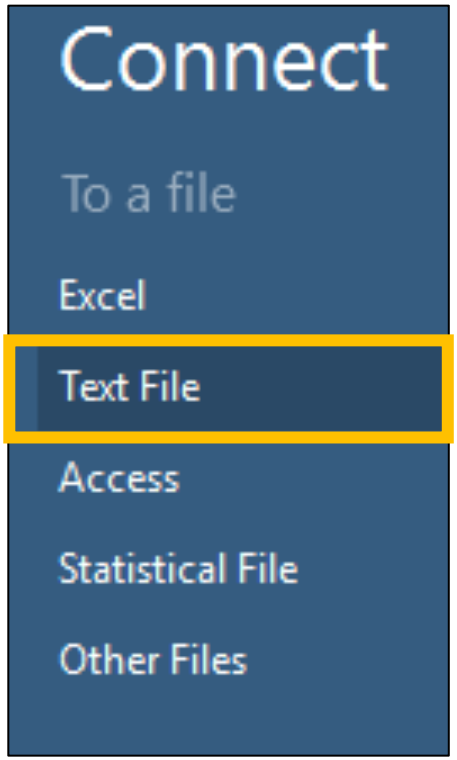
Importing Data

①

Click the **Text File** option and select the **CSV dataset** with the file browser.



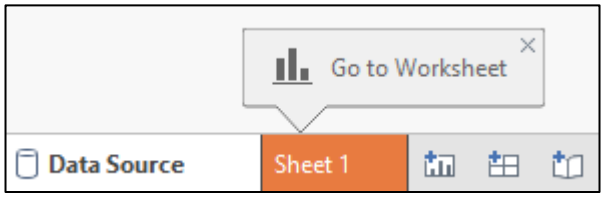
②

Your data will be shown as a table:

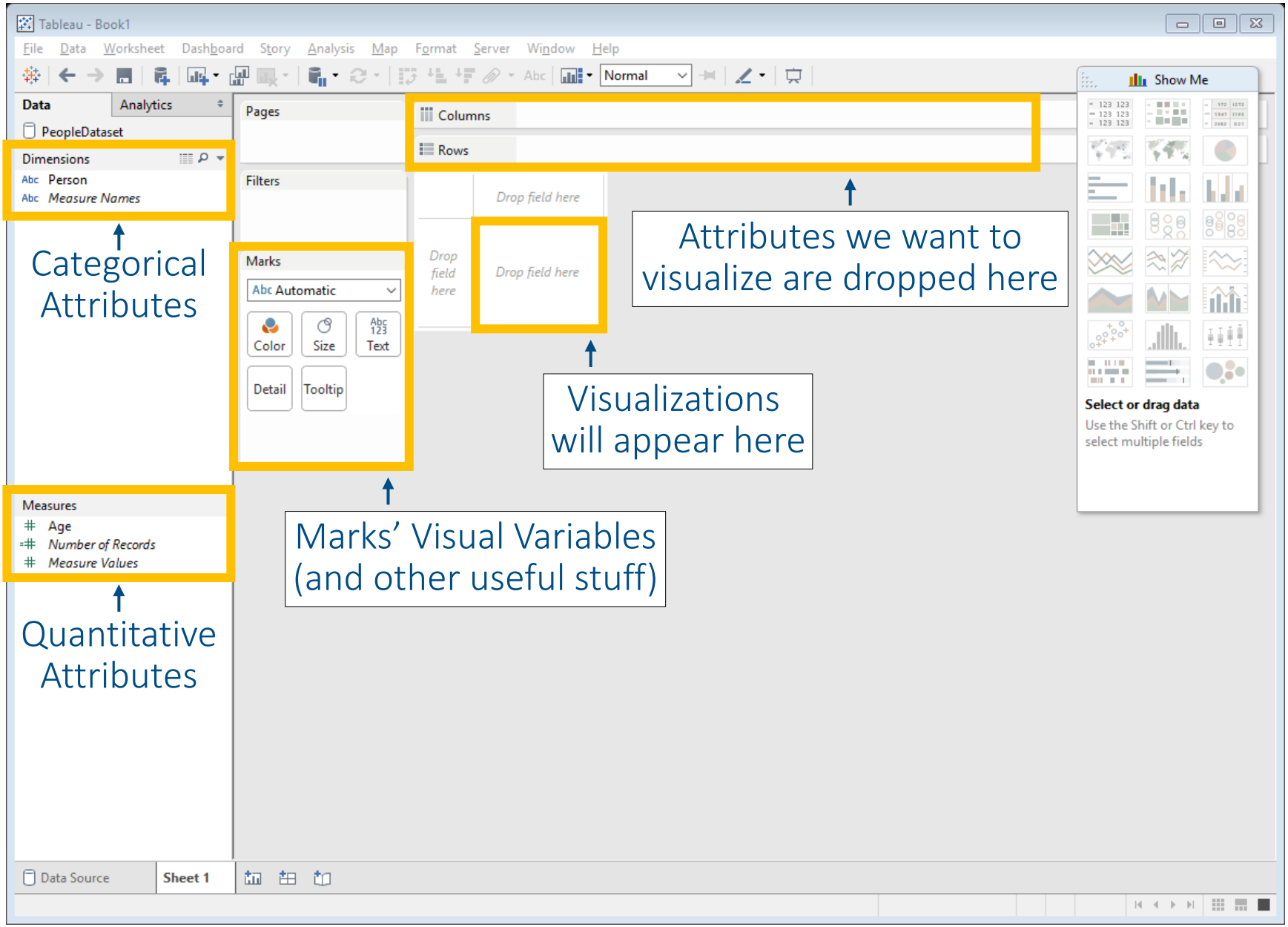
Abc PeopleDataset.csv Person	# PeopleData... Age
Emily	45
John	31
Charles	38
Claire	51
Samantha	65

