

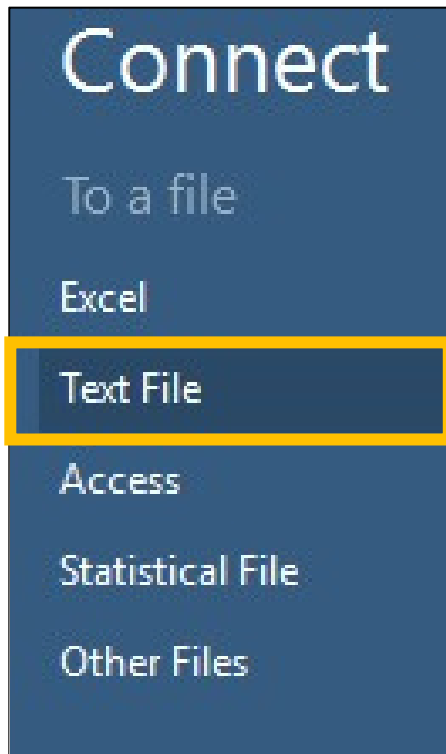
Tableau

Cheat Sheet

Importing Data

①

Click the Text File option and select the CSV dataset with the file browser.



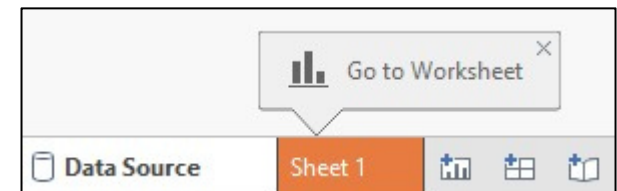
②

Your data will be shown as a table:

Abc	#
PeopleDataset.csv	PeopleData...
Person	Age
Emily	45
John	31
Charles	38
Claire	51
Samantha	65

③

Go to your newly created Worksheet by clicking the orange *Sheet 1* tab.



Worksheet Interface

The image shows the Tableau Worksheet Interface with several annotations explaining its components:

- Dimensions:** Located in the left sidebar under the "Data" pane, it lists fields like "Person" and "Measure Names". An arrow points to it with the text "Categorical Attributes".
- Measures:** Located in the left sidebar under the "Data" pane, it lists fields like "Age", "Number of Records", and "Measure Values". An arrow points to it with the text "Quantitative Attributes".
- Marks:** Located in the center-left pane, it contains a dropdown menu and buttons for "Color", "Size", "Text", "Detail", and "Tooltip". An arrow points to it with the text "Marks' Visual Variables (and other useful stuff)".
- Columns:** Located in the top center pane, it is a horizontal shelf for dropping fields. An arrow points to it with the text "Attributes we want to visualize are dropped here".
- Rows:** Located in the top center pane, it is a horizontal shelf for dropping fields. An arrow points to it with the text "Attributes we want to visualize are dropped here".
- Visualizations:** Located in the center-right area, it is a large empty space for the visualization. An arrow points to it with the text "will appear here".

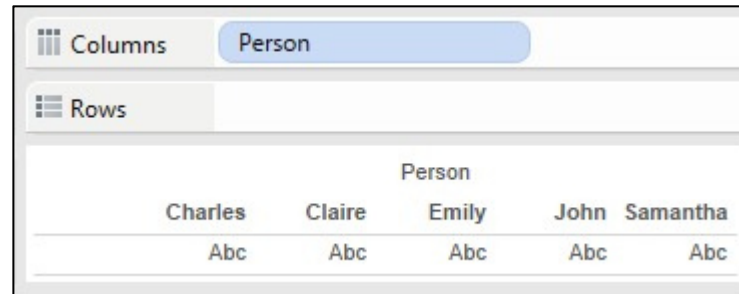
The interface also includes a "Show Me" panel on the right side, which provides suggestions for visualizations based on the selected fields.

