

## Create Basic Charts: Bar, Stacked Bar, Line & Scatter Step by Step Guide

### 1. Import Southern\_Superstore file, add Southern\_Region sheet

Tableau Public - Book1

File Data Window Help

Connections: South\_Superstore (Microsoft Excel)

Sheets: More Returns, New Southern\_Region, Returns, Rewards Customers, Southern\_Region, target, New Union

Southern\_Region (South\_Superstore)

Need more data? Drag tables here to relate them. Learn more

Row ID	Order ID	Order Date	Ship Date	Ship Mode	Customer ID	Customer Name	Segment	Country	City	State	Zip	Region
7181	CA-2011-106054	1/6/2013	1/7/2013	First Class	JD-15145	Jack O'Briant	Corporate	United States	Athens	Georgia	30605	South
7475	CA-2011-167299	1/6/2013	1/10/2013	Standard Class	ME-17320	Maria Elzeadi	Home Office	United States	Henderson	Kentucky	42420	South
7476	CA-2011-167299	1/6/2013	1/10/2013	Standard Class	ME-17320	Maria Elzeadi	Home Office	United States	Henderson	Kentucky	42420	South
7477	CA-2011-167299	1/6/2013	1/10/2013	Standard Class	ME-17320	Maria Elzeadi	Home Office	United States	Henderson	Kentucky	42420	South
7478	CA-2011-167299	1/6/2013	1/10/2013	Standard Class	ME-17320	Maria Elzeadi	Home Office	United States	Henderson	Kentucky	42420	South

### 2. Go to Sheet 1 and double click Sales from the field list

Tableau Public - Book1

File Data Worksheet Dashboard Story Analysis Map Format Window Help

Data Analytics Pages

Southern\_Region (South\_...

Search: Y

Tables: Category, City, Country, Customer ID, Customer Name, Order Date, Order ID, Order Year, Product ID, Product Name, Region, Row ID, Segment, Ship Date, Ship Mode, State, Sub-Category, Zip, Measure Names, Discount, Profit, Quantity, Sales, Latitude (generated), Longitude (generated), Southern\_Region (Count), Measure Values

Columns: SUM(Sales)

Rows:

Sheet 1

1 mark, 1 row by 1 column, SUM(Sales): 391,722

### 3. Click the Sub-category field, drag and drop it in the Columns shelf and now we have a bar chart

Tableau Public - Book1

File Data Worksheet Dashboard Story Analysis Map Format Window Help

Data Analytics Pages

Southern\_Region (South\_...

Search: Y

Tables: Category, City, Country, Customer ID, Customer Name, Order Date, Order ID, Order Year, Product ID, Product Name, Region, Row ID, Segment, Ship Date, Ship Mode, State, Sub-Category, Zip, Measure Names, Discount, Profit, Quantity, Sales, Latitude (generated), Longitude (generated), Southern\_Region (Count), Measure Values

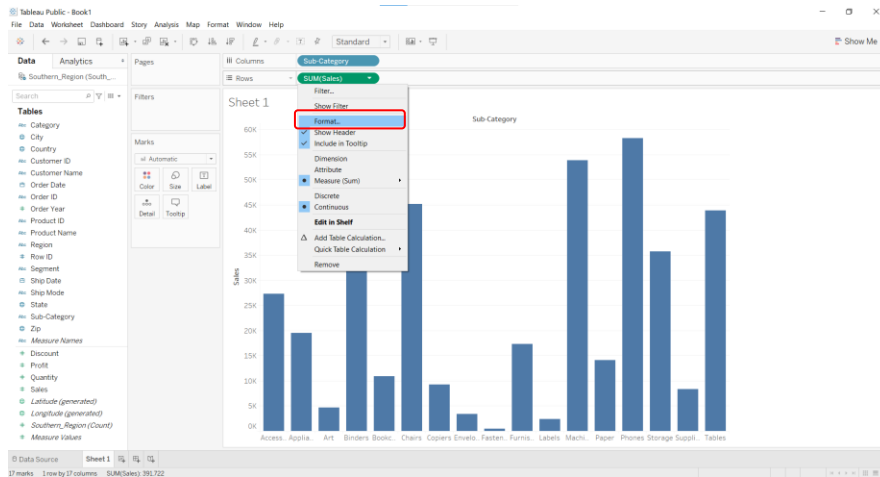
Columns: Sub-Category, SUM(Sales)