③

Go to your newly created Worksheet by clicking the orange ***Sheet 1*** tab.



Worksheet Interface

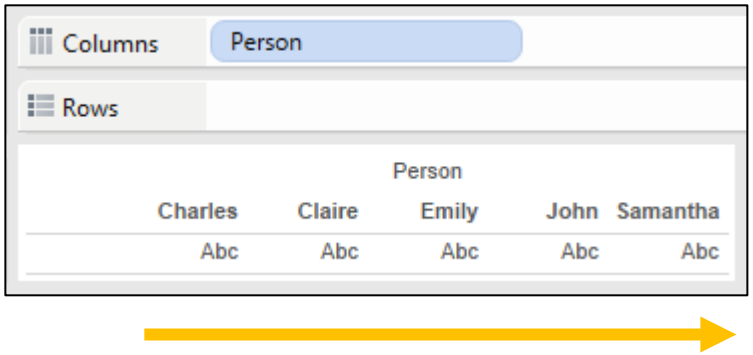


Columns and Rows Shelves

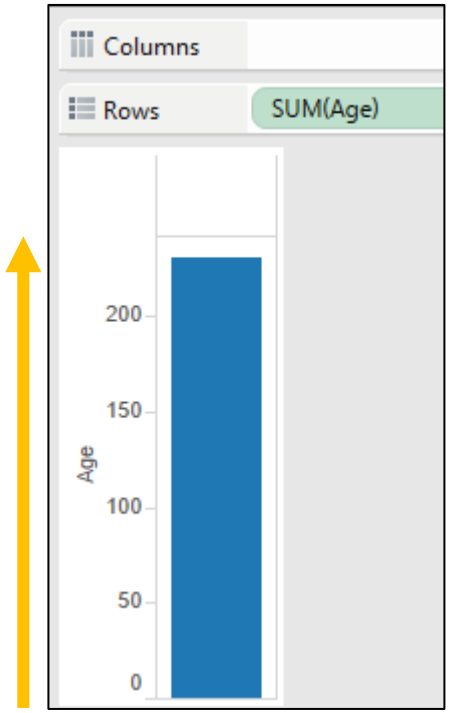
The Columns shelf creates the columns of a table, while the Rows shelf creates the rows of a table. You can place any number of fields on these shelves.