Columns and Rows Shelves

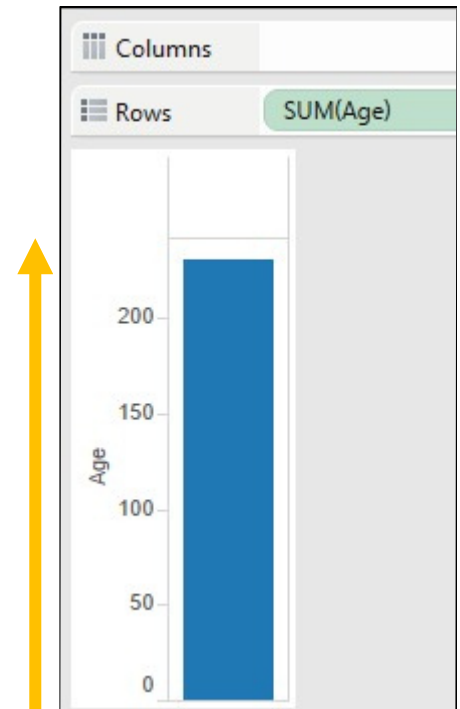
The **Columns** shelf creates the columns of a table, while the **Rows** shelf creates the rows of a table. You can place any number of fields on these shelves.

Person	Age
Emily	45
John	31
Charles	38
Claire	51
Samantha	65

Dataset



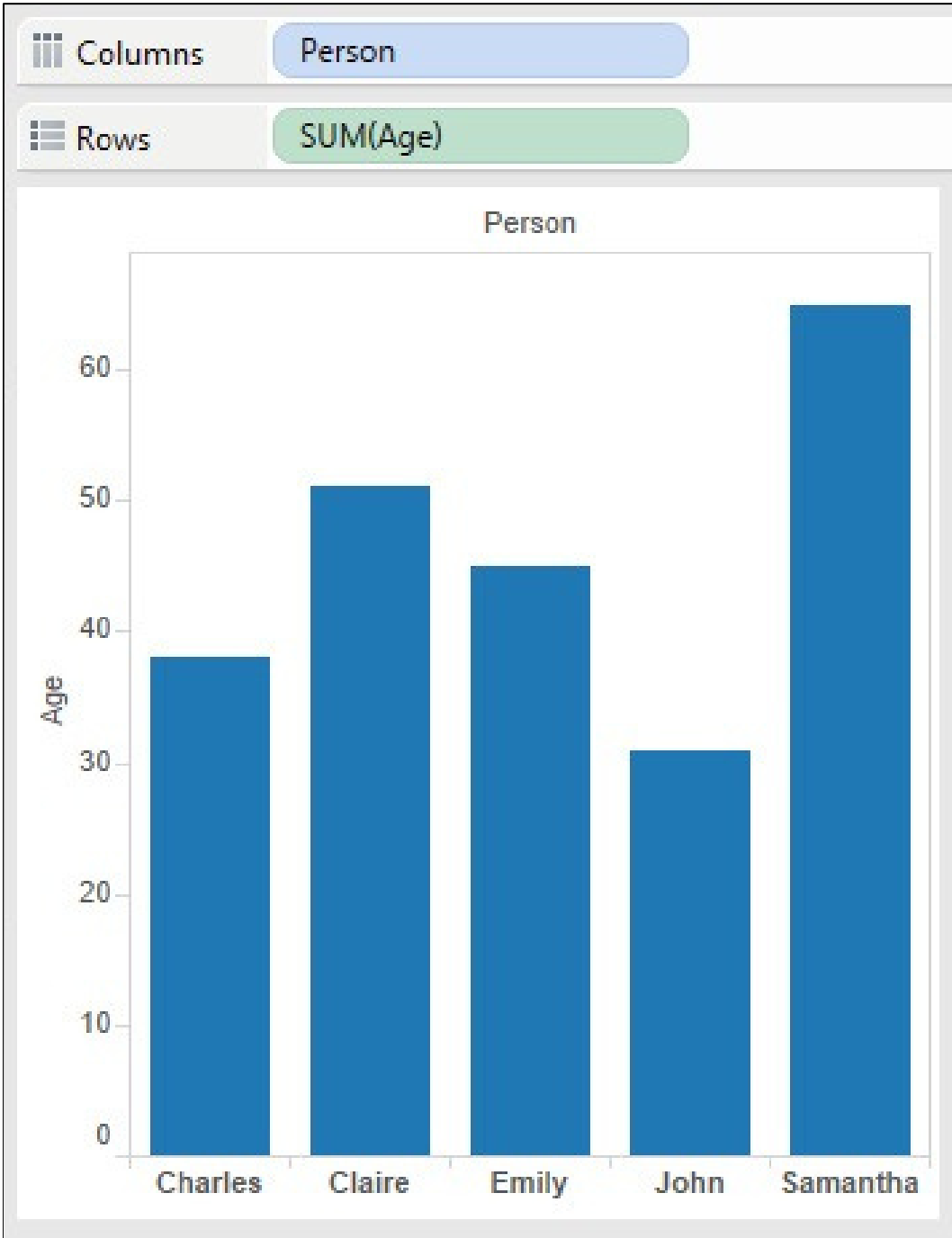
Placing a **categorical attribute** creates headers for the members of that category.



