

## Basic tables

Welcome to the TableBuilder Tutorial Series. In this video, we will look at some basic TableBuilder features such as the different datasets you can select and how to create and save your table.

When you log into TableBuilder the first thing you will see is the dataset screen.

To create a table, first a dataset must be selected from the folders on the left hand panel. The dataset you select affects the data you can use, for example, the Census year, or whether the information is about education, or employment. Browse through the list to find the one which will best suit your needs, keeping in mind that you can't add data from different datasets to the one table. In this example, we are looking at data from the Census, but these techniques also apply to survey data.

TableBuilder Pro users will see extra datasets here. These datasets allow a user to cross-reference the full range of Census variables.

For this example, we're going to use the 2016 Census – Employment, Income and Education dataset. This is available in TableBuilder Basic. Select the dataset from the list. If there are any pre-defined tables for this dataset, they will appear in the central panel. To create a table from scratch, click "New Table". This brings us to the Table View screen.

The left hand panel is where you can find data items to add to your table. It is broken down into Geographical Areas and the items specific to the dataset you are using.

Let's take a look at the Geographical Areas first. Clicking on the folder icon expands it to show the different geographical classifications that you can use. Here we will add States and Territories to our table. If we expand the Main ASGS folder, you will see a list of states. These can be broken down further, however in this example we just want to select the states and territories. This can be done individually, or by clicking the arrow to the right, and selecting the appropriate option.

Once all the states and territories are selected, click "Add to: Row" at the top of the panel. The state list will now appear in the table in the centre of the screen.

Back in the left hand panel, minimise the Geographical Areas folder by clicking the folder icon, and open the Selected Persons Characteristics folder. For this example, we want to add information about Sex to our table. Open the Sex folder, and select Male and Female. Click on the "Add to: Column" button to add them to our table.

Our table now displays Sex by State. Click the "Retrieve Data" button to fill the table with numbers. We have now created a simple table.

If our table had more than 10,000 cells, it would be a large table, which is handled differently. To learn more about making large tables, refer to the Large tables tutorial.

To compare the states easily, we might want to look at percentages. Click the "Options" icon above the table and hover your mouse over "Percentages". You can select percentage by row, column or total. In this case we want row, to give us a percentage breakdown of the males and females in each state.

Our table is now complete.

To save this table for future use, click the "Save Table" icon above the table. Give the table a name, and click "Save". It will now be available from the "Saved Tables" tab, which you can access from the top of the screen.

We can also download this table. In the top right corner of the screen, there is a drop down menu of the range of file formats available. Select the one you want, for example Excel, click “Go”, and the file will download in your browser.

Within the Table View screen, you can sort the columns to order the rows. You can also drag and drop the data items you are using, either to adjust the table format or to remove them from the table, by dragging the data item into the trash. Clicking the “Clear Table” icon lets us start again with a blank screen.

This concludes the TableBuilder basics tutorial.