Person	Age
Emily	45
John	31
Charles	38
Claire	51
Samantha	65

Dataset



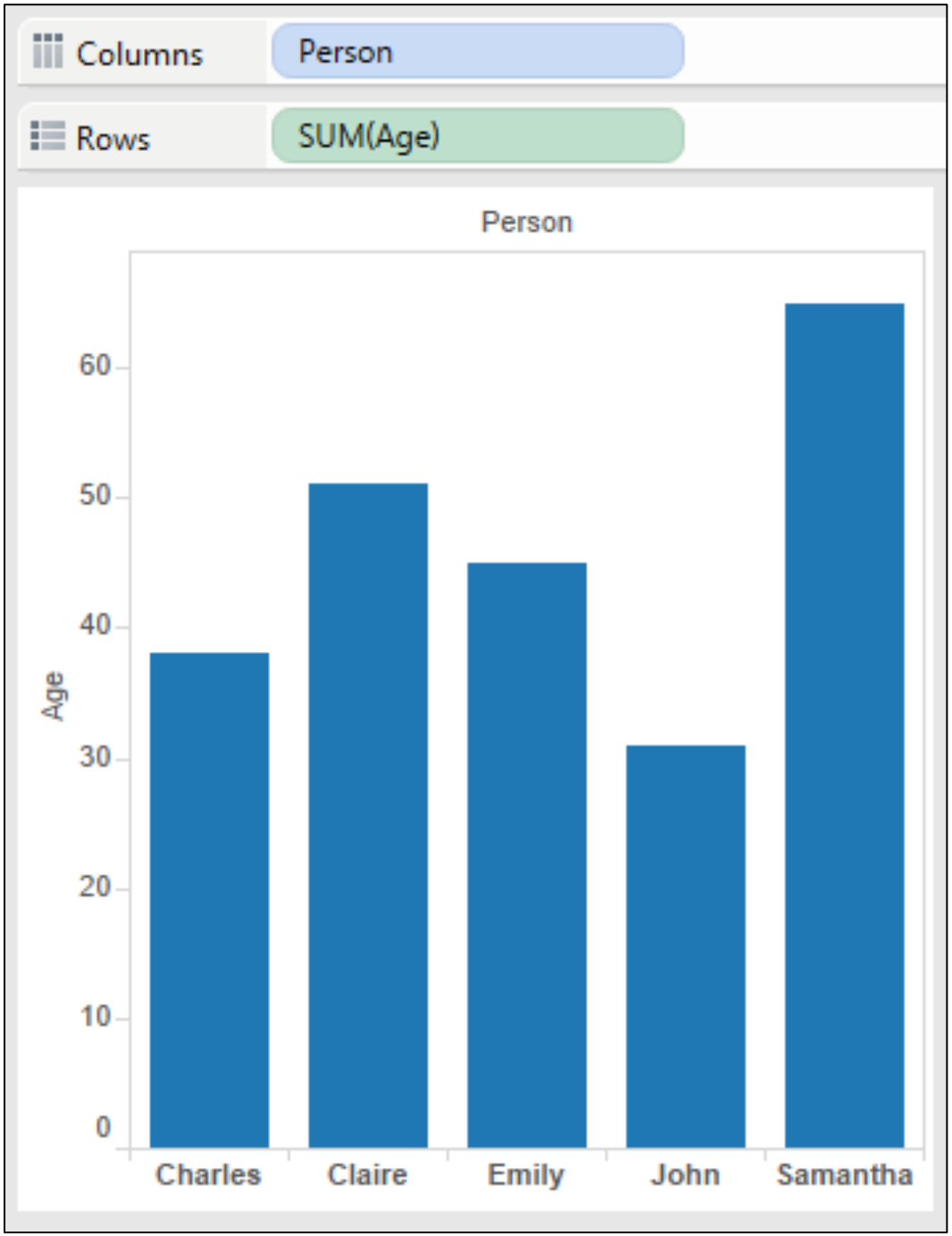
Placing a categorical attribute creates headers for the members of that category.