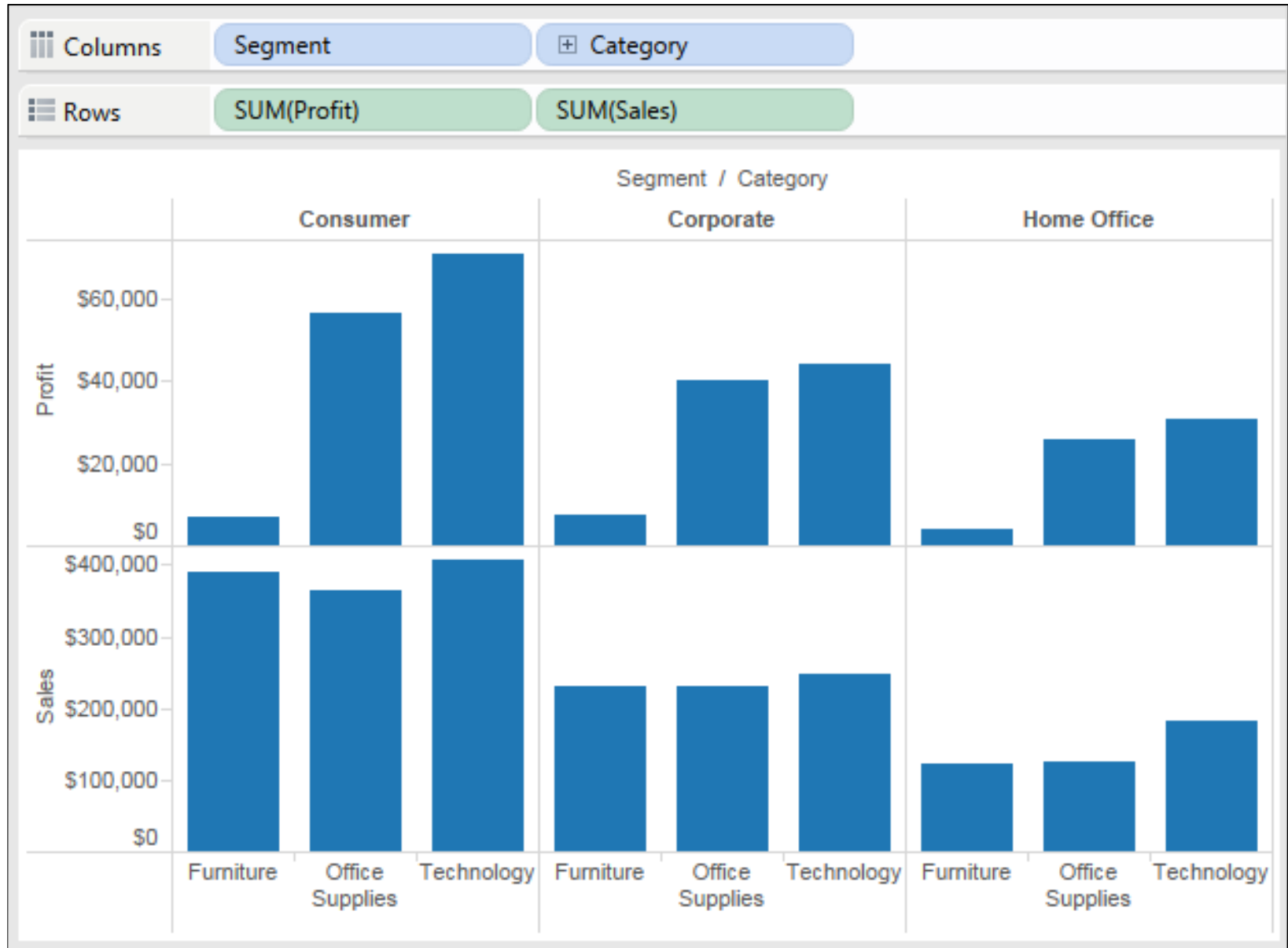
Placing **quantitative data** creates numeric axes

