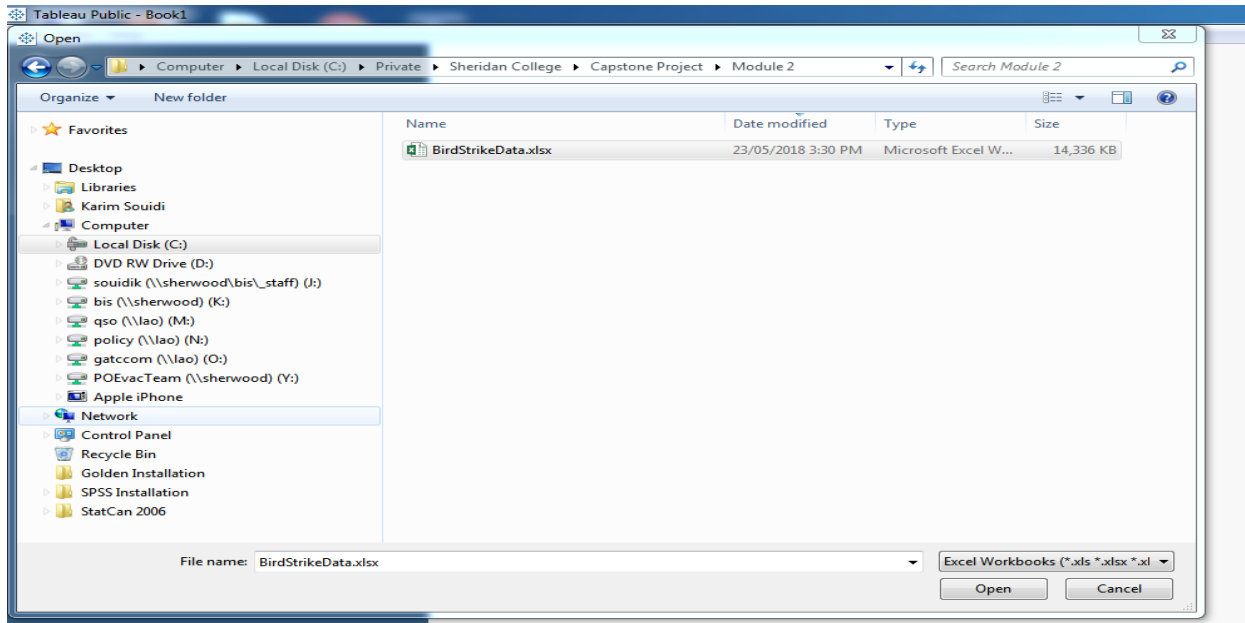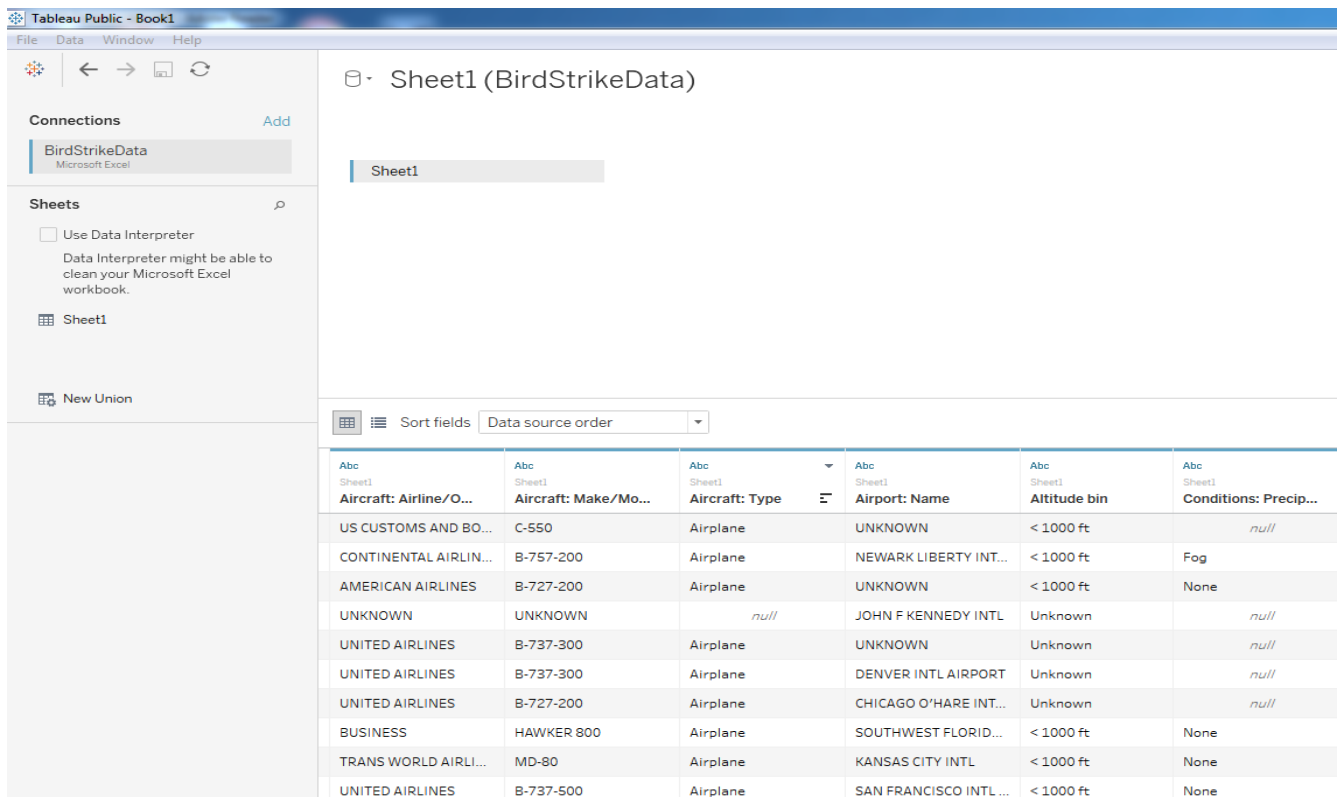# INTRODUCTION TO TABLEAU

