



DATA STORYTELLING USING TABLEAU USER GUIDE

This user guide will help you through the different modules of the workshop

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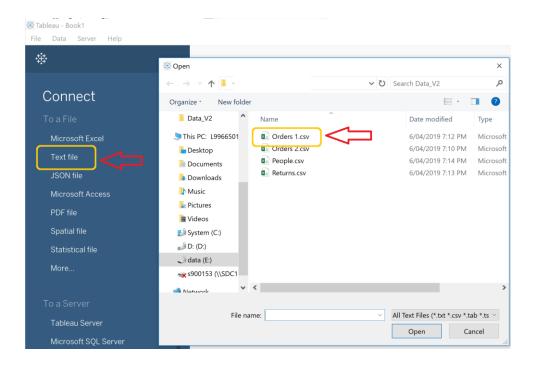
Connect to the data source



The data source is a set of flat CSV files. Tableau allows connection to other types of sources as well (MySQL, Google Analytics, Salesforce and others). For the purpose of simplicity, the workshop today covers only connections to flat(CSV) files. During the demo, the use of PostgreSQL with Tableau will also be demonstrated.

Download data from the following link: http://bit.ly/aventisXtableau

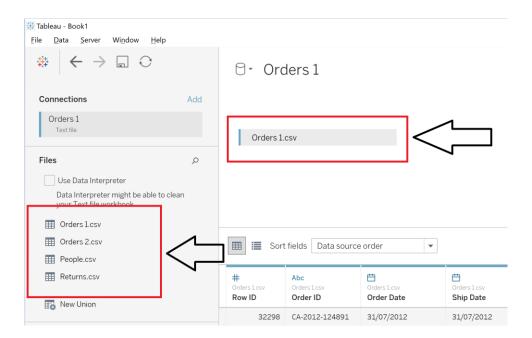
Live Hands-On: Point to the data source and load the file





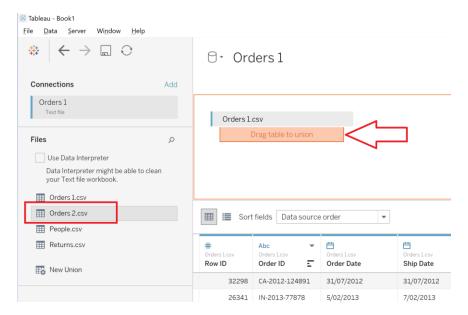
Load a single file/table

Once you select the CSV files, you'll see that all your tables have been loaded and the other files are available to on the left-hand pane.



Union two tables together

Drag the file *Orders 2* and union it with the already present *Orders 1* table. **UNION** adds up all the data rows together and creates a single table. *Please note that the column structure must be the same for 2 files to be combined as a union.*





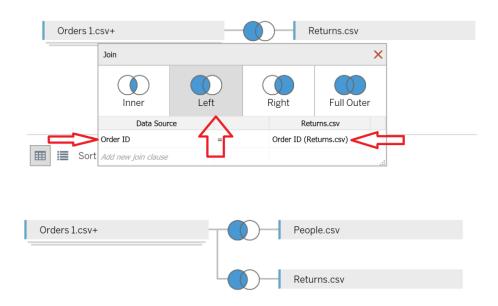
Choose connection type

Live: updates real time. If the data in the source table changes, it will be updated on tableau as well

Extract: an extract in the form of a '.hyper' database that is saved onto the disk. You can choose the refresh rate at which the data needs to be updated.

Join multiple tables

Tableau also provisions different join types to join multiple tables together. From your knowledge of unions and joins, replicate the structure represented below.



Most commonly used file types in Tableau

File Type	File Extension	Purpose
Tableau Workbook	.twb	It contains information on each sheet and dashboard that is present in a workbook. It has the details of the fields, which are used in each view and the formula applied to the aggregation of the measures. It also has the formatting and styles applied. It contains the data source connection information and any metadata information created for that connection.
Tableau Packaged	.twbx	This file format contains the details of a workbook as well as
Workbook		the local data that is used in the analysis. Its purpose is to

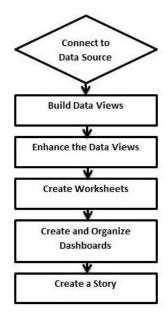


		share with other Tableau desktop or Tableau reader users, assuming it does not need data from the server.
Tableau Data Extract	.hyper	This file contains the data used in a .twb file in a highly compressed columnar data format. This helps in storage optimization. It also saves the aggregated calculations that are applied in the analysis. This file should be refreshed to get the updated data from the source.

Data Types in Tableau

Data Type	Description	Example
STRING	Any sequence of zero or more characters	'Hello World'
NUMBER	These are either integers or floating points	322
		145.33
BOOLEAN	They are logical values.	TRUE
		FALSE
DATE & DATETIME	Tableau recognizes dates in almost all formats. There are in-built functions in	"02/01/2015"
	Tableau to format the dates	"#3 March 1982"

Tableau Workflow





Exploring the Tableau Interface

What are the different components on the Tableau Interface that are important?

- Data source
- Data pane
- Analytics pane
- Columns
- Rows
- Filter card
- Marks card
- Create Worksheet
- Create Dashboard
- Create Story
- Menu Highlights:
 - a) File -> Export Packaged Workbook
 - b) Data -> Refresh all Extracts, Edit Relationships
 - c) Worksheet -> Show Summary, Run Update
 - d) Dashboard -> Actions, Export Images
 - e) Analysis -> Create Calculated Field

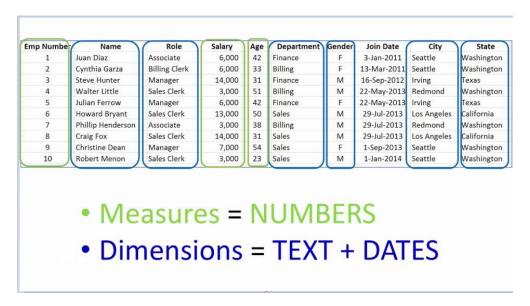
This is demonstrated during the workshop.