Example:

This view shows the members of the *Person* category as column headers, while the *Age* attribute is displayed as a vertical axis.

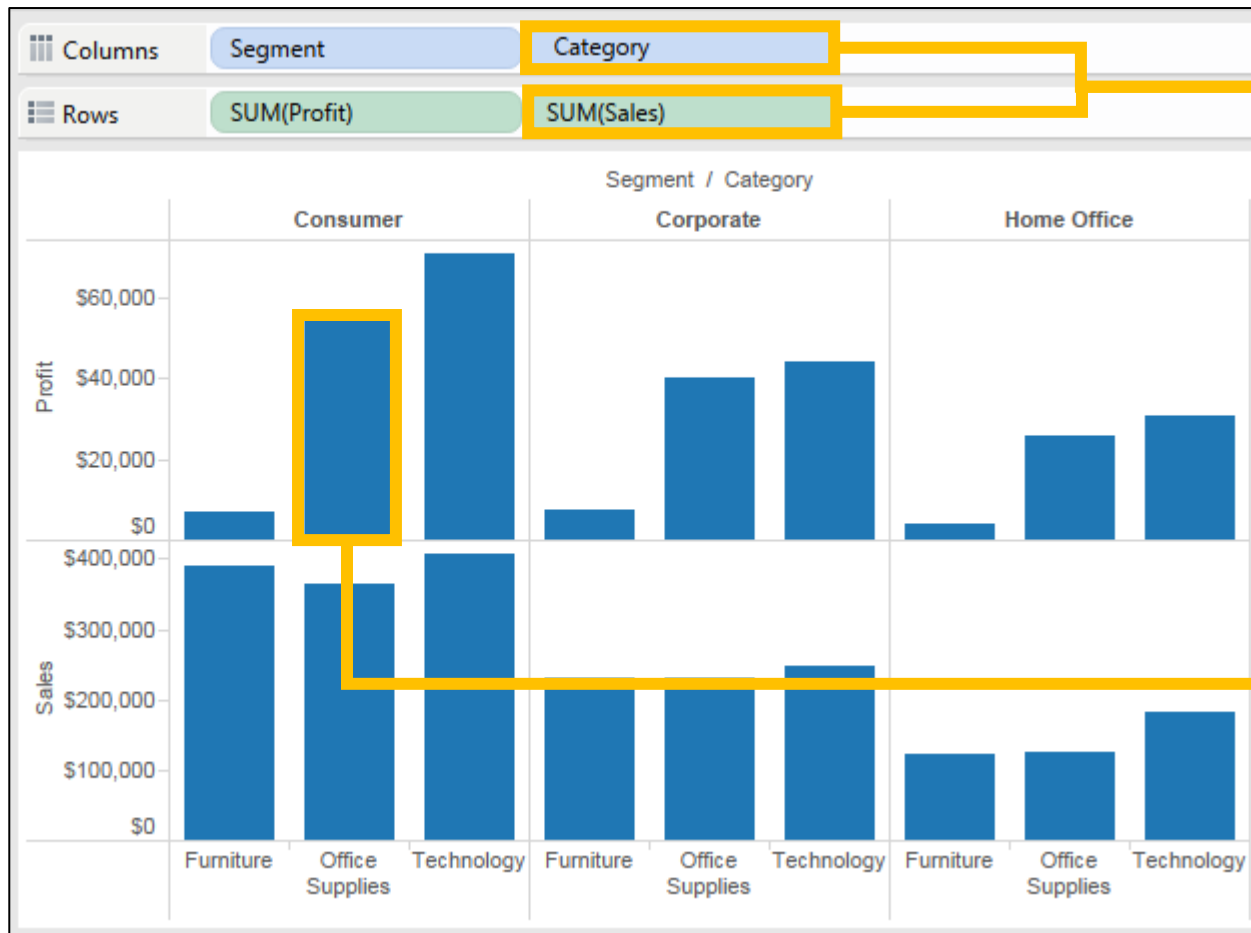


Adding more *attributes* to the *Rows* and *Columns* shelves adds more rows, columns, and panes to the table.