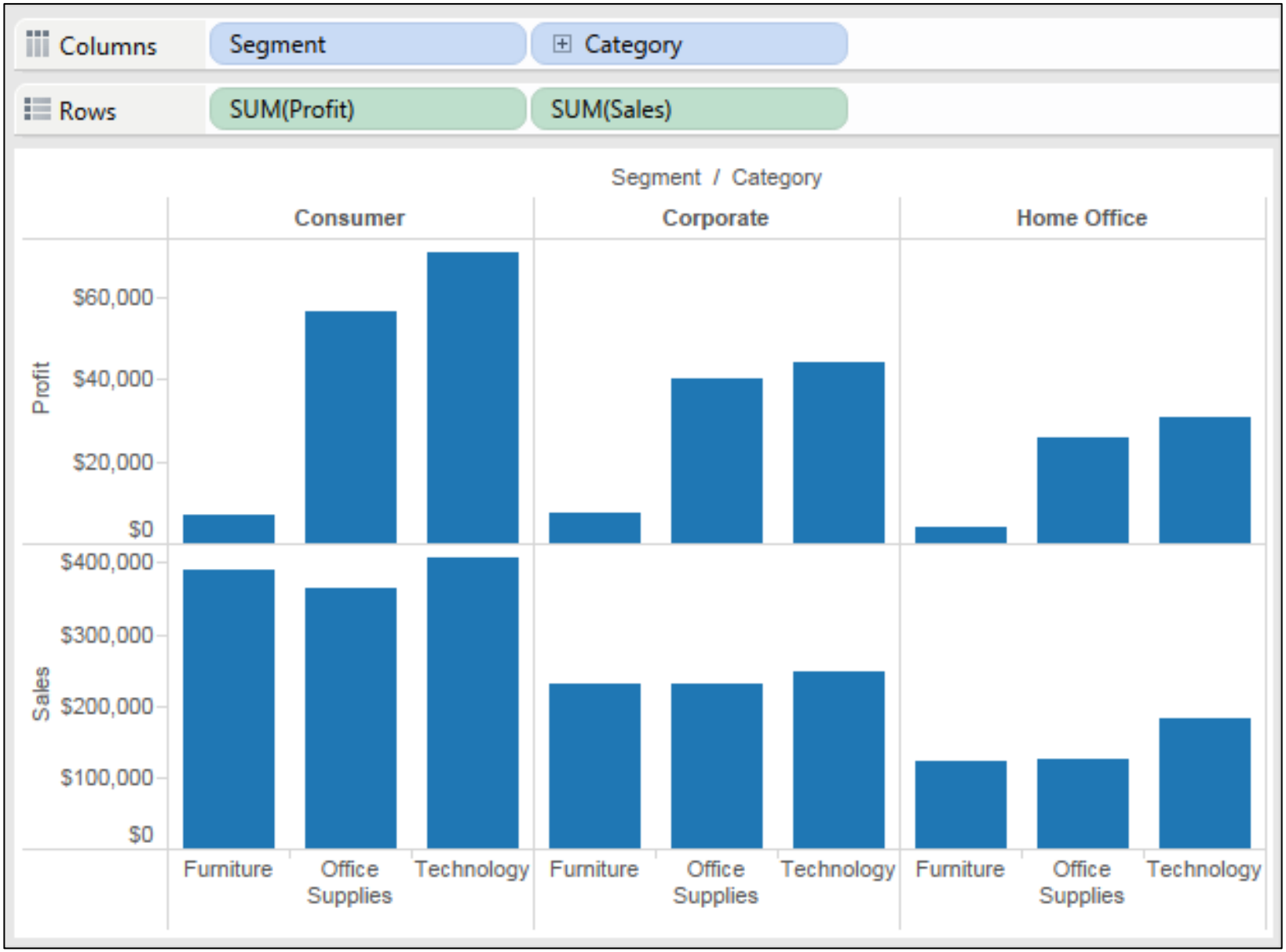
Placing quantitative data crates numeric axes

Example:

This view shows the members of the *Person* category as column headers, while the *Age* attribute is displayed as a vertical axis.

