

Assignment 1 Instructions

In this assignment, you will create 5 basic table types and 17 basic chart types. The goal of this assignment is to learn the mechanics of using Tableau to create basic visualizations.

The A1_Starter file includes worksheets that correspond by number to the list of tables and charts provided below (e.g., 1.1, 1.2 ...3.4, 3.5). You will use the starter Tableau package and create visualizations on each of the worksheets provided. You will use the images (screenprints) provided on the instructions below in order to check your work. We will also review this assignment in class.

Let's get started: Download the Tableau starter package workbook (A1_Starter.twbx) and Excel file (Orders.xlsx) to your computer. Open the packaged workbook in Tableau. Select the Data Source tab at the bottom (far left). If prompted, connect to the Orders.xlsx file that you just saved to your computer. Now you are ready to start creating the visualizations below. Start with Section 1.

Section 1: Basic Tables

1. Table
2. Highlight table
3. Cross-tab table
4. Table w/multiple measures
5. Table w/multiple functions, one measure

1-1: Table

Category	
Office Supplies	719,047
Furniture	742,000
Technology	836,154

1-2: Highlight Table

Category	
Office Supplies	719,047
Furniture	742,000
Technology	836,154

1-3: Crosstab Table

Category	Sub-Category	
Furniture	Furnishings	91,705
	Bookcases	114,880
	Tables	205,966
	Chairs	328,449
Office Supplies	Fasteners	3,024
	Labels	12,486
	Envelopes	16,476
	Art	27,119
	Supplies	46,674
	Paper	78,479
	Appliances	107,592
	Binders	203,413
Technology	Storage	223,844
	Copiers	149,528
	Accessories	167,380
	Machines	189,239
	Phones	330,007

1-4: Table w/multiple measures

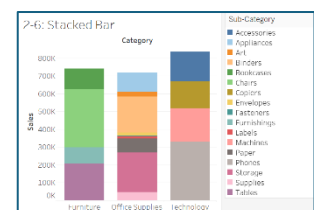
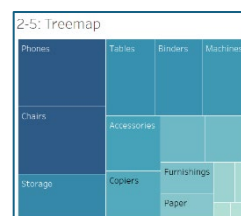
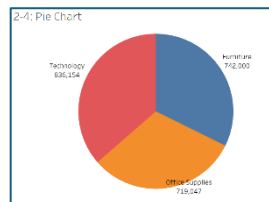
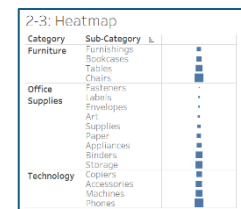
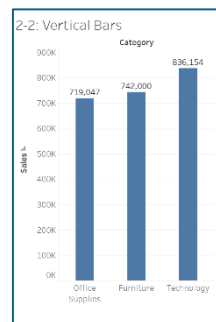
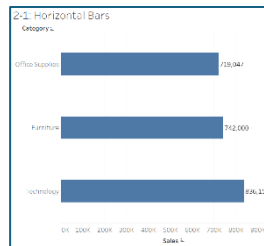
Count of Orders	9,994
Number of Records	9,994
Profit	286,397
Quantity	37,873
Sales	2,297,201

1-5: Table w/multiple functions,

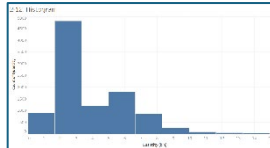
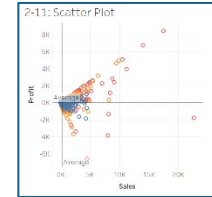
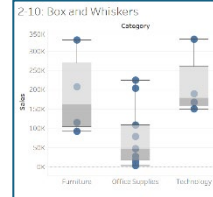
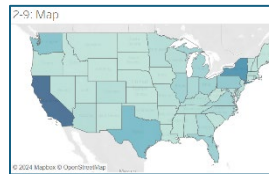
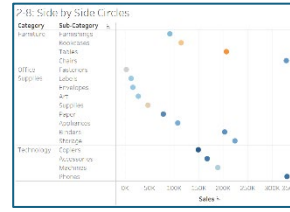
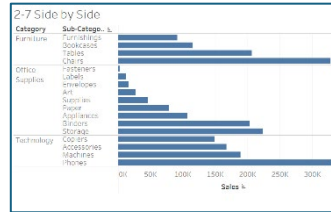
Sales	2,297,201
Avg. Sales	230
Median Sales	54
Min. Sales	0
Max. Sales	22,638
Percentile (10) of Sales	8
Percentile (90) of Sales	573

Section 2: Basic Chart Types

1. Vertical Bar Chart
2. Horizontal Bar Chart
3. Heatmap
4. Pie Chart
5. Treemap
6. Stacked Bar Chart



7. Side by Side Bar
8. Side by Side Circles
9. Map
- 10.Box and Whiskers
- 11.Scatter Plot
- 12.Histogram



Section 3: Date Chart Types

1. Line – continuous
2. Line YoY– discrete
3. Area Chart
4. 2 Line Graphs, separate
5. 2 Line Graphs, Dual axis, synced