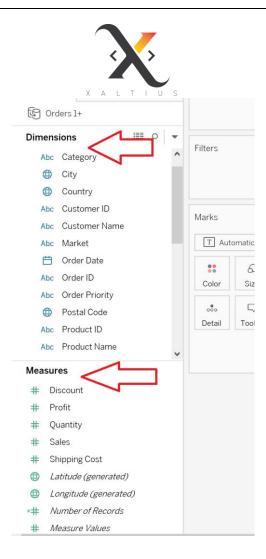
Worksheet Basics

- Add Worksheet
- Rename Worksheet
- Save and Delete Worksheet
- Reorder Worksheet
- Paged Workbook when you want to use the same visualization for a dimension

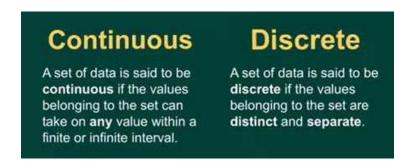
Dimension and Measure



In tableau, the dimensions and measures are automatically detected, and you can see them in the respective pane.



Continuous vs Discrete Data



Examples

Discrete:

- 1. Number of children in a household
- 2. Number of languages a person speaks



3. Number of people sleeping in stats class

Continuous:

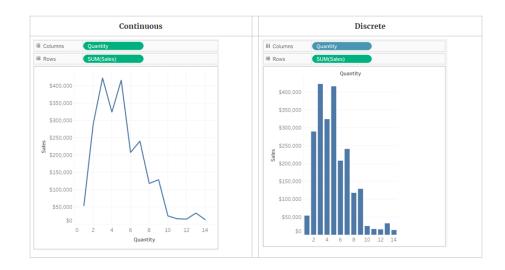
- 1. Height of children
- 2. Weight of cars
- 3. Time to wake up in the morning
- 4. Speed of the train

Different combinations of dimensions/measures:

Possible combinations of fields in Tableau

This table shows examples of what the different fields look like in the view. People sometimes call these fields "pills", but we refer to them as "fields" in Tableau help documentation.



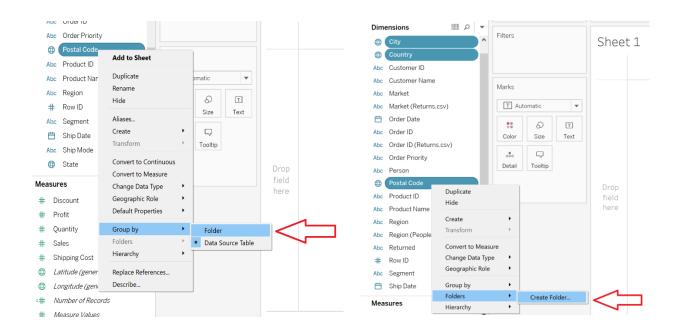


Create Folders in Tableau

You can organize your dimensions and measures in folders if required. The purpose of using folders is to organize your data better and in a more efficient way.

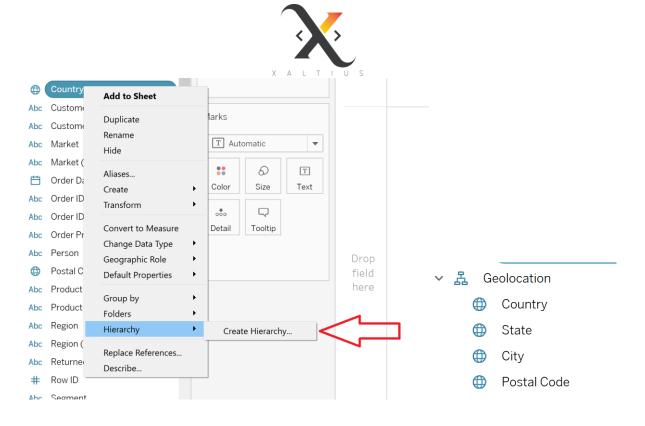


To do so, select on any dimension/measure and group by folder. Then, select all the variables that you want to group together using ctrl + click.



Create Hierarchy in Tableau

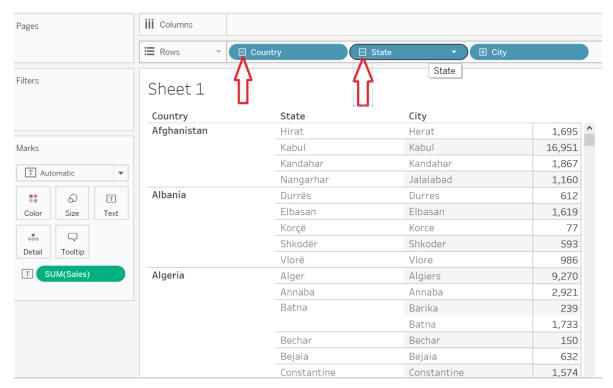
Multidimensional (cube) data sources contain hierarchies. One of the most useful ways to navigate hierarchies is to drill down or drill up. For example, if you are examining the sales totals for various states, you can then drill down and view sales for all the cities within each state. Alternatively, if you are examining sales totals for all cities, you can then drill up and view the sales for each state.



