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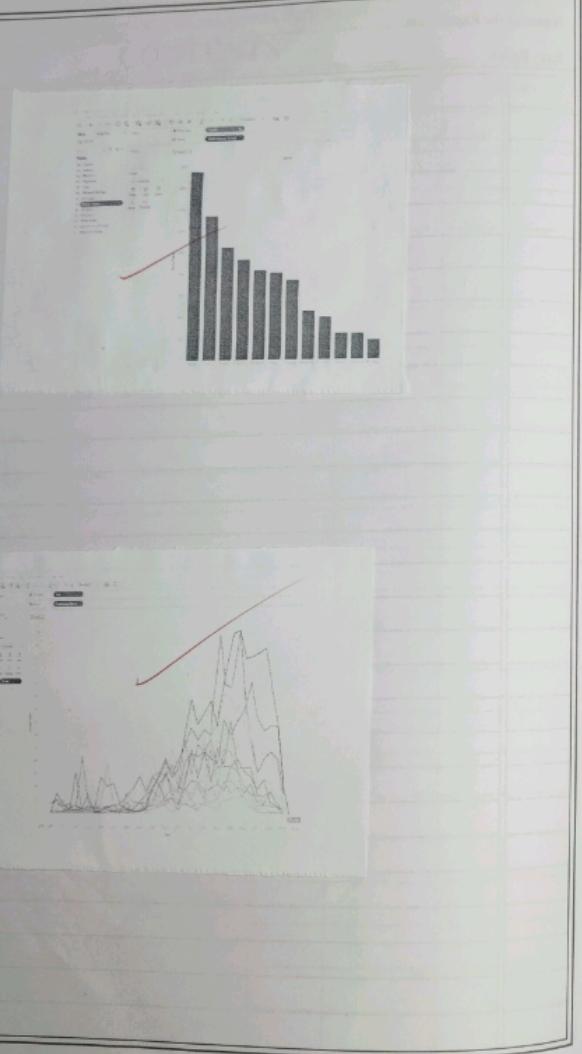
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① Getting started - Tableau workspace & Terminologies & Basic functionalities

- 1) Go to Select Page : Toggle b/w the sheet & the desktop start Page.
- 2) Data Pane : Includes dimensions & measures populated from your related data source.
- 3) Analytic Pane : Includes options you can use to apply reference line, forecasts, trend line to build boxplots.
- 4) Workbook Name : The file name of the work book.
- 5) View cards : used to modifying the worksheet
- 6) Tool bar Icons : Icons are available for quick access to popular features.
- 7) Worksheet View : workspace for building your visualizations
- 8) Go to data source : Returns you to the data source specialization Page.
- 9) Worksheet Tabs : click to view a specific worksheet, dashboard or story.
- 10) New worksheet, Dashboard and Story Tabs: click to create new worksheet, Dashboard or story.
- 11) Status Bar : Displays data about the fields and marks included in the view.

steps:

- 1) Tableau workspace setup:
 - Connect to data
 - Open tableau and on the start page 'select/connect → Go to a file → Text'



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Data Preview	click on the sheet 1 tab at the bottom to go to first worksheet.	
Basic functionalities:		
a.	Basic Visualization (Bar chart of Global Sales by Genre). • In your worksheet, drag Genre to the columns shelf. • Drag Global Sales to the Rows shelf • You should see a bar chart. • click on the Global sales axis and sort descending to show the genres with the most sales first.	
b.	Filtering:	
c.	• Drag year to the filters shelf. • choose the range of years you want to display(eg -2000-2016). • Add one more worksheet - Global sales trend by year. • Drag year to the columns • Drag Global Sales to the rows • Create a line chart to show how global sales have trended over time. • Add genre to the marks • Apply color to genres. b) Go to the Dashboard in Tableau. c) Add multiple visualizations to the single dashboard (To increase dashboard size-select size -Automatic).	

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9 Connecting to Data Source - connecting to Database, Different types of Tableau Joins.