**Step 1:** Download Tableau Public. You may also download a free trial of Tableau Desktop.
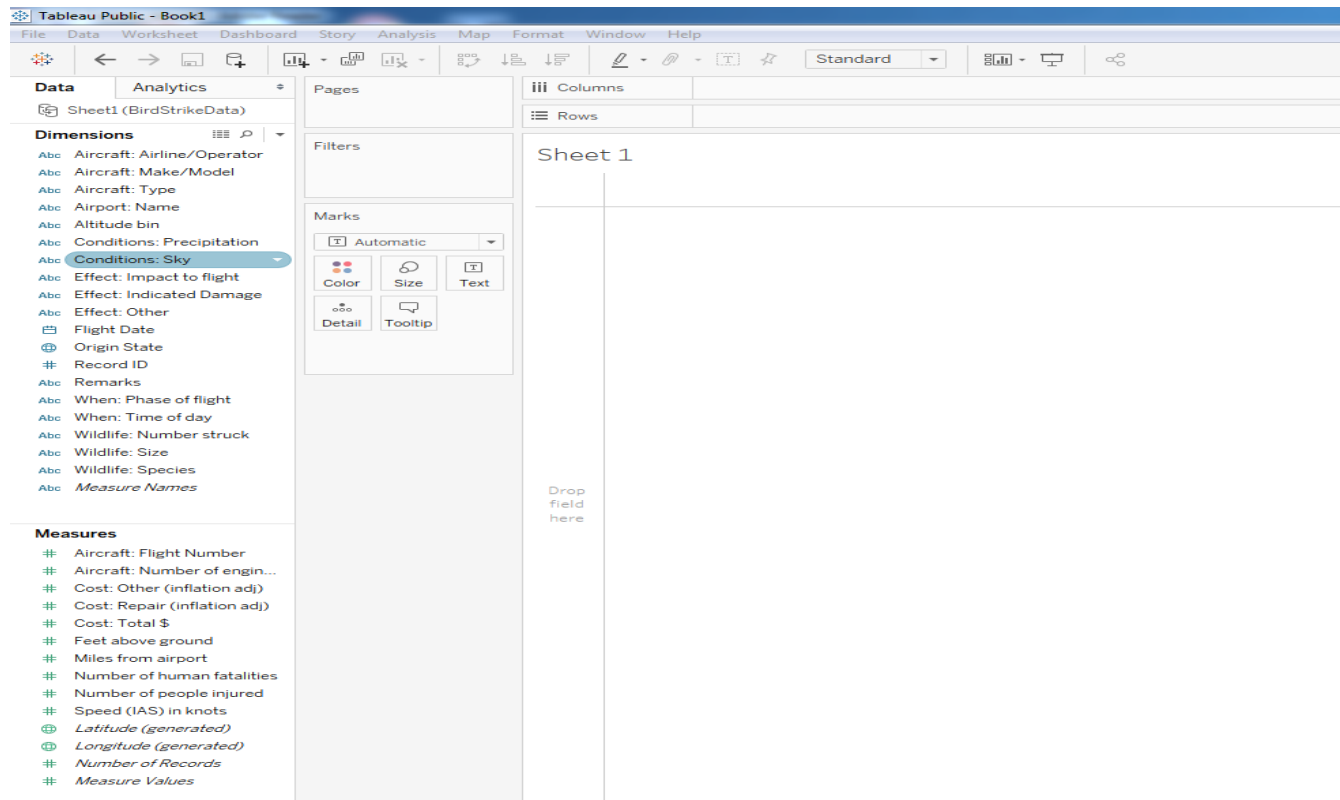
**Step 2**: Download the Excel file <u>BirdStrikeData</u> from D2L on your computer. Open Tableau and upload the file. Click "Open new file".



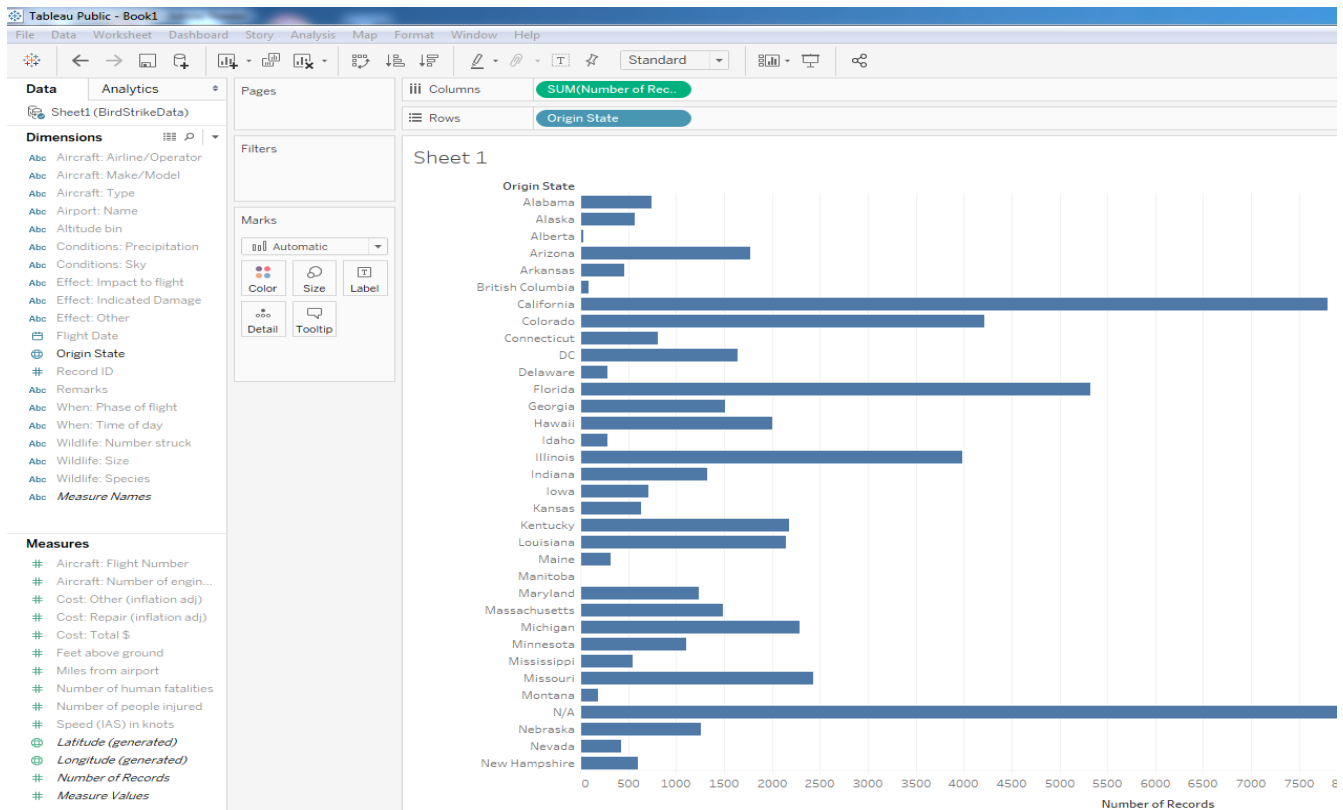**Step 3**: Once the data is uploaded you will see the screen below.
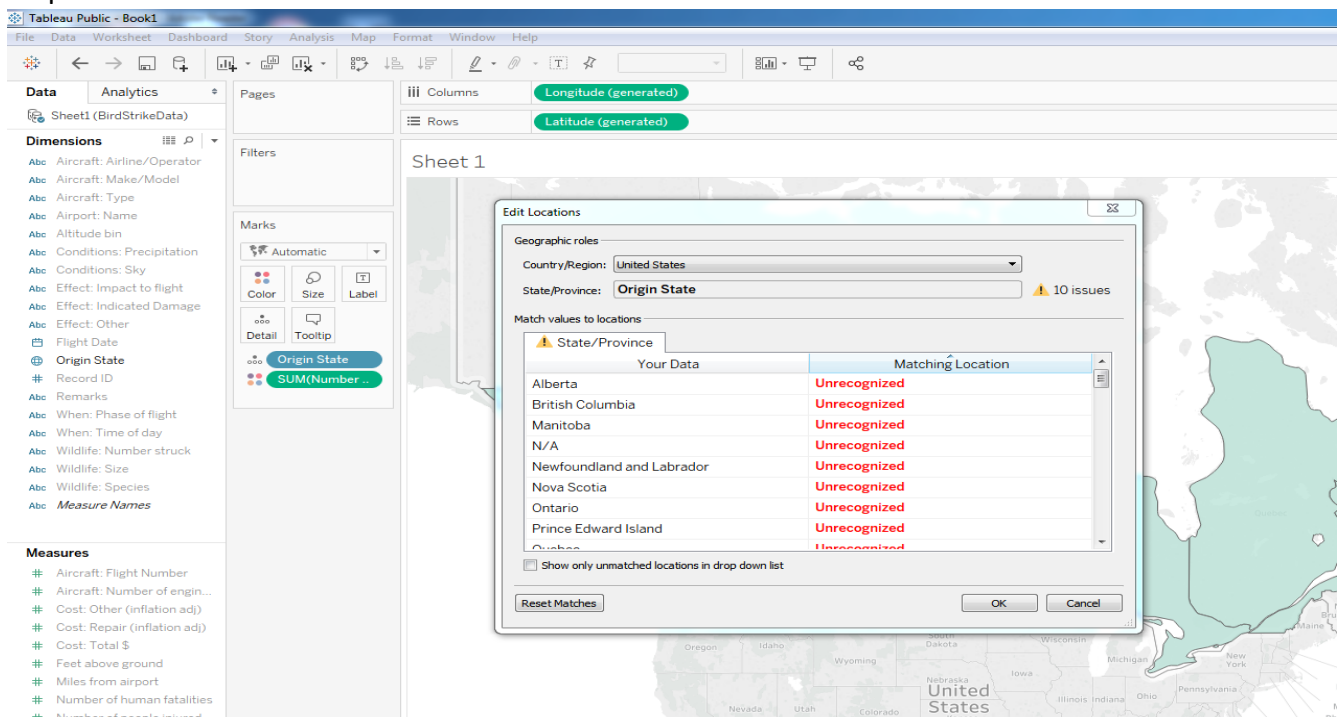
Click on "Sheet1" in the bottom left.



**Step 4:** Drag the "Number of Records" field from the left into the Columns field and drag the "Origin State" field into the Rows field. This will generate a bar chart that shows bird strikes by State.

If "Number of Records" is not visible go to the scroll down arrow next to "Dimensions" on top and change the settings to unhide it. If it's visible but disabled right-click on it and click "unhide" to make it visible.