Drill down or drill up the hierarchy



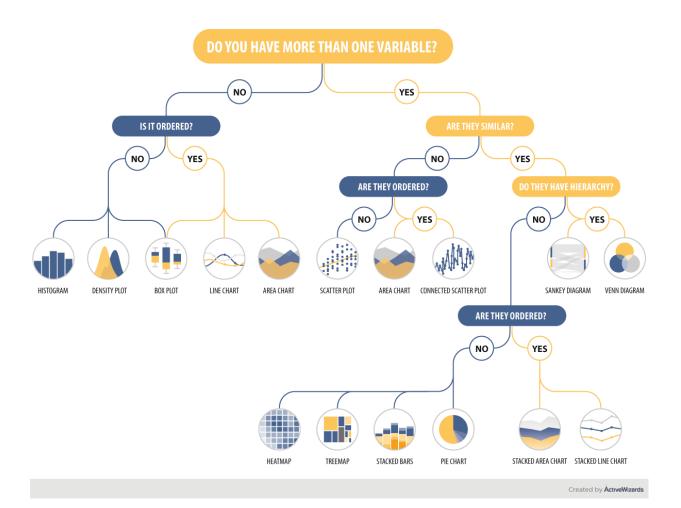
You can also drill down or up any hierarchies, depending on what level of granularity is required.





Plot Types

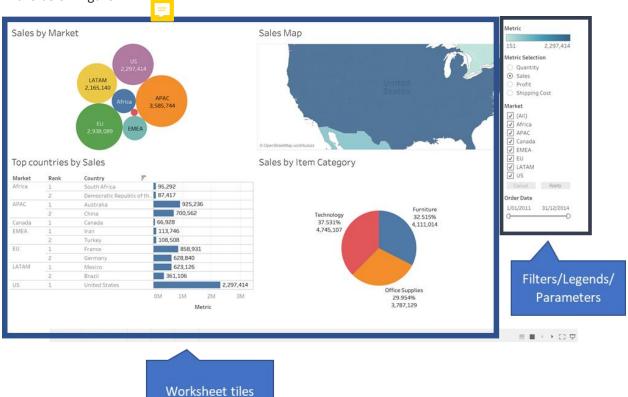
How does one choose the right visualization? The below figure provides conditions for usage of different kinds of charts.





Dashboards in Tableau

A dashboard is a collection of several views, letting you compare a variety of data simultaneously. For example, if you have a set of views that you review every day, you can create a dashboard that displays all the views at once, rather than navigate to separate worksheets. An example of a dashboard is shown in the below figure.



Actions in Tableau Dashboard

Types of actions:

- Link to a different worksheet
- Link to an external web page
- Highlight a particular value in a dimension
- Filter values

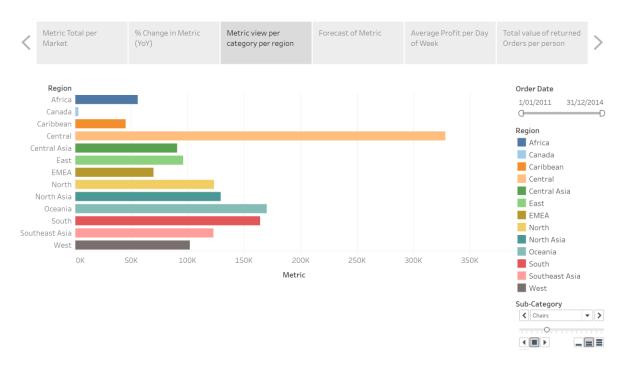


Storyboarding in Tableau

In Tableau, a story is a sequence of visualizations that work together to convey information. You can create stories to tell a data narrative, provide context, demonstrate how decisions relate to outcomes, or to simply make a compelling case.

A story is a sheet, so the methods you use to create, name, and manage worksheets and dashboards also apply to stories. At the same time, a story is also a collection of sheets, arranged in a sequence. Each individual sheet in a story is called a story point

Advantages of using stories is that you can present your insights in a sequential way and uncover the story hidden in your data.





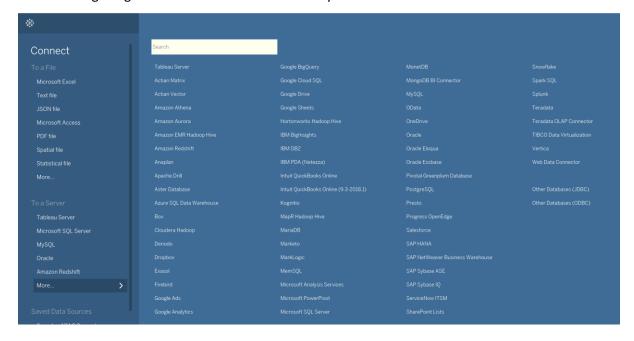
Data Sources

Tableau can connect to many kinds of data sources if you are using the desktop version. If you are using the public version, then you can only connect to flat files (CSVs, text files and Excel files). However, do note that Tableau is not meant for data pre-processing and should not be used for complex calculations.

Tableau's native connectors can connect to the following types of data sources.

- File Systems such as CSV, Excel, etc.
- Relational Systems such as Oracle, SQL Server, DB2, PostgreSQL etc.
- Cloud Systems such as Windows Azure, Google BigQuery, Google Sheets etc.
- Other Sources using ODBC

The following image shows all the sources to which you can connect Tableau to.