Marks

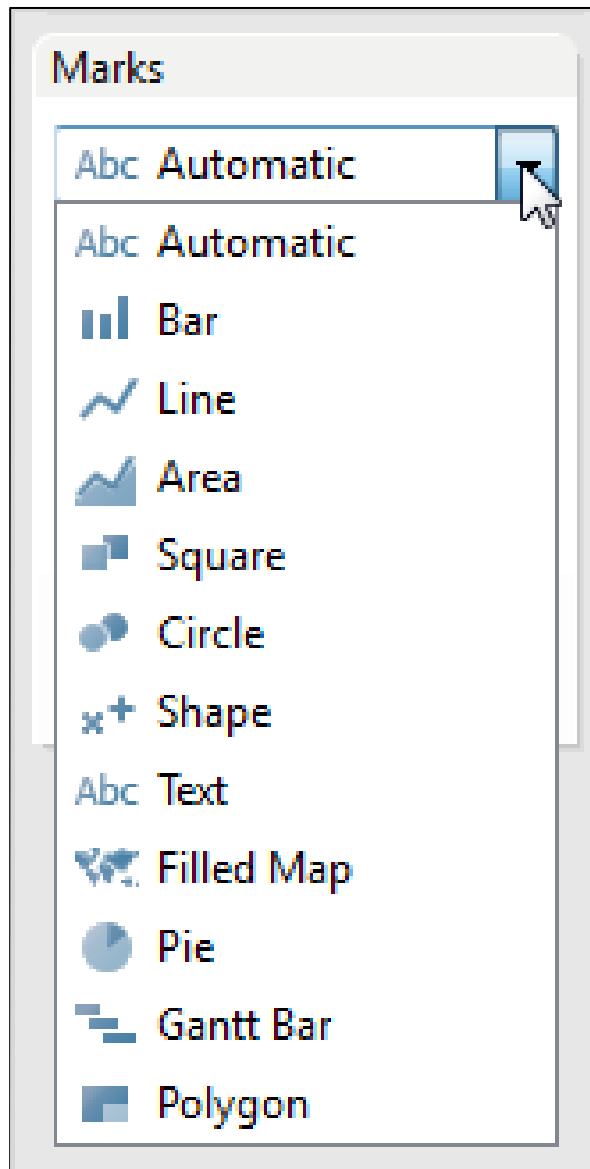
A mark is encodes the data point in the intersection of the dragged attributes. The inner attributes on the *Rows* and *Columns* shelves determine the default mark type.