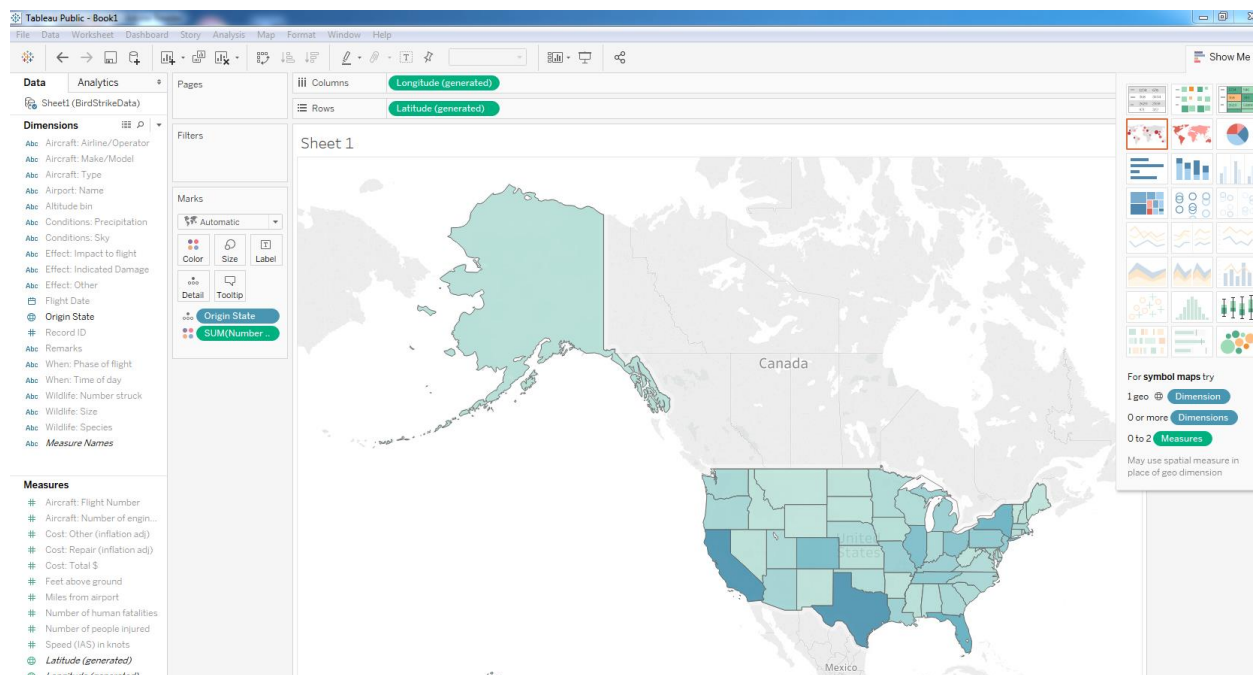
**Step 5:** Click on the geographical heat map on "Show Me" floating menu on the top right. This heat map shows the number of bird strikes by State using different colors for different States. You can change the color options
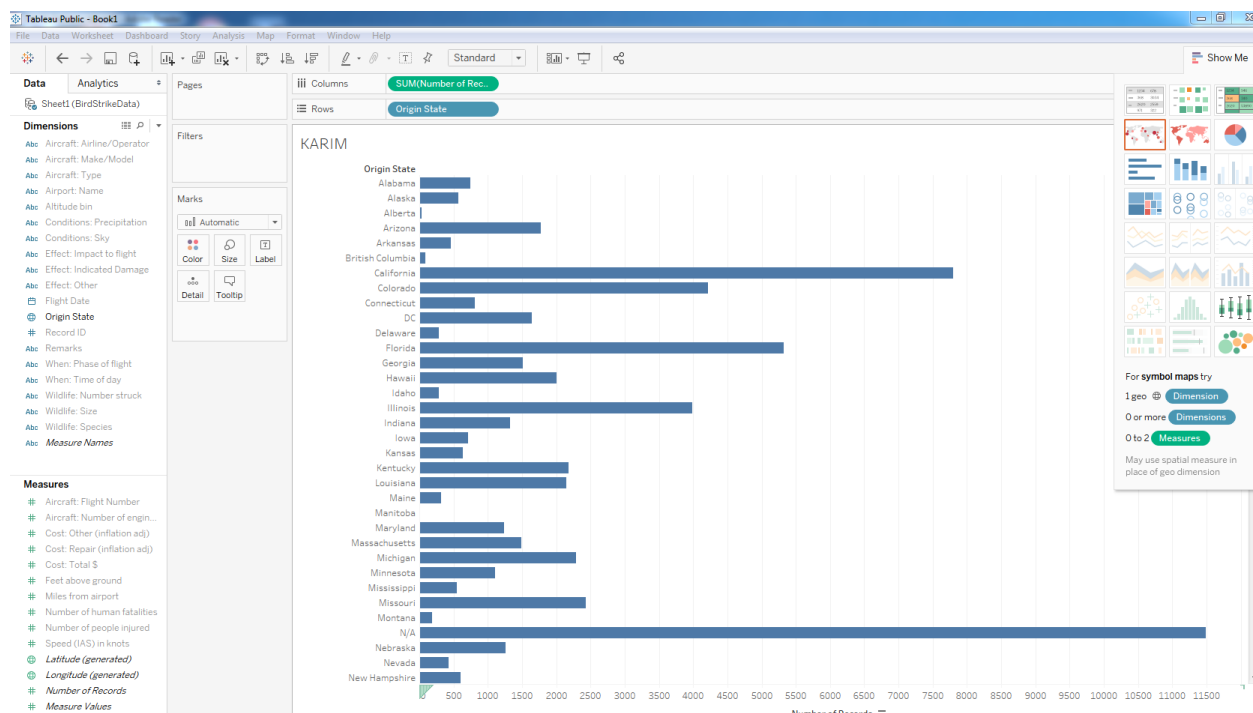
If you "map location" (under Map in the menu) is set to Canada by default you will get the Canadian map instead.
