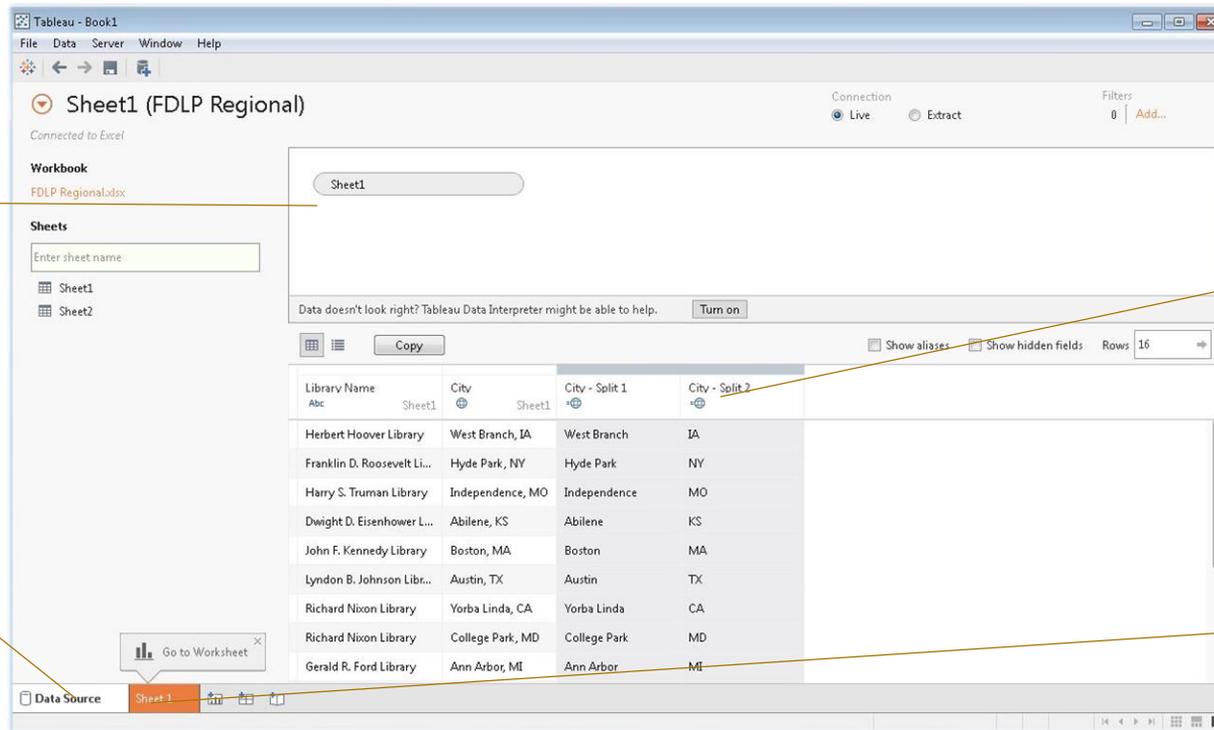


Data on Display: Tips and Tricks for Getting Started

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The data visualization requirements of many projects extend beyond the limited options available in a standard spreadsheet program. Learning a new tool, however, can be daunting and time-consuming. Below are some instructions for getting started with **Tableau Software**¹, a tool that enables advanced data visualization without learning a programming language.

1. Connect to data



1. After a data source is selected on Tableau's welcome screen, the file or connection is automatically loaded into a "Data Source" tab in your workbook.

2. Drag individual spreadsheets or data elements into this area.

3. Multiple sheets of data should generally be loaded as separate data sources, although Tableau will merge and join data from separate sheets. Beginners may find it easier, though, to import pre-organized data, one sheet at a time.

