(Date)** in the **Color** field and select **Quarter**.

You're done!

(**Note:** Be sure to save your work to your Tableau Public profile by clicking on "Publish.")

Go to next item ✓ Completed