1. Connecting to Excel files in Tableau.

→ Under to a file, choose microsoft excel.

→ Browse and select your Excel file

→ Drag the relevant sheets to the workspace.

2. Tableau joins file.xlsx Dataset : has three Excel sheets
Demographics.

• EmployeeID

• Name of Employee

• EmployeeAge

• EmployeeGender

Salary:

• EmpID

• EmpSalary

These sheets have a relationship based on the EmpID Drag and drop Demographic table Right click-select open - that allows you to follow the types of joins.

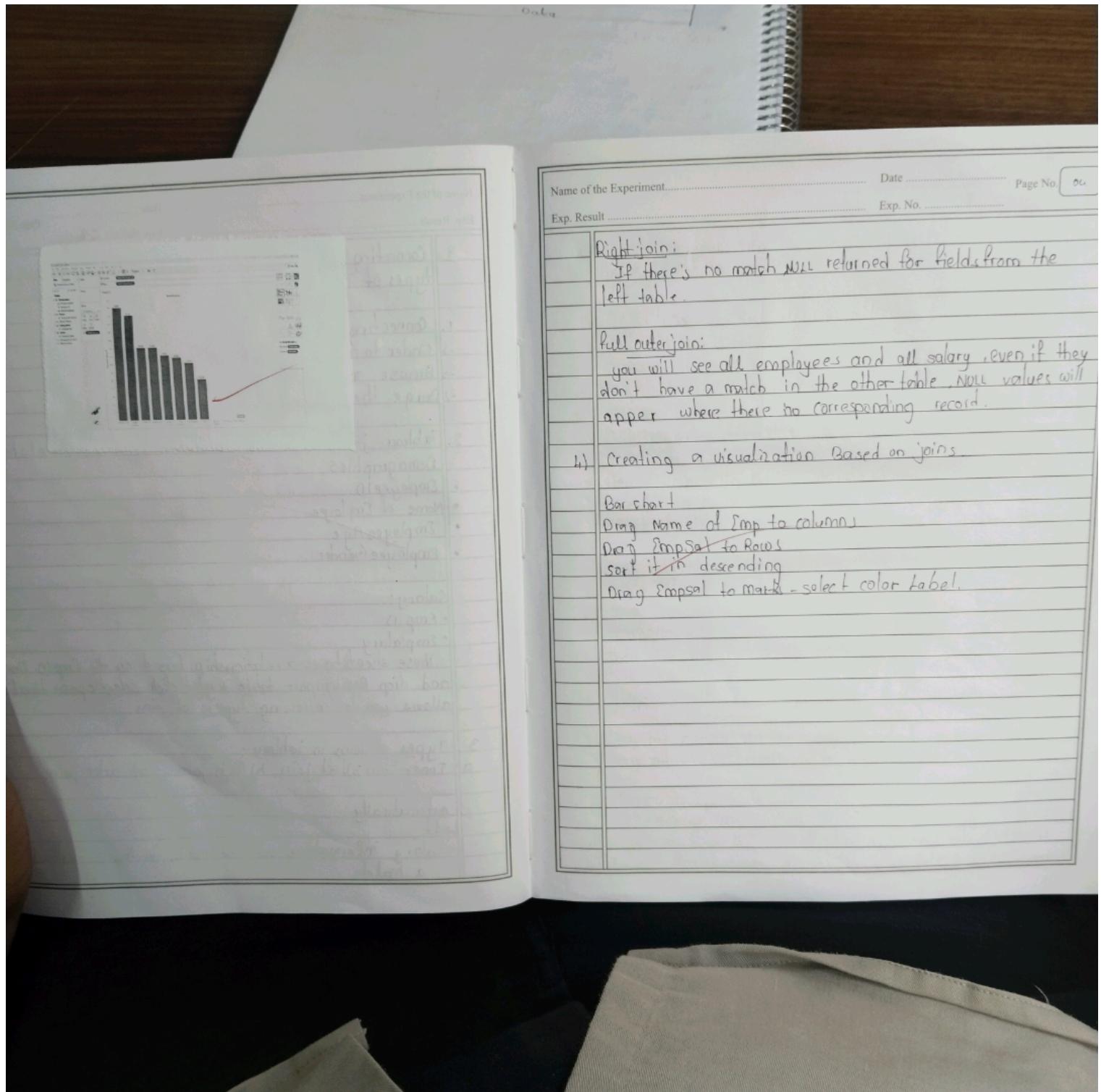
3. Types of Joins in Tableau.

