

# TABLEAU DESKTOP I: FUNDAMENTALS (TTDTAB006)

Course Code: 6476

Become a Tableau Pro in two days! Get hands-on with data and build real Tableau skills to support better decisions and everyday business reporting.

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.

## What You'll Learn

By the end of the course, you should be able 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

## Who Needs to Attend

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

## Prerequisites

No prior Tableau experience required

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VIRTUAL CLASSROOM LIVE

\$1,695 USD

2 Day

## Virtual Classroom Live 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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PRIVATE GROUP TRAINING

2 Day

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