

Crash course on getting introduced to Tableau.

# **Tableau 101 Review**

Written by [LC] Reina Li Created: Spring 2025 Last updated September 24, 2025



# **Agenda**

- Types of fields (dimension vs. measure / discrete vs. continuous)
- Live demo using LinkedIn salary data set
  - Connect to a data source, open a new worksheet, and view your workspace
  - Aggregate measures
  - Visual formatting: Labels, aliases, colors, sizes, shapes, and tooltips
  - Filter and sort values
  - Titles, headers, and axes
- Live demo using Kakazu's finances data set
  - Bar chart
  - Line & area charts
  - Pie chart
  - Dual chart

# Types of fields

Data fields are made from the columns in your data source. Each field is automatically assigned a data type such as integer, string, or date, and a role: a discrete dimension or continuous measure (or less commonly, a continuous dimension or discrete measure).

- **Dimensions** group or segment the data. Dimensions typically contain qualitative values (such as names, dates, or geographical data). You can use dimensions to categorize your data. Dimensions affect the level of detail in the view.
- **Measures** are aggregated. Measures typically contain numeric, quantitative values that you can measure. When you drag a measure into the view, Tableau applies an aggregation on the field.

Tableau represents data differently in the view depending on whether the field is discrete or continuous). Continuous and discrete are mathematical terms.

- **Continuous** means "forming an unbroken whole, without interruption". When a continuous field is put on the Rows or Columns shelf, an axis is created in the view.
- **Discrete** means "individually separate and distinct." When a discrete field is put on the Rows or Columns shelf, a header is created in the view.

# LinkedIn salary data set

### **Aggregate measures**

## **Visual formatting:**

Labels, Aliases, Colors, Sizes, Shapes, and Tooltips

**Filter and sort values** 

Titles, headers, and axes



# Kakazu's finances data set

#### **Bar chart**

Display Kakazu's income from January to June using a bar chart.

- Visual fits the entire screen.
- Axis labels in number format currency.
- Label the amount of income for each month.

#### Line & area charts

Display Kakazu's expenses from January to June using a line chart.
Turn it into an area chart.

- Visual fits the entire screen.
- Axis labels in number format currency.
- Label the amount of expense for each month.
- Change line chart into area chart.

#### Pie chart

Display Kakazu's top five expense categories in a pie chart.

- Visual fits the entire screen.
- Remove "N/A".
- Label the amount of each expense category.

#### **Dual chart**

Combine an area/line chart for expenses with a bar chart for income.

- Visual fits the entire screen.
- Show expenses with an area chart.
- Show income with a bar chart.
- Show transaction months.
- For each month, label how much Kakazu made in income.
- Axis labels in number format currency.



# Aaand that's Tableau 101!