Connection types

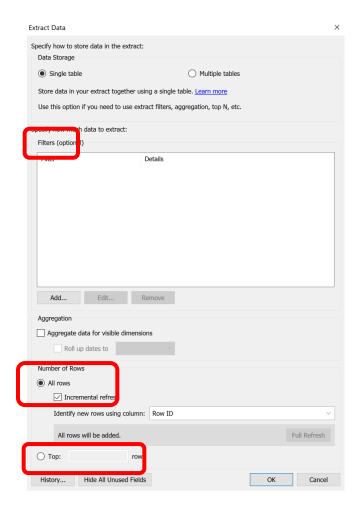
Live: used for real time data analytics. The result of the analysis is up to the second, and the latest changes are reflected in the result. However, on the downside, it burdens the source system as it has to keep sending the data to Tableau.

Extract: Tableau can also process data in-memory by caching them in memory and not being connected to the source anymore while analyzing the data. The cached file is then persisted as .hyper file, which is a sort of data store.



You can add constraints while creating the extract. Constraints could be

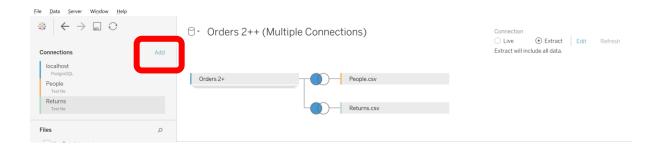
- 1. Filter/exclude data along a dimension/measure
- 2. Add only the newly added rows/values (Incremental refresh)
- 3. Include only the top n rows into the extract



Connecting to multiple data sources

Tableau can connect to different data sources at the same time. For example, in a single workbook you can connect to a flat file and a relational source by defining multiple connections. This is used in **data blending**, which is a very unique feature in Tableau.





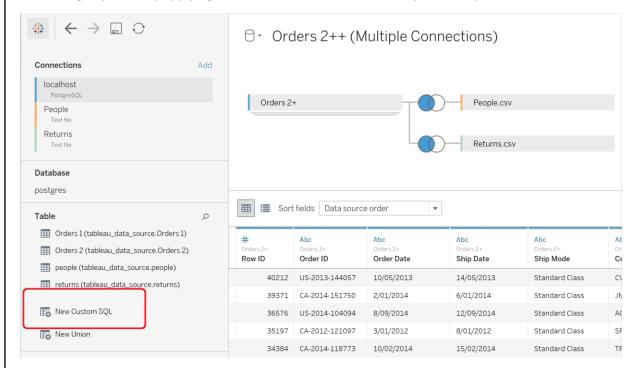
As you can see, all three tables are taken from different data sources.

- Orders table is in the database
- People table is available as a CSV flat file
- Returns table is available as an Excel file

Different data sources have a different colour coding

PRO TIP:

You can write custom SQL while connecting to a relational database store. You can restrict the amount of data being imported by applying a filter in SQL itself, which will improve the performance on Tableau.

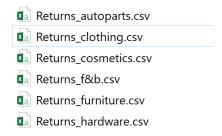


Page

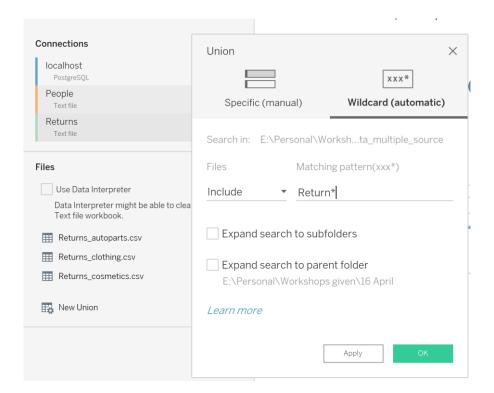


Union multiple tables using the wildcard method

Suppose we have multiple tables that have the same structure but have different names, for example



We need to union all of them, but it may not be possible to add all of them manually if the number of such tables is too high. We can use the wildcard method instead to add all tables that start with 'Returns'. The same wildcard method can be used to search for files inside a subfolder and also a parent folder.

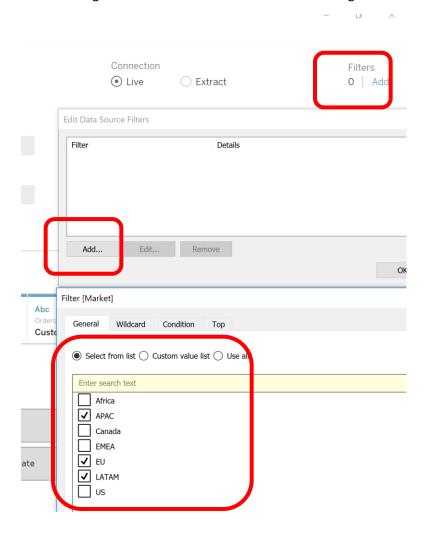




Data Source Filter

Filtering in Live connections

You can only filter out data along dimensions or measures as show in the figure





Filtering while creating/refreshing an extract

In addition to filtering along a dimension or measure, you can also use filters on the row number as well.





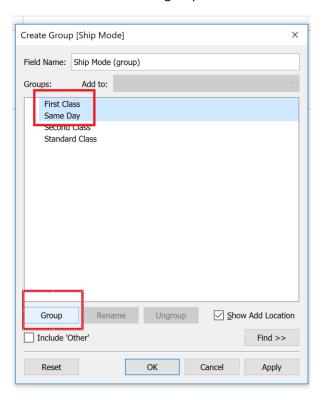
Grouping on a dimension

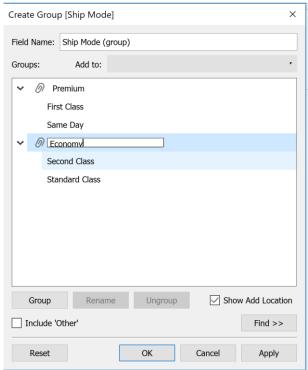
You can group multiple unique values into a single group for a dimension variable. In this use case, we can group the "First Class" and "Same Day" delivery option as a "Premium" delivery option and "Second Class" and "Standard Class" as an "Economy" delivery option.