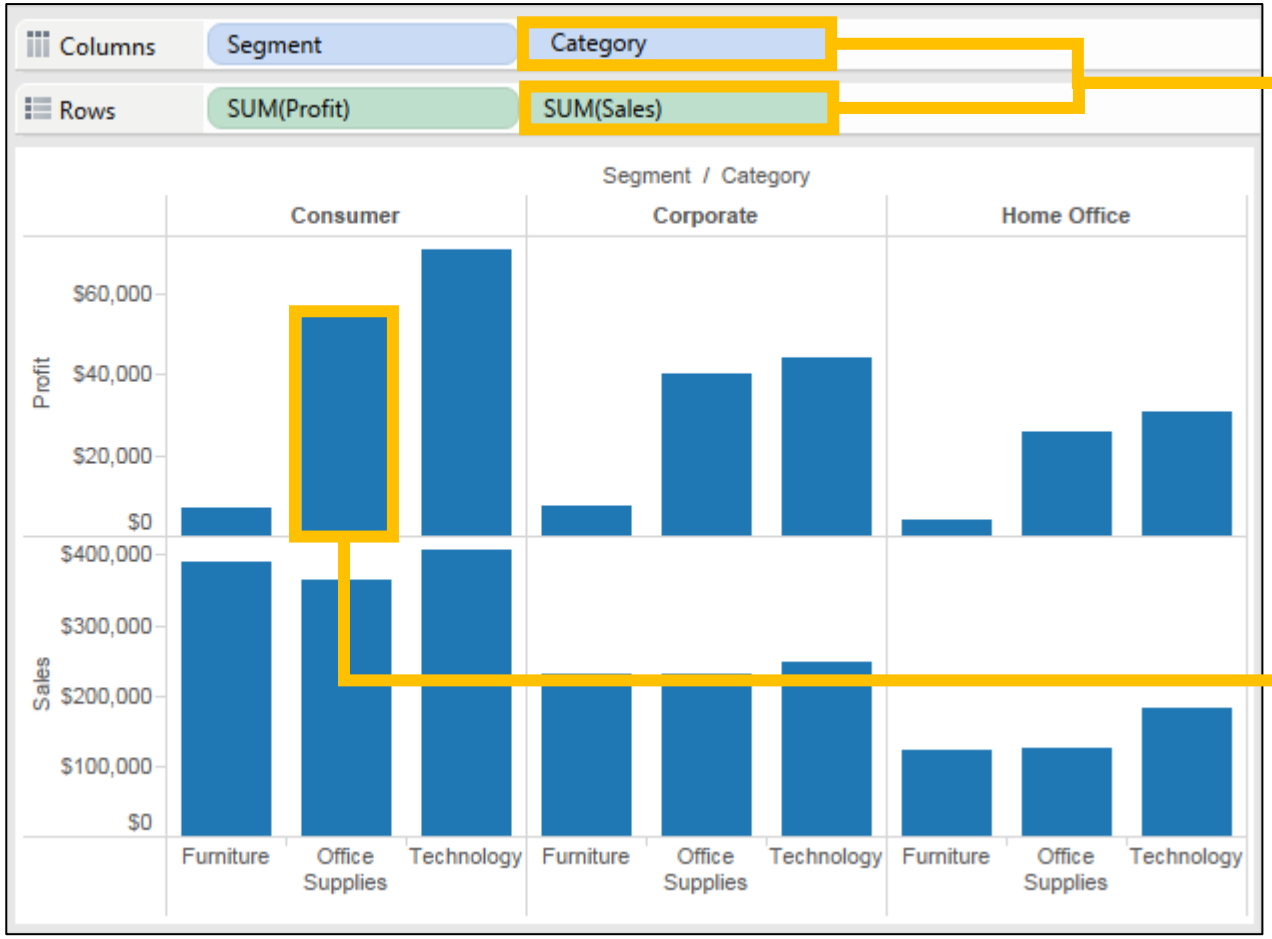


Adding more **attributes** to the ***Rows*** and ***Columns*** shelves adds more rows, columns, and panes to the table.