Rows:

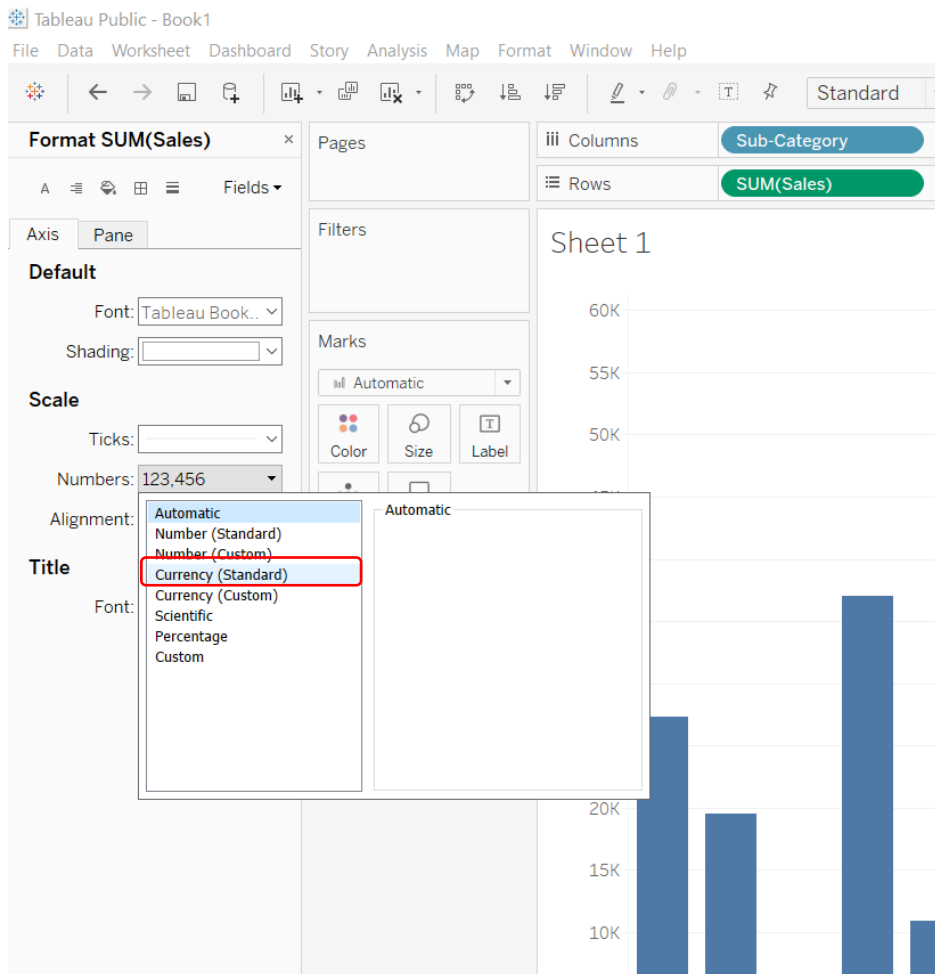
Sheet 1

17 marks, 1 row by 17 columns, SUM(Sales): 391,722

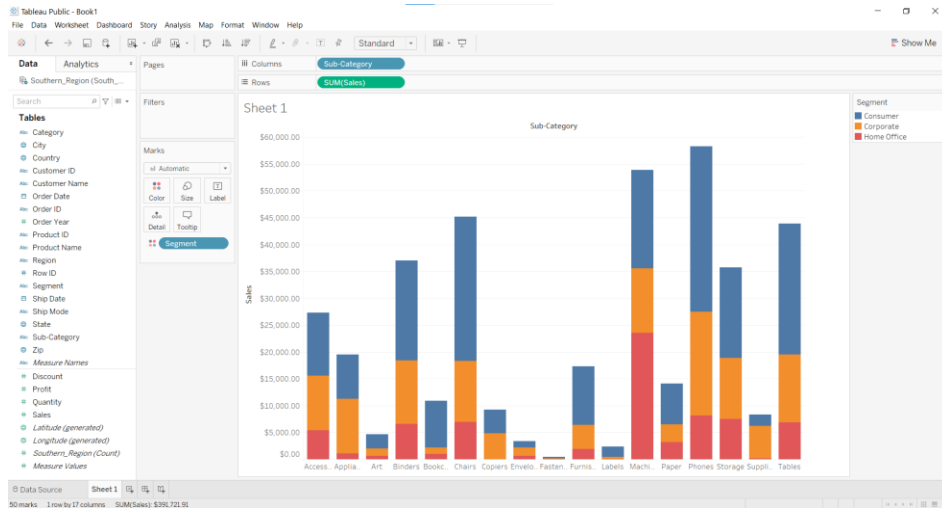
- Click the down arrow on the Sales field from the Rows shelf and choose Format



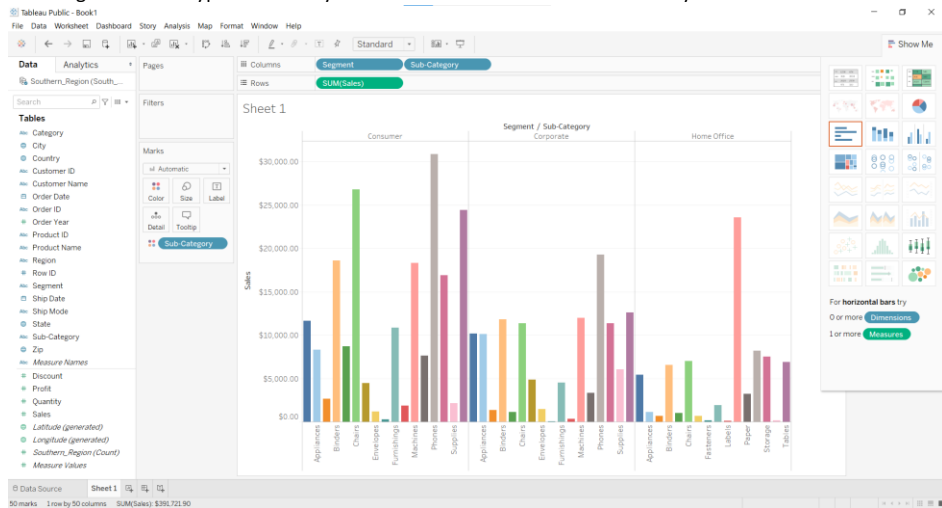