To do so, right click on the dimension that you want to create groups for and select

Create -> group

- Select the values that you want to group together by holding down the ctrl key and left click the values
- Then select the Group button
- Rename the new group





Grouping on a measure

The method to group a continuous variable is the same, although it doesn't make sense as there would be a lot of unique values in a measure. Instead, values in a continuous variable can be binned together to form a dimension.



Binning on a measure

Right click on the measure that you want to create bins for and select

Create -> bins

Select the bin size. If not specified, Tableau calculates the bin size according to the formula:

Number of Bins =
$$3 + \log_2(n) * \log(n)$$

where \mathbf{n} is the number of distinct rows in the table

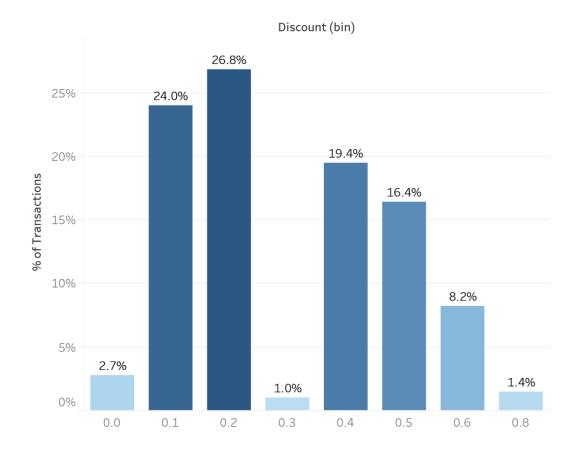
By specifying a bin size xxx, you are instructing Tableau to create equal sized bins.

For more details on binning, refer to the video here: https://www.youtube.com/watch?v=VwDPBWuHu3Q

TASK - Create equal sized bins for discount measure with each bin size of 0.1 and create a histogram to show plot the bin size vs % of transactions/records.

In this use case, the discount is the ration of discount in \$ of a product in an order / Sale amount of that product. If discount is 0.1, it means 10% discount was offered on that product.

The final visualization should look like:





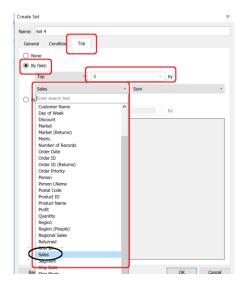
Create Set on a dimension

Sets help us to selectively highlight our points of interest in a chart. For example, if you want to select the top 3 sub-categories by sales in a sub-category vs profit plot.

- Drag sub-category to Columns shelf
- Drag profit to Rows shelf
- Change the shape type from the Marks card



- Right click on Sub-category -> create -> set
- Select the Top tab -> By field -> enter 3 in the text box -> chose sales from the field drop down menu -> select sum for the aggregation drop down menu -> rename the field to "top 3 by sales" -> click ok

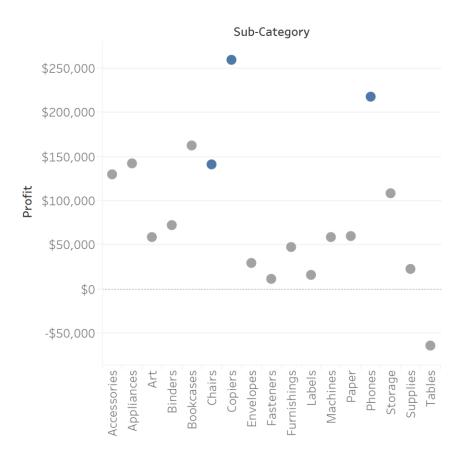




• You'll see a new set created in the sets pane.



• Drag the newly created set to colour in the marks pane. In the product sub-category vs profit plot, you'll see the top 3 by sales highlighted



Filter Data

Drag any dimension/measure to the filter shelf.



Dimension Filters

Date Filter

Filter a range of dates(continuous), relative dates(continuous) which start from a reference point, starting from date(continuous), ending at date(continuous), years(dimension), quarters(dimension), months(dimension), individual date(dimension) and many more other ways.

General Dimension Filters

For dimensions that contain string values, you can include or exclude based on

- 1. the entire string itself, e.g. if you want to filter out "furniture"
- 2. string contains/starts/ends with or exactly matches a pattern
- 3. based on a condition, for e.g. filter the persons who's count of return orders is >200
- 4. top n based on a measure, for e.g. filter the top 5 sub-categories based on the profit they made over the entire period

TASK:

- The data we have is from 1st Jan 2011 to 31st Dec 2014.
 Create a category-profit% pie chart and show a dynamic date filter to filter only profits made from 1st Aug 2012 to the end of period
- 2. Filter the top 10 products by sales in 2012



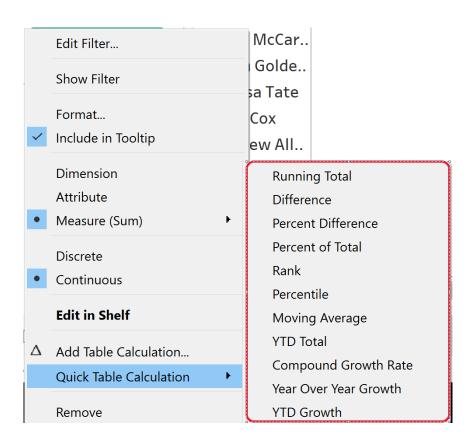
Create Calculated fields

This feature in tableau can be used to create derived variables. For example:

- Derive the day of week of an order date
- Derive the first name of a customer from the customer's full name
- Derive the discount amount by using the sales amount and % discount
- Derive the GDP per capita from the total GDP and total population of a country
- Derive if a customer is a low value, medium value or high value customer based on the amount spent at the store
- From the menu option, go to Analysis -> Create Calculated Field
- Write the formula or the if-else statement (to create a derived dimension using the values of a measure)

You can also use the in-built quick table calculations to quickly calculate a few metrics from a measure.