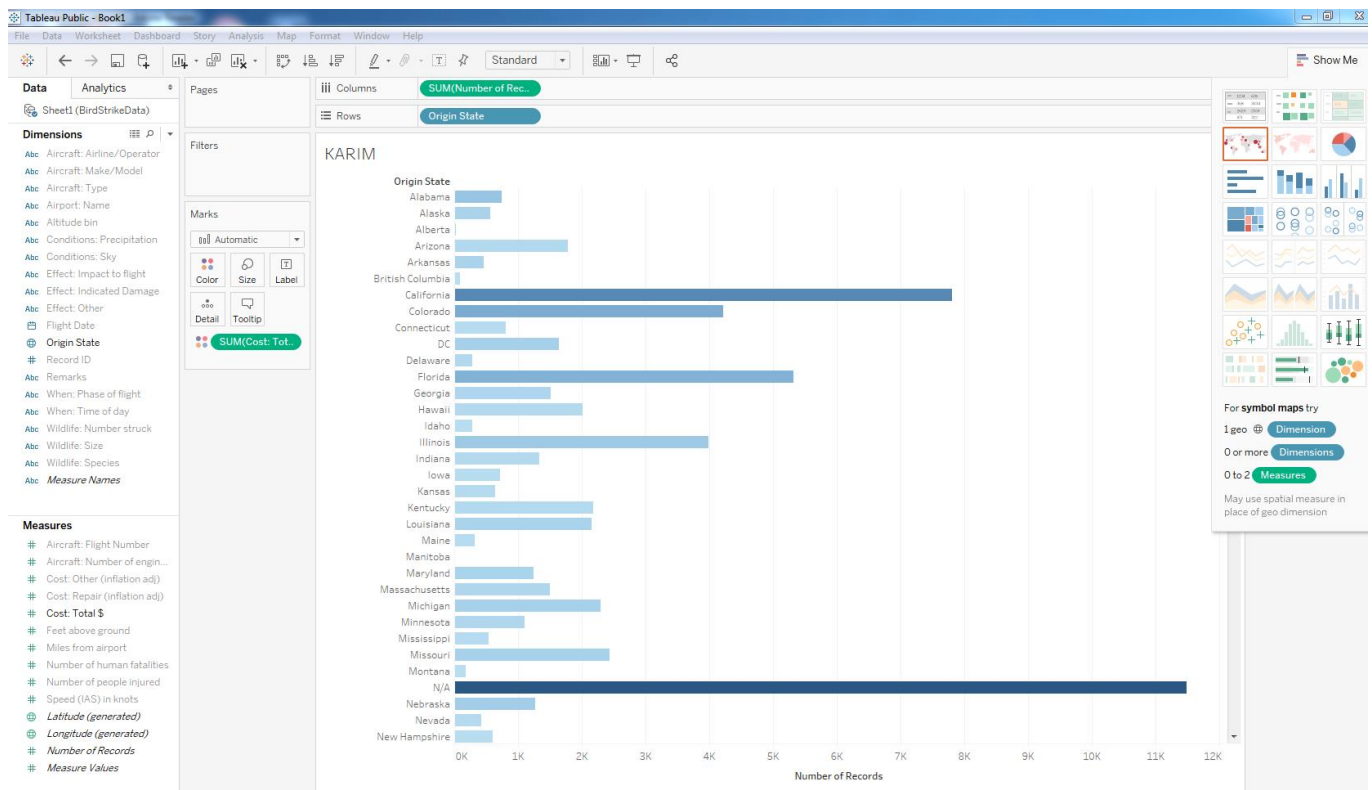
To change that go to "Map" and edit location to United States. You will get the following
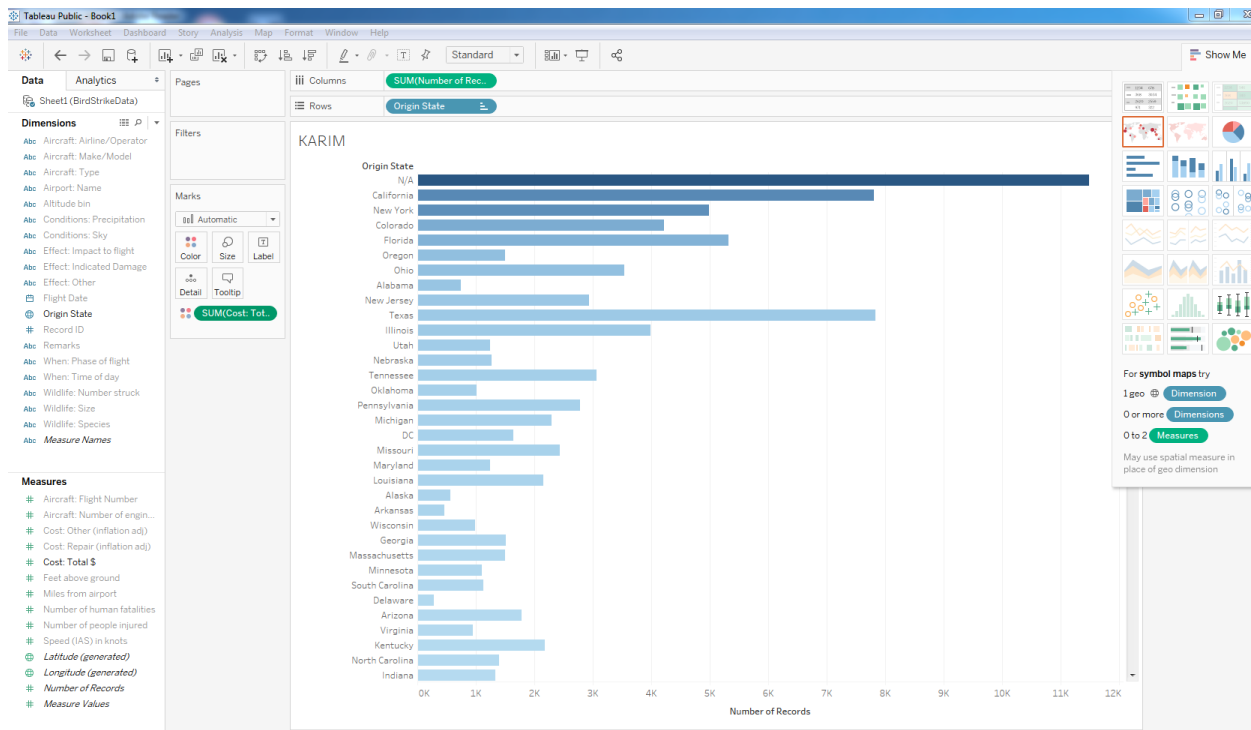


**Step 6:** Now create a new sheet (like in Excel). I renamed mine. Do the same thing like in the previous step and then drag "Cost (total)" into the Colors icon. This will create a bar chart for States based on the cost of bird strikes.