a) inner join b) left join b) right join b) outer join

automatically

left:

salary information will be NULL for those without a match.



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3) Creating a view - formatting charts, adding filters creating calculated fields and defining Parameters.

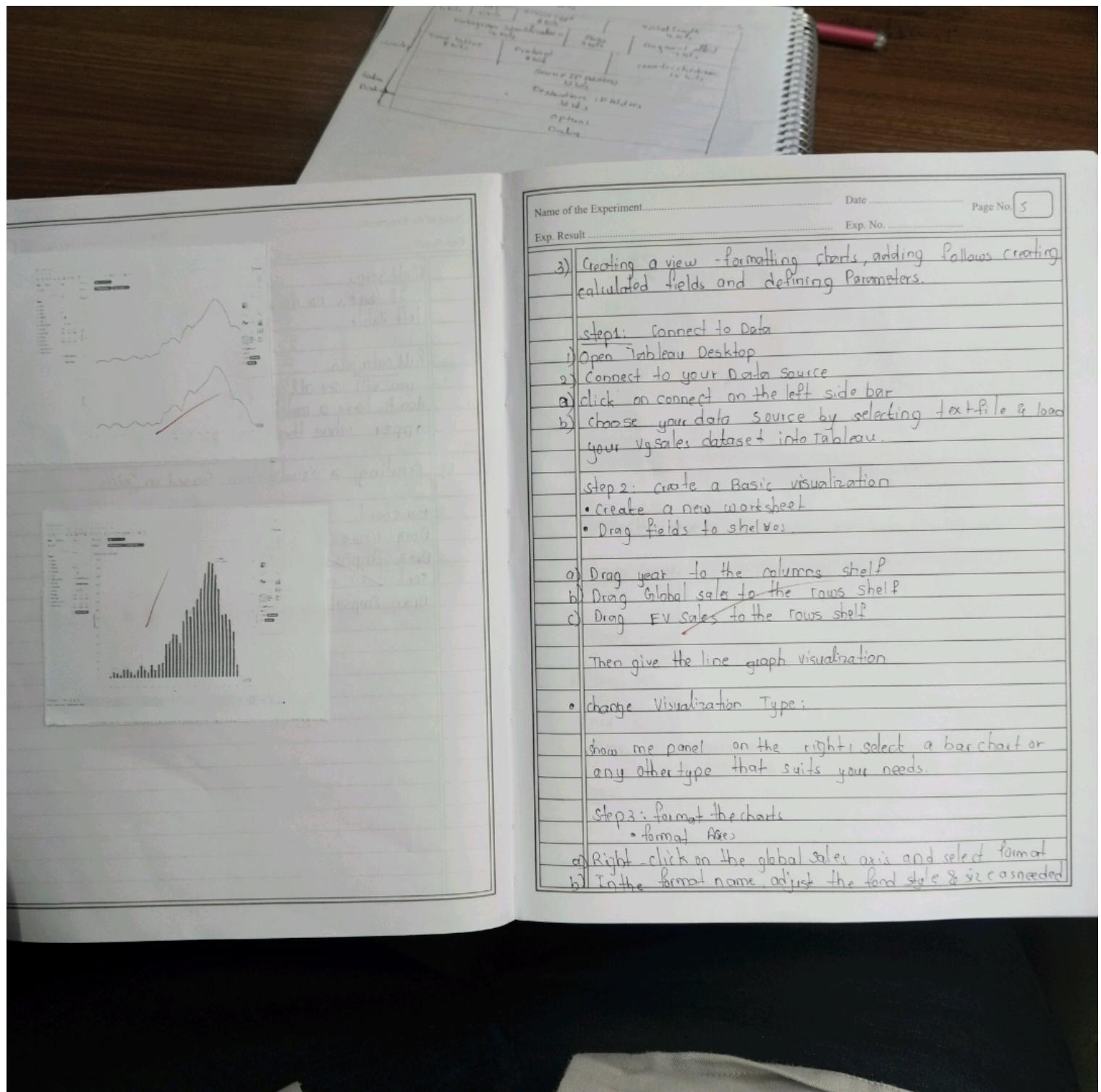
Step 1: Connect to Data
 i) Open Tableau Desktop
 ii) Connect to your Data Source
 a) click on connect on the left side bar
 b) choose your data source by selecting text file & load your vgsales dataset into Tableau.