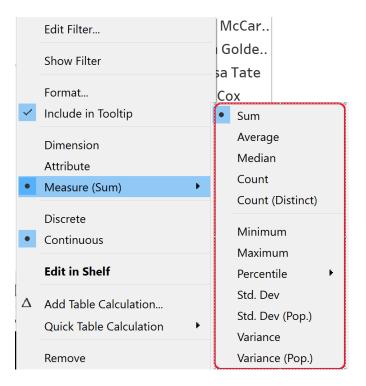
To do this, drag a measure to the column/row shelf or the marks pane -> right click on the measure > select the aggregation





You can also select the aggregation method for a measure. The default aggregation is SUM() if you drag a measure to the column/row shelf or marks pane. You can change that by doing

Right click on the measure from row/column shelf or marks pane -> Measure



The quick table calculations and aggregations can be used in visualizations to quickly draw some insights.

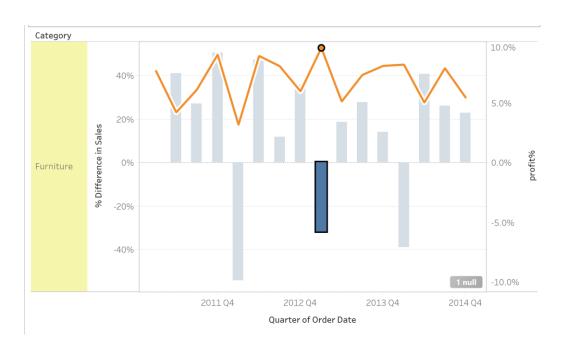
TASK:

- 1. Plot a chart to show %increase or decrease in sales compared to previous quarter for furniture category
- 2. Plot a dual axis chart to check if the profit margin (percentage of profit) always decreases with decrease in sales for each category





The final visualization should look something like this:



Functions in Tableau

Functions available in Tableau are similar to the functions that are available in Excel.

You can use the in-built functions mentioned on the official documentation link (https://onlinehelp.tableau.com/current/pro/desktop/en-us/functions.htm)

TASK

- Derive the order day of week. This dimension will be used for the sales amount comparison per day of week. We want to test out the hypothesis that Customers spend different amount on weekends as opposed to weekdays
- 2. Derive the undiscounted sale price of each product (one record can be treated as an individual product in our use case)

HINT: use the formula

undiscounted price of product = sales/(quantity * (1-discount))

3. Derive the cost price of each line item

HINT: use the formula

Cost price of line item = (Sales – profit – shipping cost)/quantity



Top N analysis

Calculation of **top n** is useful when you want to display only the top n per group. For example, to show the top 3 countries by sales for each market in the data.

- Create a new derived variable called Rank. Assign INDEX() to the value of this variable
- Drag Market from dimensions to Rows
- Drag Sales from measures to Columns. Make sure the aggregation is SUM
- Drag Rank to Rows, to the right of Market
- Drag Country to Rows, to the right of Rank
- Sort Country based on the sum of sales in descending order
- Right click Rank -> compute using -> Pane Down



Take a closer look. The rank restarts from 1 for every market. This way, each country has a rank (highest sales to lowest sales) in its respective market

- Hold Ctrl and Click Rank from Rows, drag it to the filters pane. Select the numbers 1,2 and 3
- Format the chart to show the actual sales values

Filter by Parameter

A parameter allows you to dynamically show the same chart for different dimension. For example, if you want to show the Top 3 countries per market but you want the user to choose from Sales/Quantity/Profit/Shipping Cost then use parameter as a filter.

- Create a new parameter and call it Metric
- Data type -> Integer, Allowable values -> List
- Add value 1, 2, 3 and 4. Display as Sales for '1', Profit for '2', Quantity for '3' and Shipping Cost for '4'
- Set current value to 'Sales'
- Create new calculated field 'Metric Selection'. Use the following for derivation:

```
IF [Metric] == 1 THEN [Sales]
ELSEIF [Metric] == 2 THEN [Profit]
ELSEIF [Metric] == 3 THEN [Quantity]
ELSEIF [Metric] == 4 THEN [Shipping Cost]
END
```

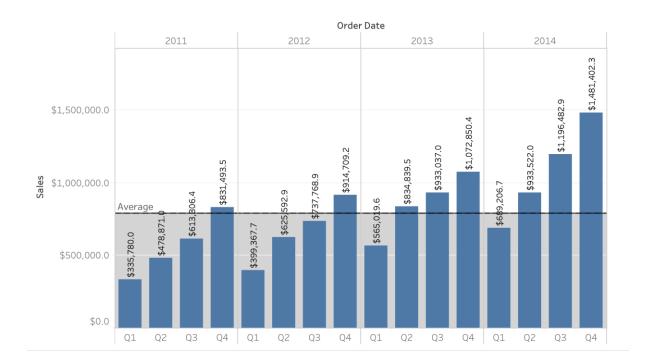


- Right click on metric -> show parameter control. You will see a Metrics card at the right
- Drag Order date to column and convert to continuous, right click and choose quarter
- Drag Metric Selection variable from measure and drop it to Rows
- Create a line chart to see the overall trend
- Select the metric from the Metric card. You can now switch from seeing the Sales figures to any of Profit/Quantity/Shipping Cost