- From the Axis tab in the left, click the arrow from the Numbers box and choose Currency (Standard)



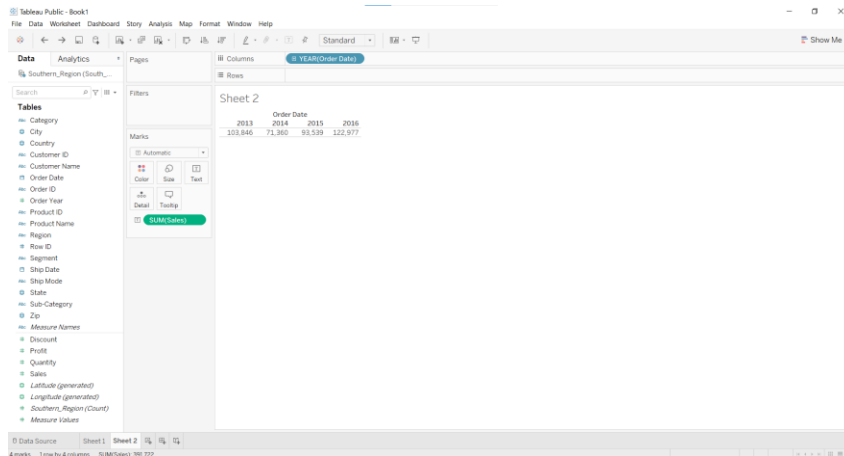
6. To create a Stacked Bar Chart we need to add a second dimension to the view. Drag the Segment field and drop it in the view or in the Color mark to create the stacked bar chart



