**Tableau instructions**

Tableau is very like a Pivot table

It is based around measures and dimensions.

Measures are in green = values

Dimensions are in blue = dimensions

Can aggregate the data in different ways just like in Pivot (Sum, average, etc)

**Measures v Dimensions**

Dimensions are discrete data in Blue

Measures are continuous data in Green (you can assign them an attribution model just like in excel – sum, average etc)

In Tableau you can easily switch data types!

**Filtering**

Note: All filtering works with AND not OR

**Dates**

Dates can be dimensions or measures.

Dimension = q1 (across many years)

Measure = Q1 2015

**Getting Notes:**

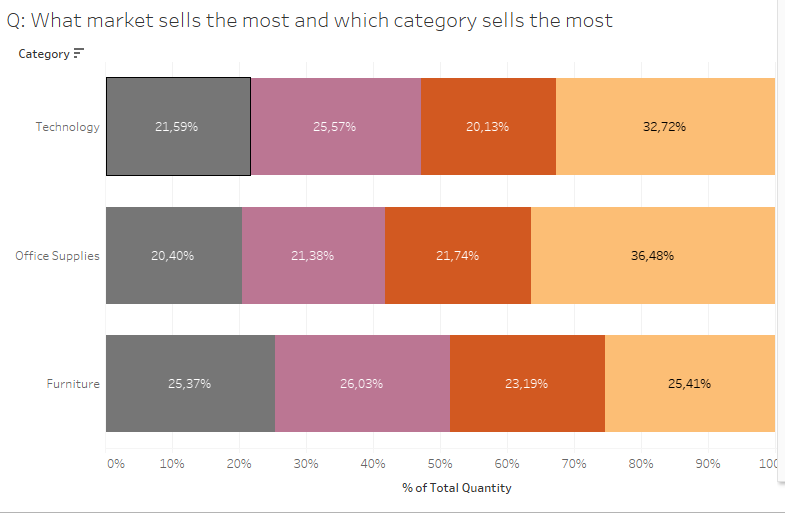
Can make notes in the caption. Worksheet -> caption

1. Maps

Only works withi geo data (see world symbol)

Always drag the geo information into the middle first.

1. Making view where percentage of total category like this:



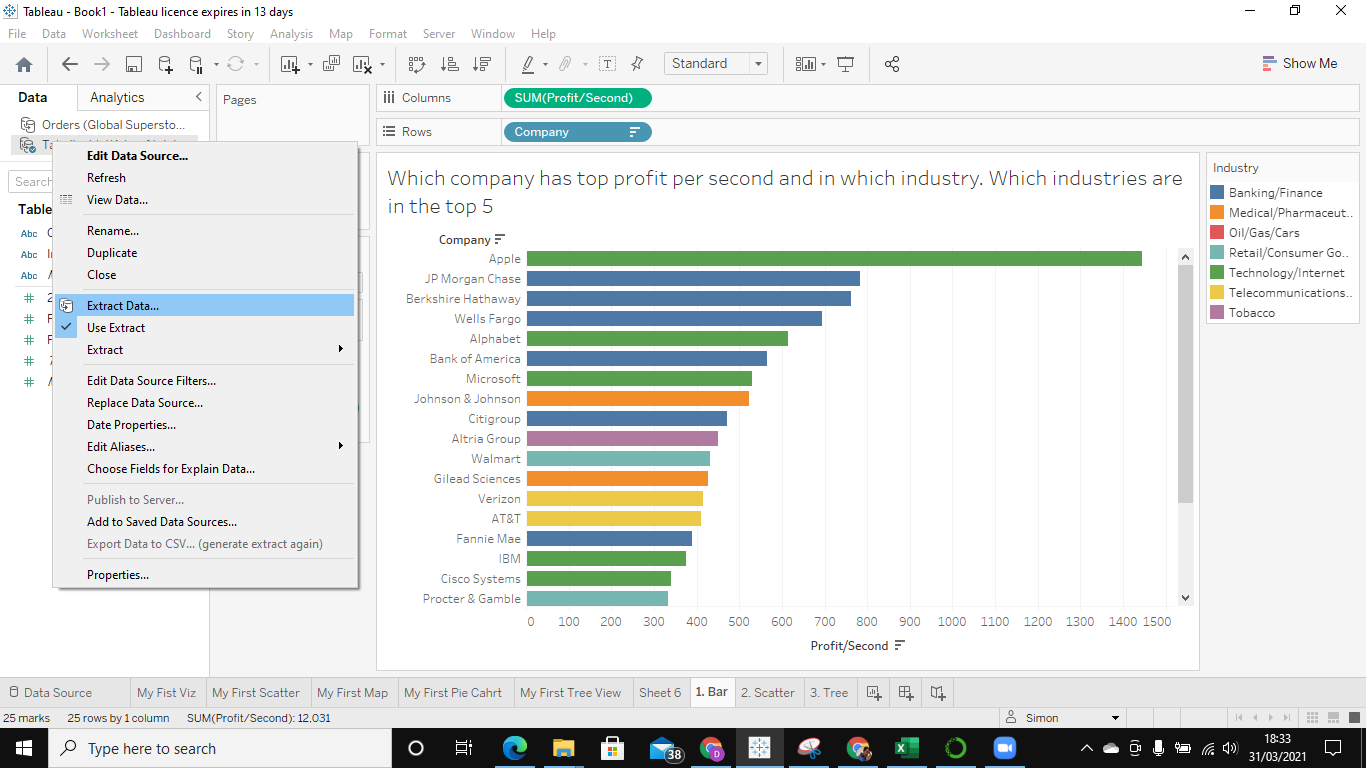
Can only run this on the measures ( in green)

Go to your measure in the table, left click and choose ‘Quick table calculation’ -> ‘Percentage of Total’

Then left click again and choose ‘Compute Using’ -> ‘Table Across’

1. Saving in Tableau

Need to extract file here:



Then save to tableau public here:

