

Tableau Public for beginners: connect a CSV, build a bar chart, add a filter and make a dashboard

The steps from the free Data and Dashboards for Beginners course, practised there on real Tableau Desktop Public Edition 2026.2 screens.

Before you start

- Install **Tableau Desktop Public Edition** (free). The Free Edition cannot publish to Tableau Public.
- Anything saved to Tableau Public is visible to anyone, and the Public Edition is not for commercial work: use sample data.

Build the chart

1. Start page > **Connect** > **Text file** > pick the CSV. Check the type icons: calendar for dates, # for numbers.
2. Click **Sheet 1**. Drag **Region** to **Columns** and **Revenue** to **Rows**.
3. Drag **Product** to **Filters**. Nothing is ticked: click **All**, then **OK**.
4. Right-click the Product pill > **Show Filter** so viewers can use it.
5. Double-click the sheet tab to rename it.

Words on the screen

Dimension (blue)

Something you group by, like Region. Makes headers and one bar per value.

Measure (green)

A number Tableau adds up, like SUM(Revenue). Makes the axis.

Sheet vs dashboard

A sheet is one chart. A dashboard arranges sheets and their filters on one page.

Dashboard and publishing

- **New Dashboard**, then drag the sheet onto the canvas: the filter comes with it.
- **File > Save to Tableau Public** (older versions: Server). A connection error? Switch Live to **Extract**.
- Google Sheets sources refresh about every 24 hours on Tableau Public; CSV files do not.

Remember: Dimensions make the bars, measures make their height, and only sample data goes on Tableau Public.

Practice it free: Tableau Public: Your First Chart and Dashboard at learn.ynteractive.com/modules/tableau-public-first-chart. This sheet: learn.ynteractive.com/content/cheat-sheets/tableau-public-first-chart. the sample sales team is a made-up business from the lesson. By Robert Breen, October 23, 2026.