

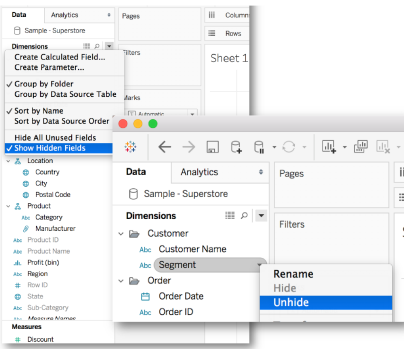
Tableau Time Saver Cheat Sheet

This is a helpful guide to some Tableau time saver tips, so that you can get busy work out of the way and focus on nitty gritty Data Visualization.

Show Hidden Fields

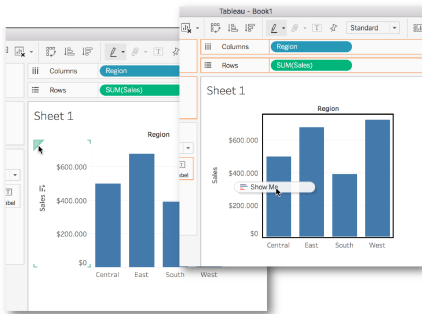
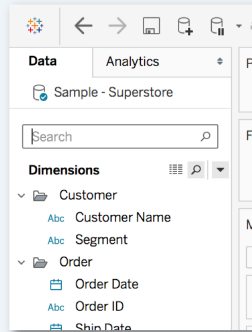
Accidentally hid some fields you actually need?

No need to go back to the data source view – you can easily unhide them, right from the data tab.



Ctrl-F Quick Search

Pressing Ctrl-F (cmd-F on Mac) opens up a quick search in your data tab, **ready to filter for that required field.**



Color using the axis

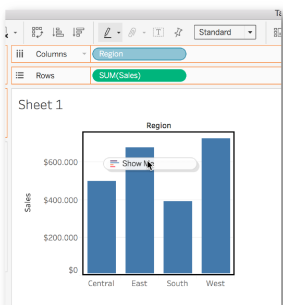
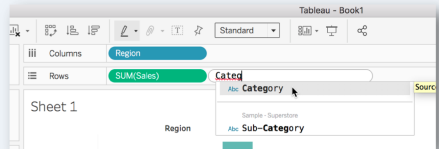
No need to go looking for the Measure in the Data tab.

Just grab the measure from the axis (look for the triangle), and place it onto the graph. Now the colour will be set based on the axis!

Adding fields by typing

No more need to waste time looking for fields.

Double click, and simply start typing a field name in the columns or rows shelf, and your fields names will be displayed, ready for collection.



No color shelf needed

It is known that you can drag a pill to the Color shelf to assign color. **You can also drag a pill to the chart area directly and it will also assign color.**



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