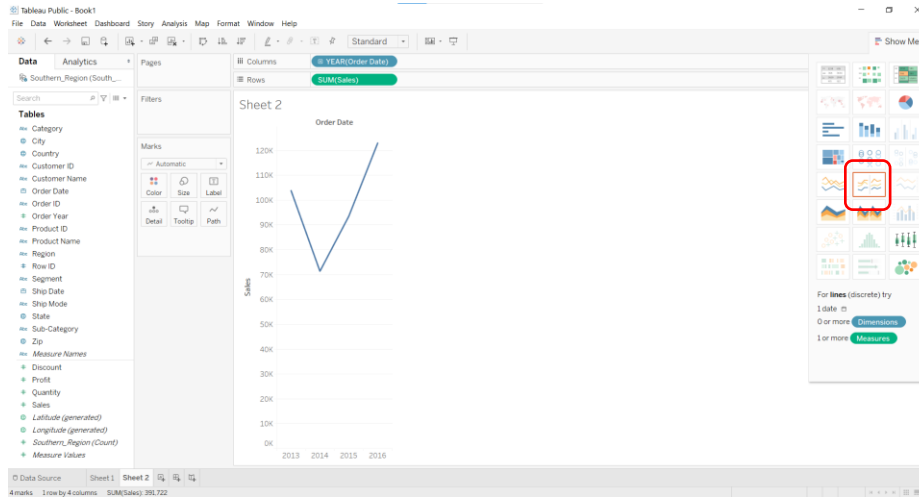
7. To change the visual type to a Side by Side Bar Chart select Show Me -> Side by Side Bar Chart



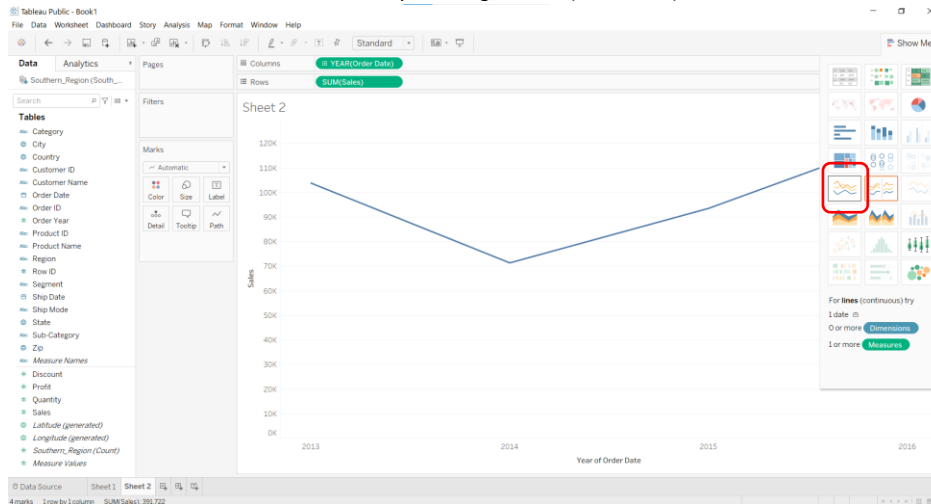
8. To create a line chart create a new sheet and double click Order Date and Sales