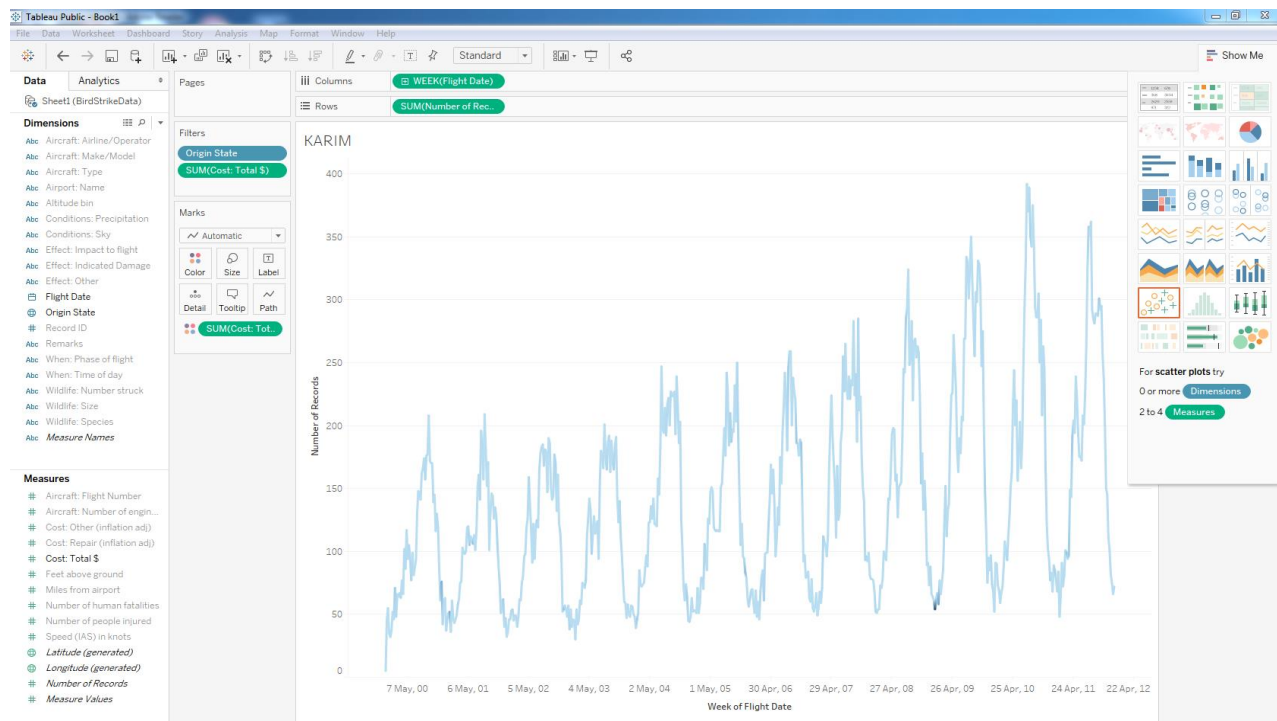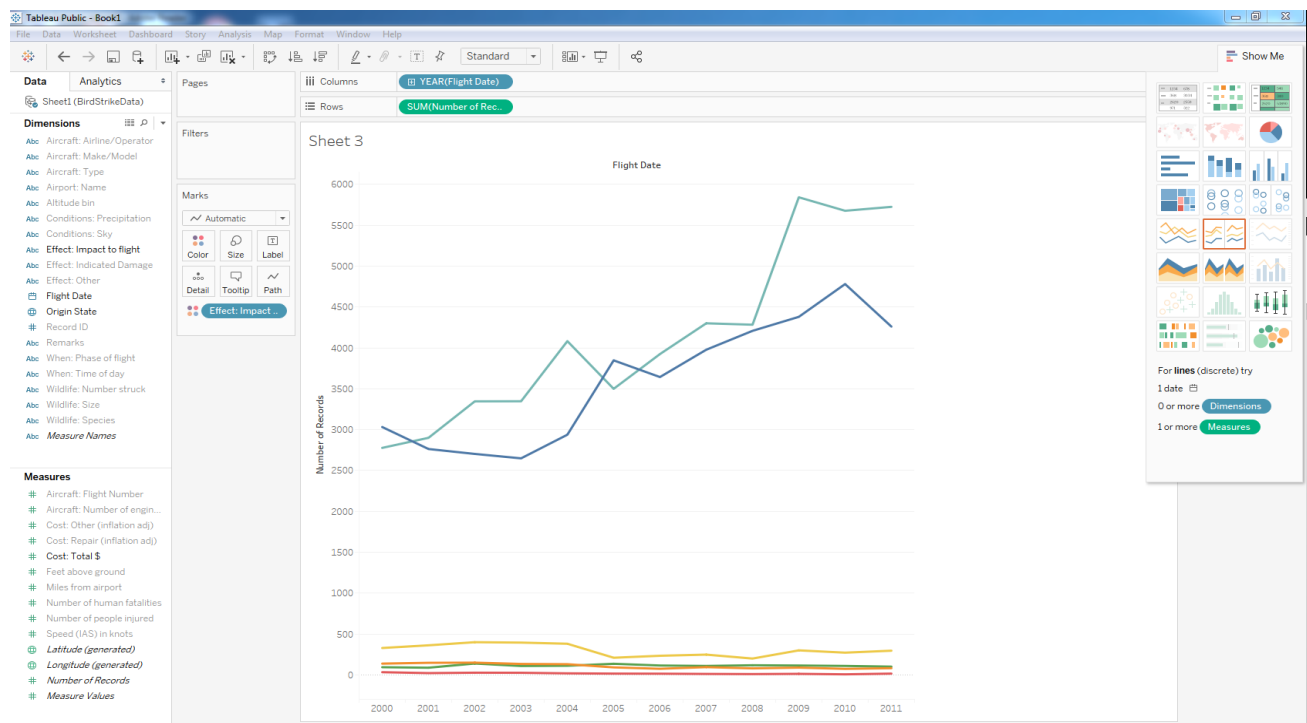
**Step 7:** Click on the sort button in the menu (on top) to sort the bars based on costs of bird strikes. Hover your mouse on top of NA State and click "Exclude" to remove that bar from the chart.
