**The following are the steps to order and emphasis graphs in Tableau**

Import the Data into Tableau workspace from the computer.

Three sheets will become visible under the Sheets Tab, namely Orders, People, and Returns. However, we will focus only on Orders data. Double click on Orders Sheet, and it opens just like a spreadsheet.

You observe that the first three rows of data look slightly different and are not in the desired format. Here we use Data Interpreter, also present under the Sheets Tab. By clicking on it, we get a well-formatted sheet.

In this section, you will get to know our data and ask questions about the data to gain insights. Start by generating a simple chart. There are some important terms that we will encounter in this section.

Add Dimension, Measures, Aggregation. Go to the worksheet. Click on tab Sheet 1 at the bottom left of the tableau workspace.

Graphical user interface, application

Description automatically generated

Once you are in the worksheet, from Dimensions under the Data pane, drag the Order Date to the Column shelf. Similarly, drag the Sales field onto the Rows shelf from the Measures tab.

Tableau populates a chart with sales aggregated as a sum. Total aggregated sales for each year by order date is displayed. Tableau always populates a line chart for a view that includes time-field which in this example is Order Date.

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The following are steps to refine the view

1. Category is present under the Dimensions pane. Drag it to the column shelf and place it next to YEAR (Order Date). The Category should be placed to the right of Year. In doing so, the view immediately changes to a bar chart type from a line. The chart shows the overall Sales for every Product by year.
2. Click Show Mark Labels on the toolbar to add labels to the view.
3. The bar chart can be displayed horizontally instead of vertically too. Click Swap on the toolbar for the same.
4. The view above shows sales by category, i.e., furniture, office supplies, and technology.