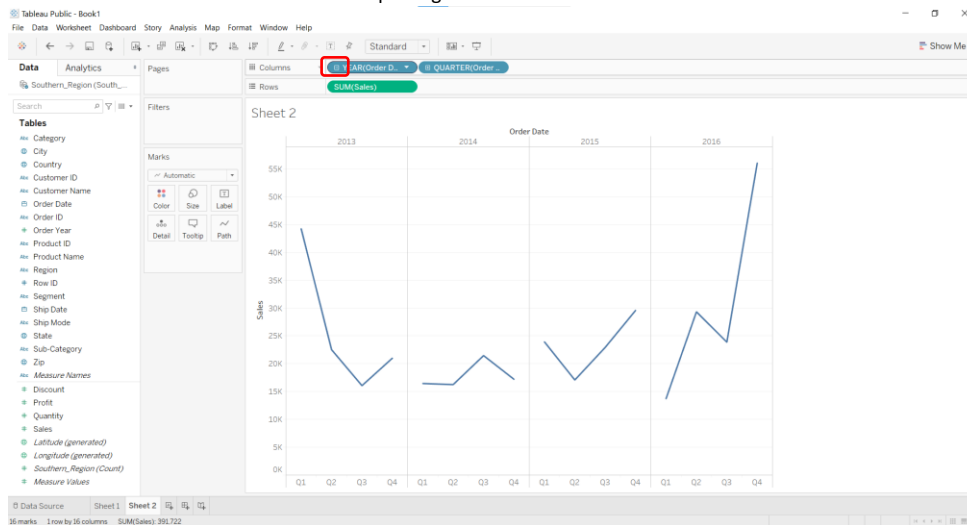
9. From the Show Me menu select the Lines (discrete) visual



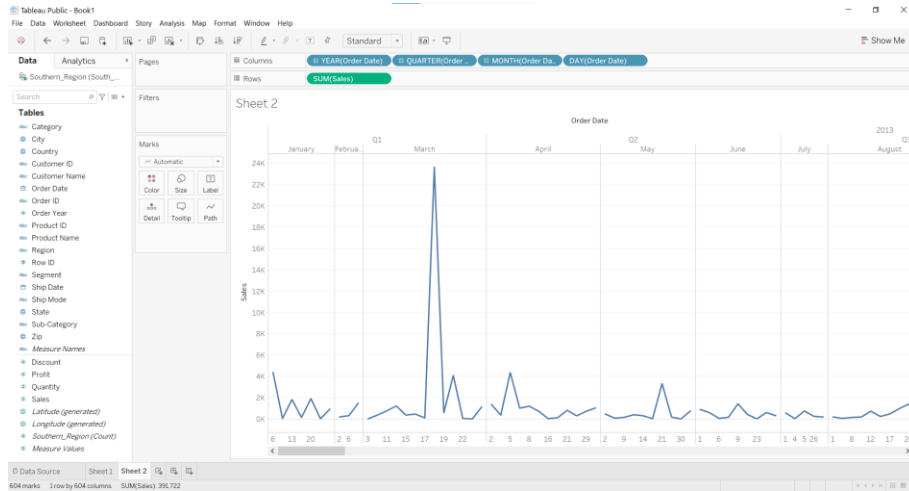
10. You can also create a continuous Line chart by selecting the Line (continuous) visual



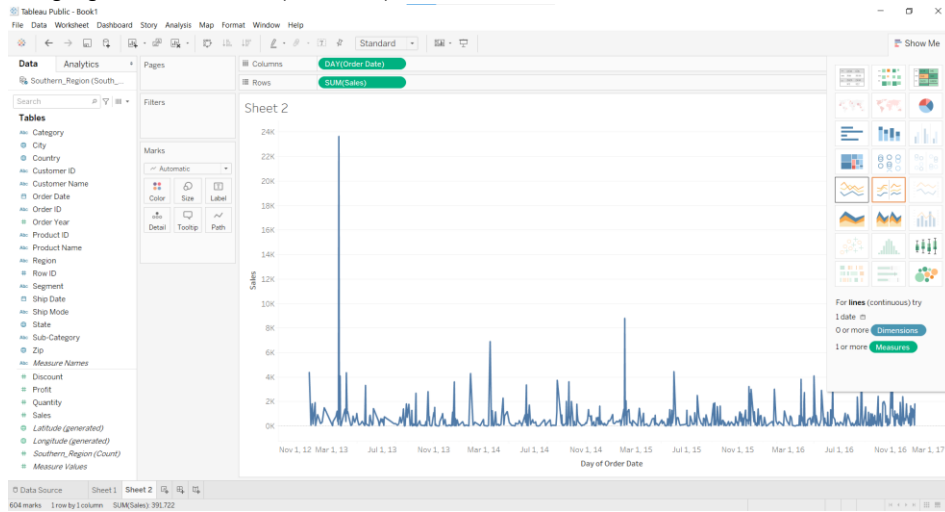
11. Switch back to the discrete Line visual and plus sign from the Order Date field from the Columns shelf



