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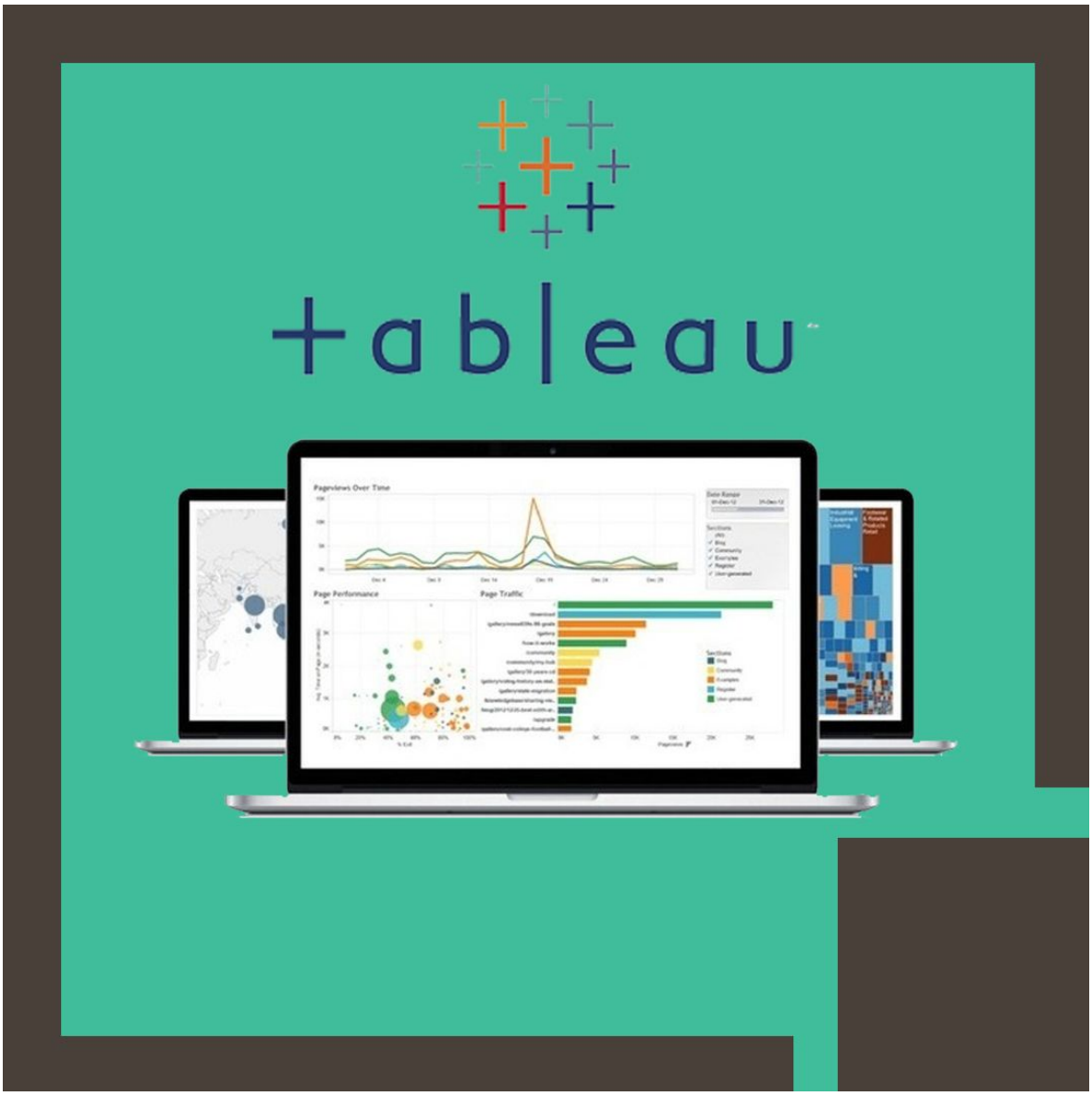
Learning Style: Online Instructor-Led

Technology:

Difficulty: Beginner

Course Duration: 2 Days

Tableau Desktop I: Fundamentals (TTDTAB006)



About this course:

This foundational course introduces Tableau Desktop to new users. You will learn the basics of connecting to data, creating visualizations, calculations, and dashboards. By the end of the course, you will be able to build and publish your own data stories with Tableau.

Course Objective:

Working within an engaging, hands-on learning environment led by our Tableau expert practitioner, attendees will learn to:

- Connect to and prepare data sources
- Use Tableau workspace to build visualizations
- Sort, filter, group, and organize data
- Create charts (scatter, line, pie, maps, etc.)
- Use basic calculations and quick table calculations
- Design interactive dashboards
- Share and publish dashboards online

Audience:

- Data analysts
- Business users
- Anyone beginning their Tableau journey

Prerequisite:

- No prior Tableau experience required

Course Outline:

1) Introduction to Tableau

- Discover the Tableau Platform
- Learn Application Terminology
- Identify Visual Cues for Fields

2) Tableau Workflow

- Understand the Tableau Workflow
- Recognize Elements of a Visualization
- Get Started in Tableau

3) Connection and Data Source Setup

- Identify Tableau File Types and Extensions
- Create a Live Data Connection
- Save and Edit a Data Source
- Modify Data Attributes
- Understand Changes to Data

4) Data Simplification and Sorting

- Filter Data
- Create Date Filters
- Sort Data

5) Data Organization

- Use Groups
- Create and Use Hierarchies

6) Specific Values

- Create Crosstabs
- Generate Grand Totals, Subtotals, and Changing Aggregation
- Build Highlight Tables

7) Data by Date

- Work with Dates in Tableau
- Use Discrete Date Parts and Continuous Date Values

8) Multiple Measures in a View

- Measure Values and Names
- Combine or Share Axis Charts
- Create Dual Axis Charts

9) Relationships Between Numerical Values

- Show Correlations and Outliers with Scatter Plots
- Create a Scatter Plot
- Analyze Using the Highlighter
- Analyze an Outlier with the Data Guide
- Use the Analytics Pane
- Build Trend Lines and Models
- Reference Lines and Bands

10) Geographic Data Mapping

- Map in Tableau
- Navigate and Select in Maps

11) Data Customization

- Calculate in Tableau
- Choose Between Calculation Types
- Create and Edit Calculated Fields
- Follow Formula Editor Conventions
- Identify Types of Calculated Fields
- Conduct Calculations and Aggregations
- Use String Functions
- Build Splits and Custom Splits
- Convert Types
- Calculate Dates

12) Quick Table Calculations

- Discover Table Calculations
- Use Quick Table Calculations
- Harness Rank To Show Biggest to Smallest

13) Breakdowns of the Whole

- Generate Pie Charts and Parts of the Whole
- Create Tree Maps

14) View Sharing

- Build Dashboards
- Demonstrate Relations Between Dashboards and Worksheets
- Generate Tiled or Floating Objects
- Format Components
- Change Dashboard Device Layouts
- Conduct Dashboard Actions
- Publish Your Dashboard Online

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