Marks

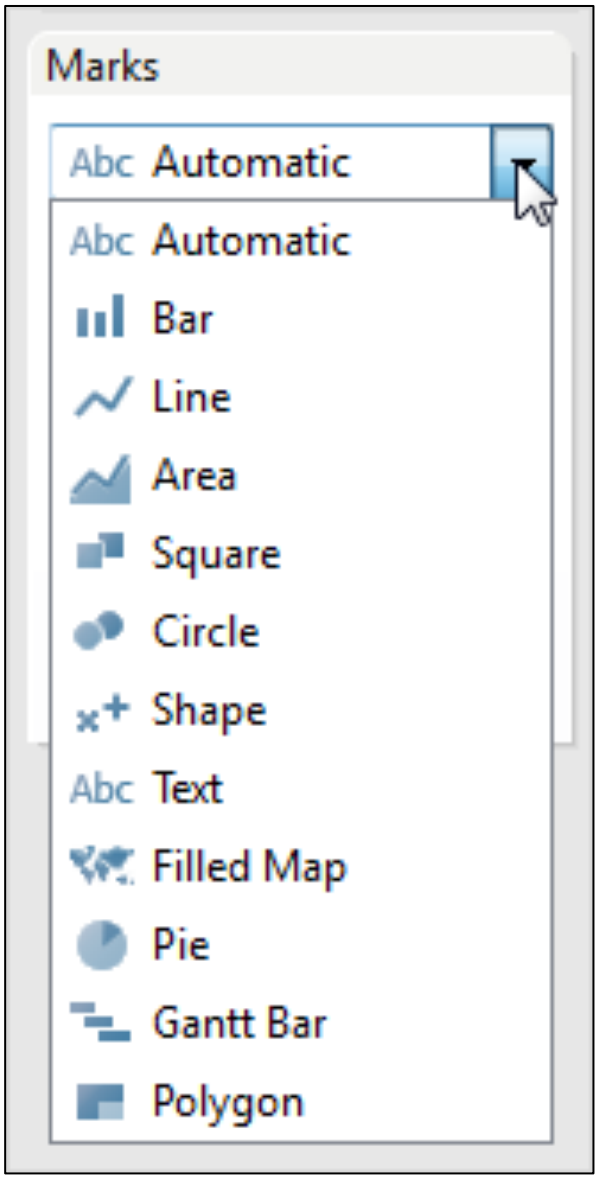
A mark is encodes the data point in the intersection of the dragged attributes. The inner attributes on the *Rows* and *Columns* shelves determine the **default mark type.**



Inner attributes

For example, if the inner attributes are a categorical and quantitative one, the **default mark type** is a **bar**.

Marks' Shape

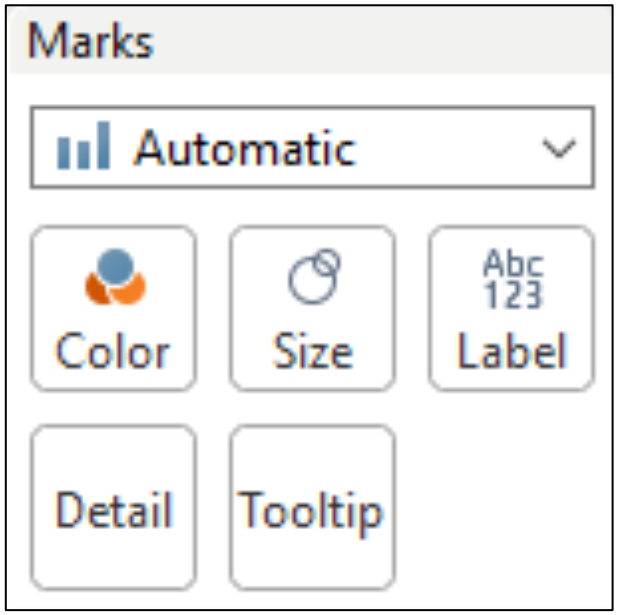


You can manually select a different mark type using the Marks card drop-down menu. This will set the mark's shape property.

Other Visual Properties

You can show additional information about the data using mark properties such as color, size, labels, etc.

Marks' properties are controlled by the *Marks* card. Here, you can drag attributes to the different visual properties.