Add Reference Line

Reference line is useful when you want to have a high-level statistic view (average/median/max) on the entire table

- Create a Year-Quarter vs Sum of Sales bar chart
- From the analytics pane, drag the Reference Line on top of the chart
- Drop on the "table" option





Analytics functions in Tableau

Average line

Can be used to add a reference average line or an average line with confidence interval

- Drag Order date to Column and make it continuous. Drill down to Month level
- Drag Sales to Rows. Make sure the aggregation is SUM
- From the analytics pane, drag the Average with 95% CI to the chart and choose the table in distribution-band

TASK – reproduce the below chart



Trend Line

From the analytics pane, drag the trend line and drop on the chart to see the overall trend.
 This trend line fits a regression line on the data. The trend line also shows the coefficients, R
 Squared value and P value

TASK - Reproduce the below chart. The line that cuts across is the trend line or the regression line





Forecast

Similar to the average line and trend line, drop the forecast on the same chart. This analytics method creates a time series model to forecast the value (always should be a measure).

TASK - Create a forecast for the next 5 months. After the forecast is created, see the description of the forecast. It should look something like this:

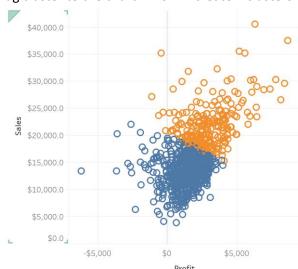






Clustering

- Drag Profit to Column
- Drag Sales to Row
- Drag Customer Name to Detail
- From analytics, drag cluster to the chart. This will create 2 clusters



• From the marks pane, right click on the cluster and edit cluster. You can increase the number of clusters and change the clustering criteria.

TASK - Describe the cluster and interpret the results



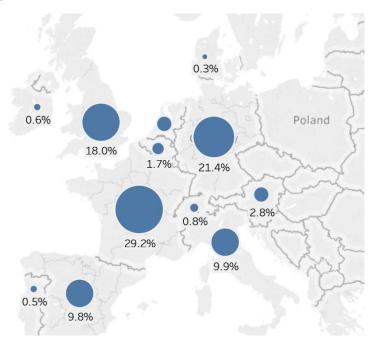
Map visualizations in Tableau

Tableau provides 2 types of map visualizations – Symbol map and Filled map



Symbol Map

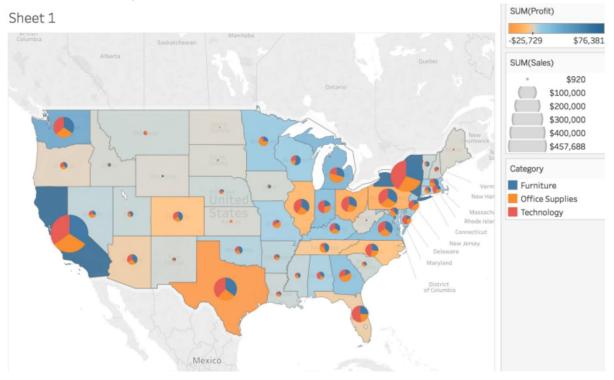
Symbol map is useful when you want to add an extra dimension.



- Tableau automatically detects a country/state/city/postal code and generates the corresponding latitude/longitude
- Drag latitude to rows
- Drag longitude to columns
- Choose the symbol maps visualization
- Drag Country to detail
- Drag Sales to colour



Use Cases of Map Visualizations



In the above image, a pie chart is overlaid on top of each state. The pie chart shows the percentage share of profit for each category in each state. The colour code shows the profit value of each state.

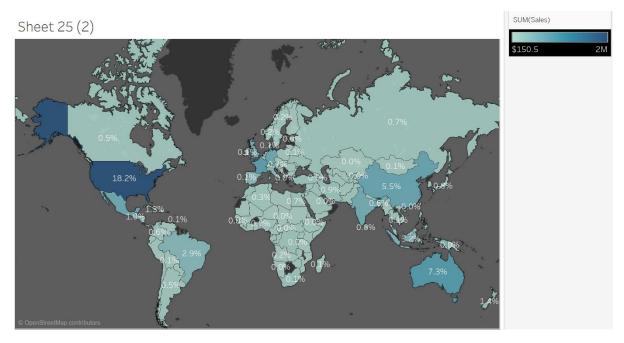
To see how it is done, follow the link

https://onlinehelp.tableau.com/current/pro/desktop/en-us/maps howto filledpiechart.htm



Filled Map

Filled maps in tableau are good to show clear differences in a metric.



In the above visualization, the colour legend corresponds to the total sales for a country. The labels are set by calculating the percentage of total sales.

TASK - Replicate the above visualization

Web Map Service

Tableau comes pre-loaded with a default background maps. You can change the default background maps by using a WMS of your choice or Mapbox. In this exercise, we will see how to change the default background maps to Mapbox.