Inner attributes

For example, if the inner attributes are a categorical and quantitative one, the default mark type is a bar.

Marks' Shape

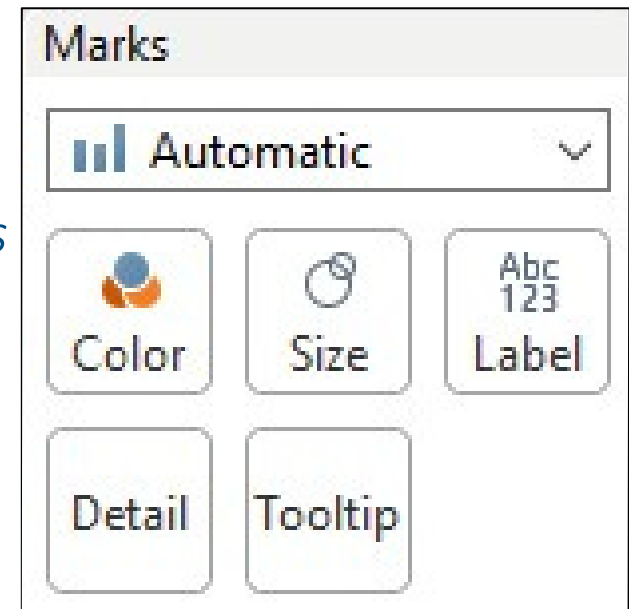


You can manually select a different mark type using the Marks card drop-down menu. This will set the mark's [shape property](#).

Other Visual Properties

You can show additional information about the data using mark properties such as color, size, labels, etc.

Marks' properties are controlled by the *Marks* card. Here, you can drag attributes to the different visual properties.



Modifying the marks' shape

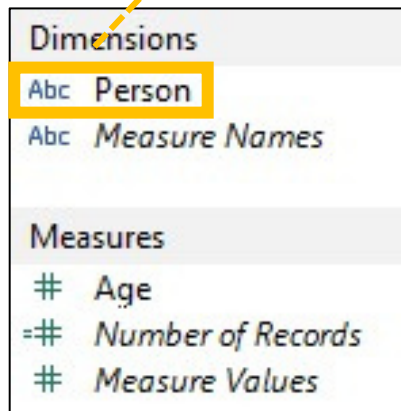
After changing the marks' type (shape) of our visualization, we end up with this:



