

## **(1) 'World\_Bank\_CO2.xlsx'**

*\*Reference :* <https://public.tableau.com/en-us/s/resources>

1. Connect to data (CO2 Data Cleaned)
2. Worksheet1
  - A. 'Country Name' to empty canvas -> create map
  - B. 'CO2 Per Capita' to canvas -> resize bubbles
  - C. 'CO2 Per Capita' to color -> add color -> adjust color (red/black reversed)
  - D. Rename sheet to 'CO2 Per Capita'
3. Worksheet2
  - A. Double click 'CO2 Per Capita' -> add to canvas
  - B. Double click 'Year' -> see changes overtime
  - C. Add 'Country Name'
  - D. 'CO2 Per Capita' to color -> adjust color (red/black reversed)
  - E. Rename sheet to 'Over Time'
4. Create Dashboard
  - A. Sheets to Canvas
  - B. Use by filter
  - C. Dashboard > Actions

## **(2) getting\_started\_with\_dashboards\_and\_stories.twbx**

*\*Reference :* <https://www.tableau.com/learn/training>

0. Check Options (Device Preview/Size/Sheet/Objects/Title)
1. Create Dashboard1 (Filters)
  - A. Select 'Shipping Cost' & 'Running Total Shipping Cost'
  - B. Adjust by dropdown menu 'Fit'
  - C. Select 'Average Shipping Cost' -> move around or remove legend
  - D. Use 'Running Total Shipping Cost' as a filter
  - E. Add Filter 'Ship Mode' -> change options
  - F. Option > 'Apply to Worksheet'
  - G. Use Filter to change Title 'Average Cost for <Ship Mode> Shipping'
2. Dashboard2 (Options)
  - A. Tiled vs. Floating
  - B. Press 'shift' to change mode
  - C. Adjust layout of legends
3. Dashboard3 (Objects)
  - A. Add Image (fit image / center / set Url)
  - B. Add Web Page ('tableau.com') -> Adjust Image (Use Blank Object)