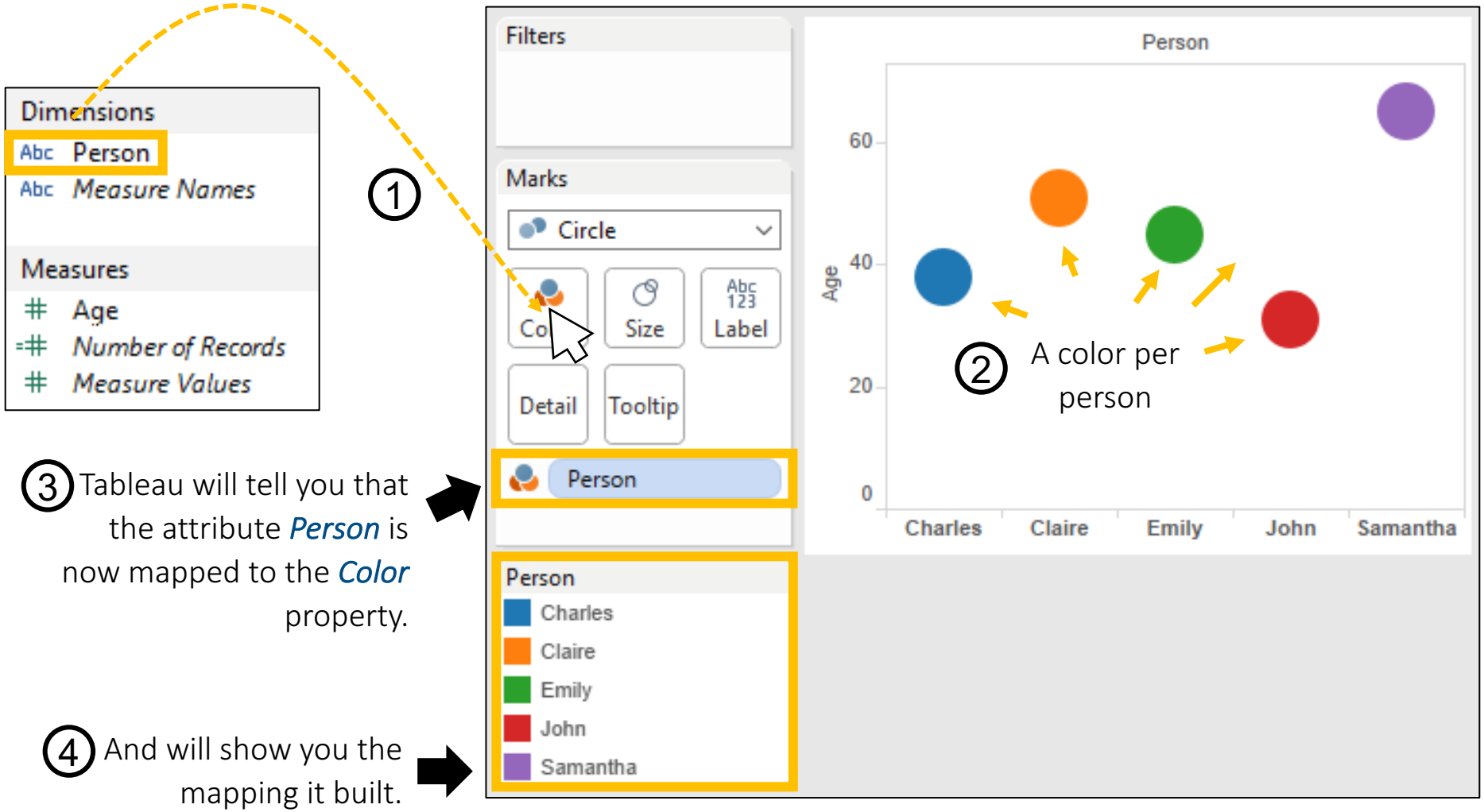
Modifying the marks' shape

After changing the marks' type (shape) of our visualization, we end up with this:

Let's now *play* with other properties of this visualization's marks!

Coloring the marks

Dragging the *Person* attribute to the *Color* property will assign a different color for each person of the dataset.