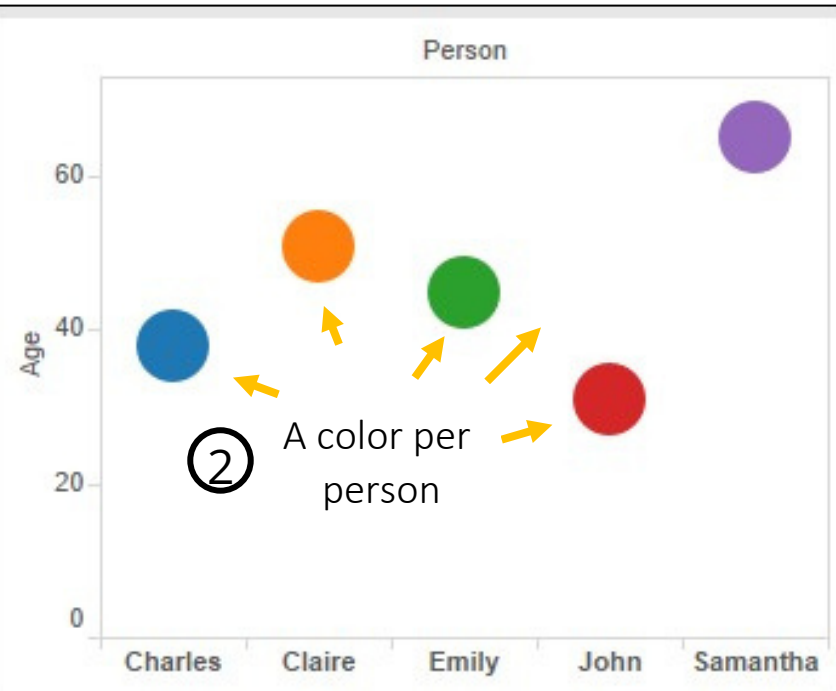
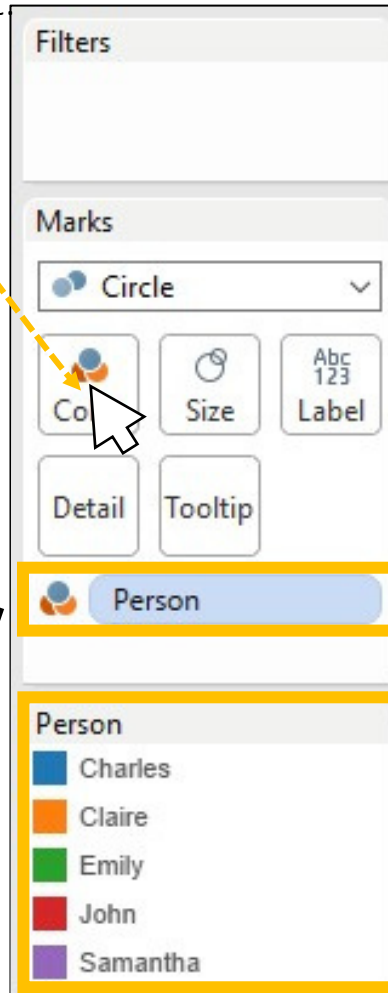
Let's now *play* with other properties of this visualization's marks!

Coloring the marks

Dragging the *Person* attribute to the *Color* property will assign a different color for each person of the dataset.



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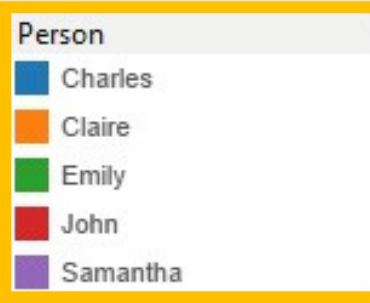