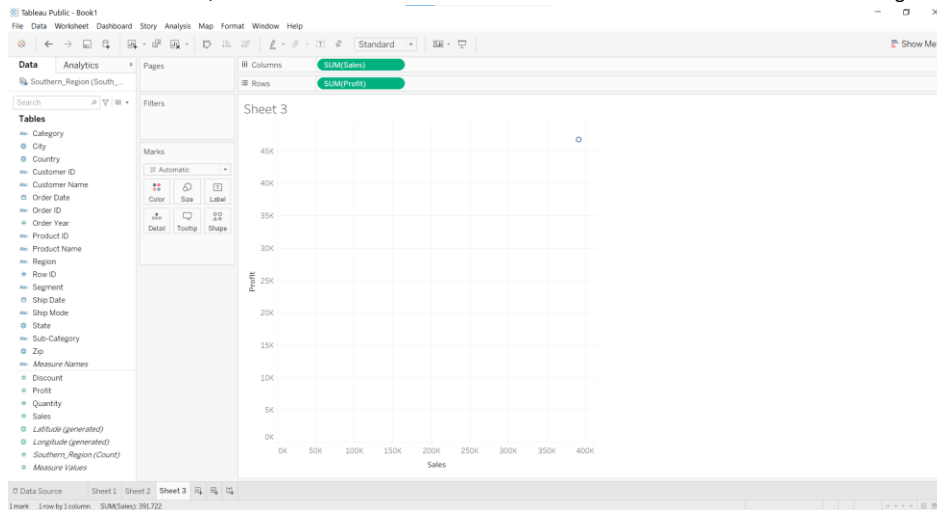
## 12. Expand the quarter and month levels to the day level



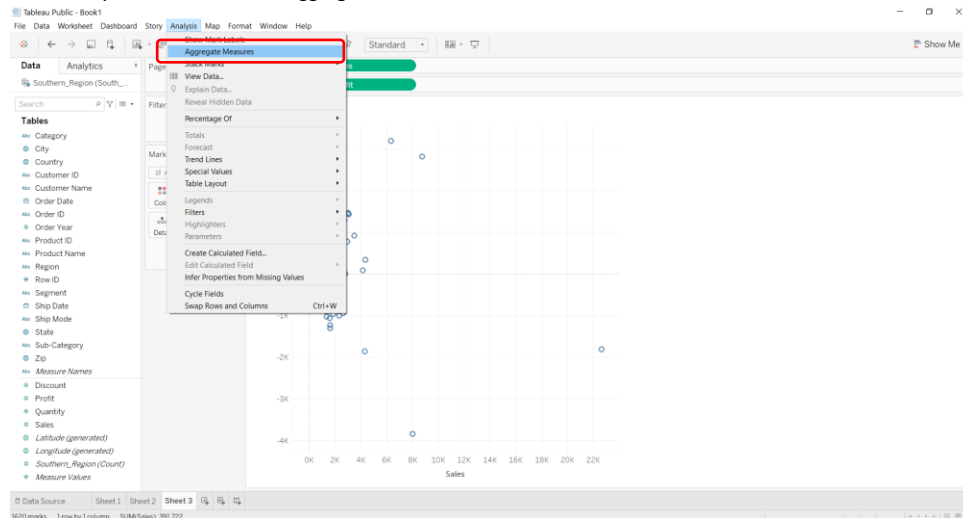
## 13. Change again the visual to Line (continuous)



## 14. To create a Scatter Plot, create a new sheet and double click Profit and Sales. You should have this image



15. Go to Analysis tab and unselect Aggregate Measures



16. To see how scatter plot displayed by another dimension, go to Analysis tab and select Aggregate Measures and add the dimension to the view. Let's try with product name -> double click it to add it to the view