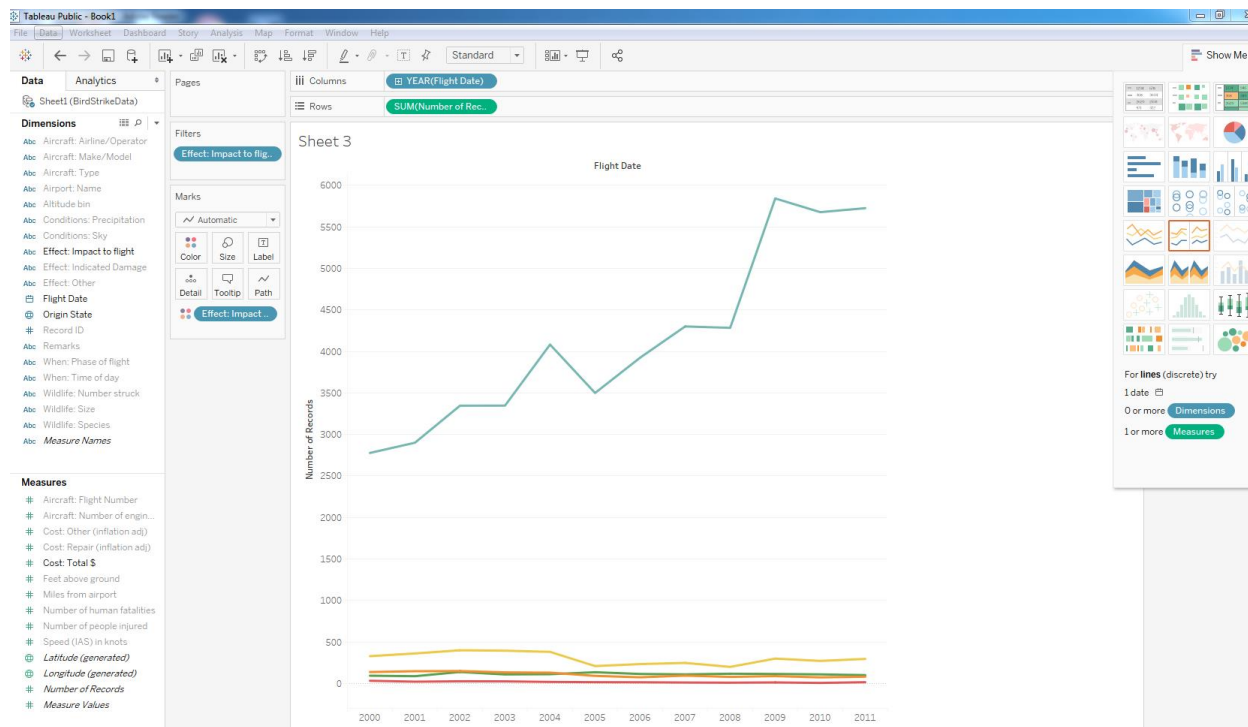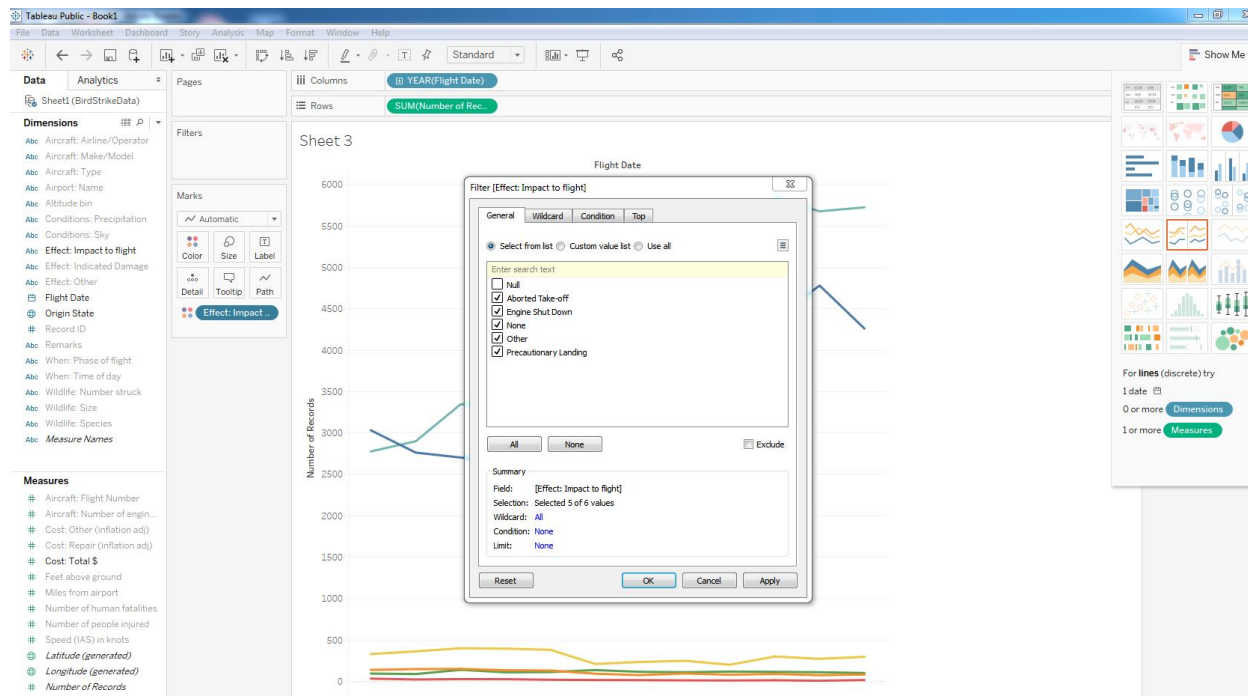
**Step 8:** Drag the "FlightDate into the Columns field and the "Number of Records" into the Rows field. Now click on the arrow on the "FlightDate" and change it to "Week". This shows the weekly trend of strikes over time.