4. Click on a "Sheet" tab to launch a worksheet and create tables and graphics.

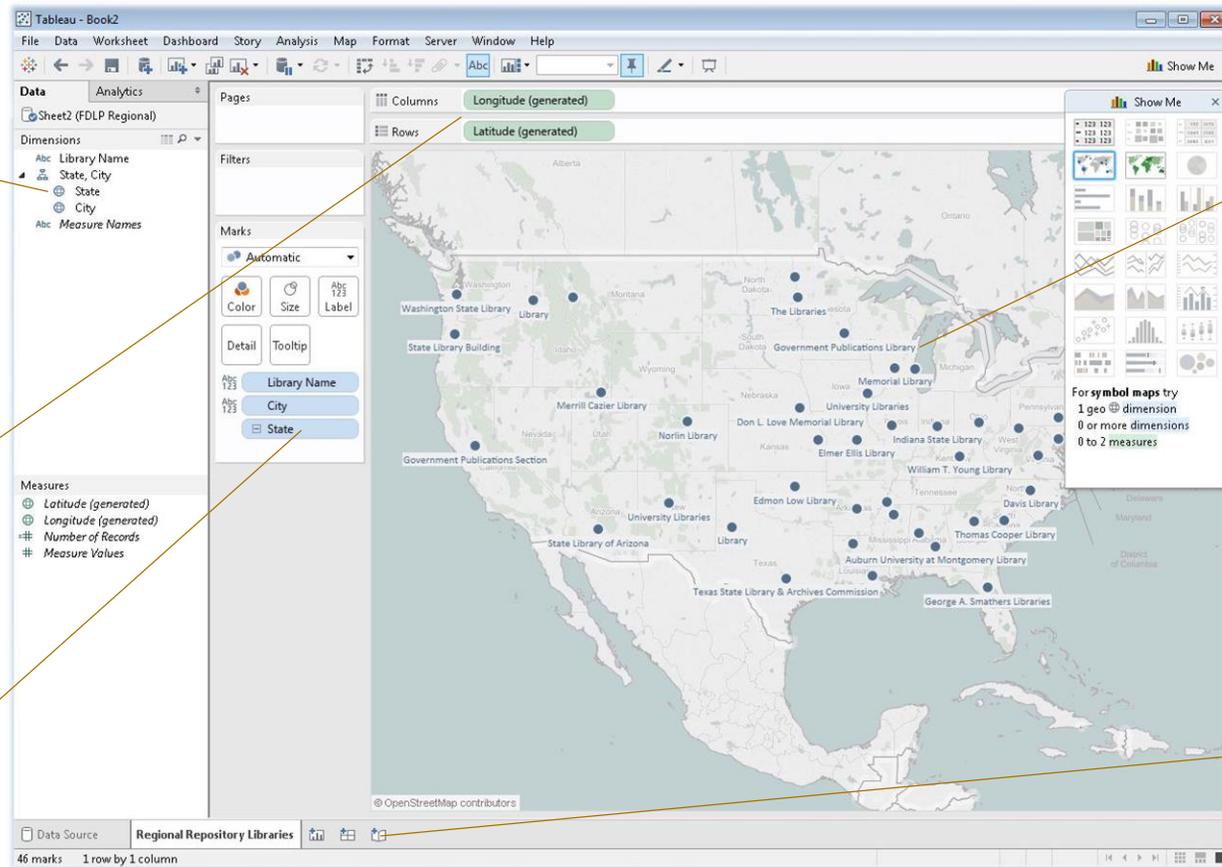
Data on Display, cont'd

3. Create maps

1. Import a data set with place names. This example uses cities. Tableau will recognize the data as geospatial; if this fails, right click on the variable to change the data type.

2. Drag "latitude: and "longitude measures here.

3. Pull data and labels into this section. Format data here, too.



4. Import custom background maps and shapefiles, or use the OpenStreetMap defaults provided by Tableau.

5. Ready to combine multiple graphics? Create a story or a dashboard here.

Additional Resources

Data visualization resources and inspiration: <http://www.visualisingdata.com/>

The 38 best tools for data visualization: <http://www.creativebloq.com/design-tools/data-visualization-712402>

The Data Visualization Catalogue: <http://www.datavizcatalogue.com/>