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A color per person

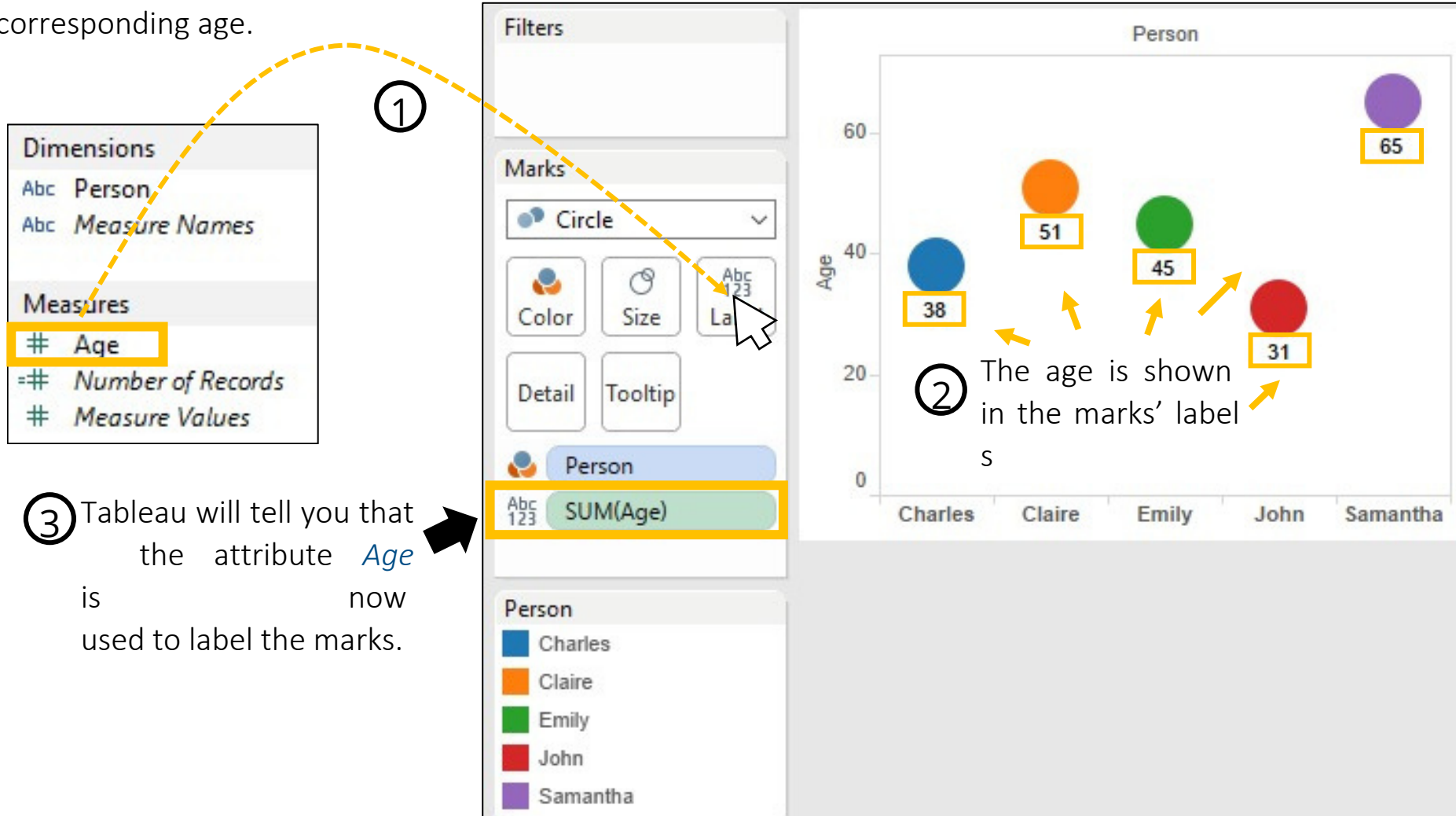
③ Tableau will tell you that the attribute *Person* is now mapped to the *Color* property.

④ And will show you the mapping it built.



Labelling the marks

Dragging the *Age* attribute to the *Label* property will label each mark of the visualization with the corresponding age.



The *Show me*Panel



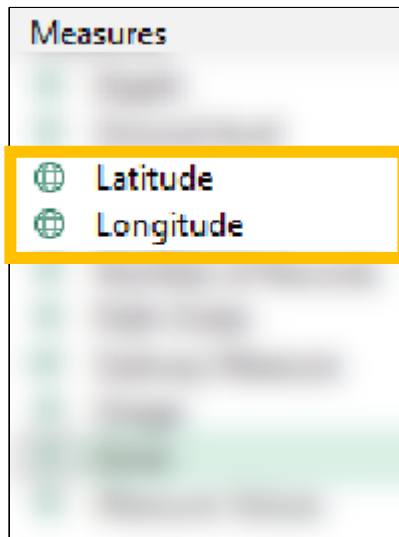
Provides suggestions to build visualizations based on the attributes you have already dropped.

Tableau automatically evaluates the selected attributes and suggests you several types of visualization that would be “*appropriate*” for those attributes.

Auto-generated Attributes

Sometimes, Tableau automatically creates attributes.

For example, when detecting geographic roles in your data (such as names of countries or cities), it associates each value in a field with a latitude and longitude values.



You can use these attributes as numeric values, for example, to place marks on top of maps.