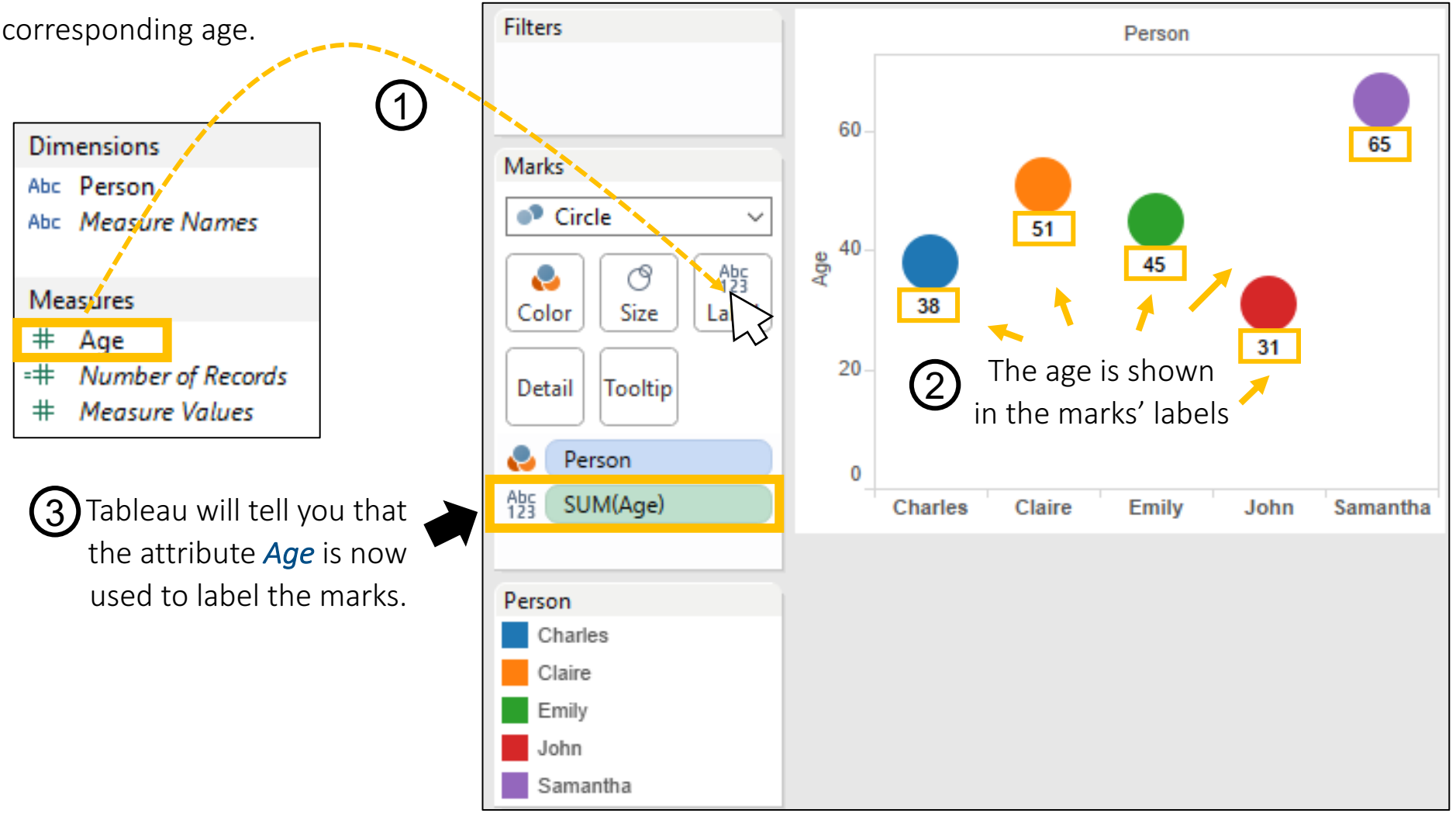


3 Tableau will tell you that the attribute *Person* is now mapped to the *Color* property.

4 And will show you the mapping it built.

Labelling the marks

Dragging the *Age* attribute to the *Label* property will label each mark of the visualization with the corresponding age.



The *Show me* Panel

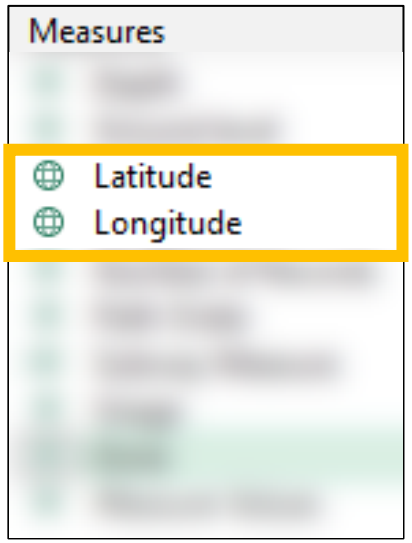
Provides suggestions to build visualizations based on the attributes you have already dropped.

Tableau automatically evaluates the selected attributes and suggests you several types of visualization that would be *"appropriate"* for those attributes.

Auto-generated Attributes

Sometimes, Tableau automatically creates attributes.

For example, when detecting geographic roles in your data (such as names of countries or cities), it associates each value in a field with a **latitude** and **longitude** values.



You can use these attributes as numeric values, for example, to place marks on top of maps.