Step 2: Create a Basic Visualization
 • Create a new worksheet
 • Drag Fields to shelves.

a) Drag year to the columns shelf
 b) Drag Global Sales to the rows shelf
 c) Drag FV Sales to the rows shelf?

Then give the line graph visualization
 • change Visualization Type:
 Show me panel on the right, select a bar chart or any other type that suits your needs.

Step 3: Format the charts
 • Format Axis
 a) Right click on the global sales axis and select format
 b) In the format name, adjust the font style & size as needed



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<p>Add titles and Annotations:</p> <p>a) Click on the chart title area and enter a descriptive title - Global sales by year.</p> <p>b) Add annotations if needed to highlight specific data points - Right click on the chart which you want to highlight + select Annotate - select mark - Press ok</p> <p><u>Step 4: Add filters</u></p> <p>Add a filters for year: Drag year to the filter shelf choose the range of years you want to display (eg 2000-2010)</p> <p><u>Step 5: Create calculated fields</u></p> <p>Create a calculated field for sale category.</p> <p>a) Right - click on Global sales - Select create calculated field</p> <p>b) Gives name to your calculation as Global sales - EVsales</p> <p>c) Do calculations as per your need - [Global sales] - [EVsales]</p> <p>d) Press Ok.</p> <p>Add calculated fields to visualizations.</p> <p>a) Drag global sales - EV sales to the Rows shelf to show global sales over year with Global sales - EV sales over year.</p>	

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Step 6:	create a parameter.
	Name : "Select_Genre"
	• Data Type : String
	• value : list (e.g "Action", "Adventure", "Shooter" or add values from Genre).
	Create a calculated field.
	Name : Sales_by_Genre
	formula: If [Genre] = [Select_Genre] Then [Global sales]
	ELSE END
	Build the visualization.
	• Columns : Drag "year".
	• Focus : Drag "Sales by Genre" .
	At the right side of your sheet you can select required Genres and can be different visualization by Genres. Fighting.

SALES BY GENRE

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Program -4

Dashboard Design and storytelling -components of dashboard , understanding how to place worksheets in containers , Action filters and its types.

Creating a story with Tableau Public

Stories are created through assembling the different worksheets and dashboards . we can highlight important data points and textbox

Select 'New story' at the bottom right of your screen . Drag "sheets" and "sheet 2" on to Drag a sheet here . we can rename each storyboard by clicking "Add a caption" . Rename sheet 1 to Provincial health Expenditure in 2016

use the arrows located on the side of the caption field to navigate to sheet 2 click on Add a caption and rename sheet 2 to " Provincial Health Expenditure from 1975-2018".

Drag an additional copy of sheet 1 and drop it between the two existing sheets , select "Add a caption" and rename it to " ontario".

on the map click on the province ontario and then navigate to the caption field and select " update your screen will show ontario highlighted from the rest of canada.