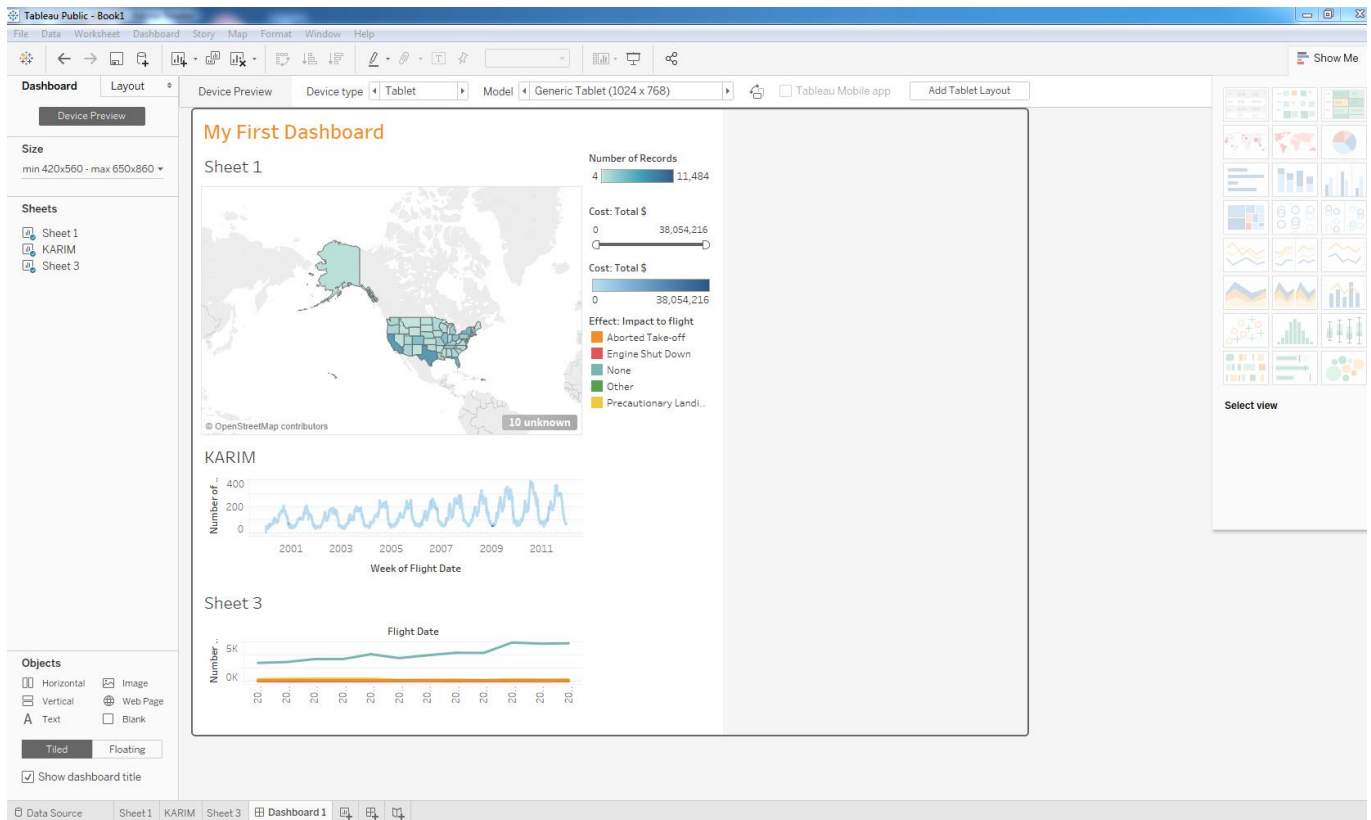


**Step 9:** Now create a new sheet and bring "FlightDate" into the Columns field and the "Number of Records" field into the Rows field. Then select years on the FlightDate field. Drag "Impact to Flight" field into the Color box.

**Step 10:** Now click on Color attributes and remove "NULL"





**Step 11:** Now click on "New Dashboard" and drag the vertical frame or horizontal frame. Whatever you prefer. It will serve as a background for your dashboard. Then drag your sheets one by one to the dashboard and place them adjacent to each other in an organised fashion.

**Step 12:** Finally publish your dashboard to share with others (classmates). Click on Server then Tableau Public and then Save As. You will be asked to create a free online account.