- Go to Map -> Background Maps -> Map Service -> Add -> Mapbox Maps -> Classic
- You can create a free account on Mapbox and use the public token to use the Mapbox service. For convenience purpose, the team has set up a temporary Mapbox public token for this workshop. Please note that it will be deleted after the workshop
- Enter the following public token into the API access token field pk.eyJ1IjoiYXJqdW5wbW0iLCJhIjoiY2p1YXlkbWszMDc5NDQycGMzeDV0MzZnOS J9.NIOIaN-0nSBrpMQ8OcRSbQ
- Choose the Run + Bike + Hike in pre-set style. Give it a name of your choice, click OK
- Go to Map -> Background map -> select the newly added map service

TASK - Recreate the Symbol Map using the newly added WMS



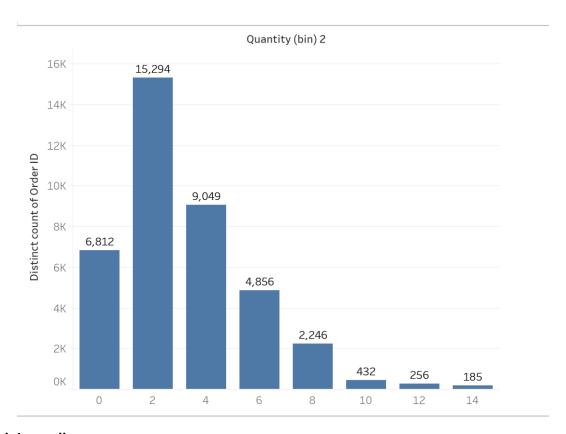
LOD Calculations

LOD calculations are similar to group by aggregation in SQL. LODs are useful when the data is replicated at a particular dimension. If you want to run aggregation like SUM() on that dimension, the replicated data will lead to incorrect results.

For example:

If you want to create a frequency count chart to see the Total Order Quantity vs Number of unique orders (how many orders had x items in it), the usual method that strikes your mind is to

create bins from Quantity -> drag the Quantity bins to columns -> drag Order ID to Rows -> convert Order ID to COUNTD -> create a histogram. This would produce the following visualization:



Which is totally wrong.

TASK: Calculate the sum of quantity for order id 'IN-2014-15263' in Tableau. Check the individual rows that contribute to this sum by viewing the data. You will notice that the Order ID is being repeated in some of the rows and the true sum of quantity is calculated using the following logic:

For each Order ID -> Sum the Quantity measure



LOD to the rescue

• Create a calculated variable with the following formula:

```
{FIXED [Order ID]:
SUM([Quantity])
}
```

Here, FIXED tells Tableau to fix Order ID as the dimension and sum the quantities for each Order ID. Looks similar to GROUP BY clause, doesn't it? It is!

- Create bins for this new variable with bin size = 1 or you can create a parameter that can dynamically change the bin size
- Drag the bins dimension to rows and order ID to columns. Convert Order ID to COUNTD
- From SHOW ME, choose the text table
- Now you see the true quantities grouped by order ID. To verify, view the data corresponding to order quantity = 58. It will show all the corresponding data
- Now create a histogram. You'll see a long-tailed histogram that shows the true count of orders vs total quantity per order

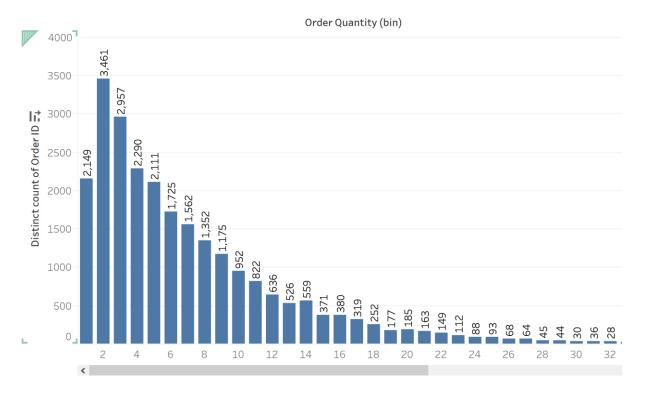


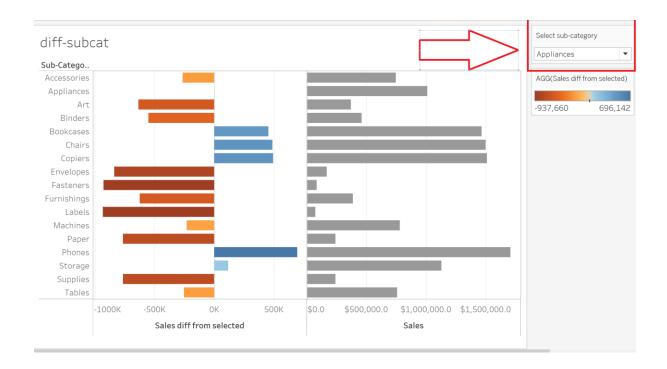
Tableau offers FIXED, INCLUDE and EXCLUDE level of detail. For detailed explanation, refer to the following links:

- https://onlinehelp.tableau.com/current/pro/desktop/en-us/calculations calculatedfields lod.htm
- https://www.youtube.com/watch?v=kmApWaE3Os4



TASK:

Create a visualization that would show how the sales of all sub-categories compare to that of a selected sub-category. The final visualization should look like below. The sub-category selection is dynamic here.



HINT:

- 1. Create a parameter to select the sub-category
- 2. Create a new field (Selected-Sale) to show sales of selected sub-cat and rest to zero. Total sales of a sub-cat subtracted by Selected-Sale will give us the difference in sales

if [Sub-Category] = [Select sub-category] THEN [Sales] ELSE 0 END

- 3. Create new variable (Sale of selected sub-cat) to exclude the selected sub-cat and sum Selected-Sale. We will subtract this value from the total sales of each sub-cat to get the actual difference {EXCLUDE [Sub-Category] : SUM([Selected sales])}
- 4. Create a new variable (Sales diff from selected)
 SUM([Sales]) SUM([Sales of Selected Sub-Cat])