

Tableau Desktop I: Fundamentals Training

Tableau Authorized Training · Applied Technology Academy

This course is designed for Tableau beginners. It's for anyone who works with data, regardless of technical or analytical background. If you're an author, analyst, designer, data scientist, or admin new to Tableau, start here. This course accommodates authoring in Tableau Desktop, Tableau Cloud, and Tableau Server.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	2 Days	1 year: Tableau	\$72,000	Yes

Course Overview

When you complete this course, you will be able to:

- Connect to data and edit a data source.
- Sort, filter, and group data.
- Use the Tableau workspace to create visualizations.
- Build a range of essential chart types for analysis.
- Create basic calculations, including quick table calculations.
- Build interactive dashboards to reveal data insights.
- Describe how to share and publish visualizations.

Course Outline

- Introduction to Tableau
- The Tableau Platform
- Application Terminology
- Visual Cues for Fields
- Understanding Permissions in Tableau
- Navigating a Tableau Site
- Tableau Workflow
- Understanding the Tableau Workflow
- Elements of a Visualization
- Getting Started in Tableau
- Setting Up Connections and Data Sources
- Tableau File Types and Extensions
- Creating a Live Data Connection
- Saving and Editing a Data Source

- Modifying Data Attributes
- Understanding Changes to Data
- Simplifying and Sorting Your Data
- Data Filtering
- Creating Date Filters
- Sorting
- Organizing Your Data
- Using Groups
- Creating and Using Hierarchies
- Viewing Specific Values
- Creating Crosstabs
- Grand Totals, Subtotals, and Changing
- Aggregation
- Creating Highlight Tables
- Slicing Your Data by Date
- Working with Dates in Tableau
- Using Discrete Date Parts and
- Continuous Date Values
- Using Multiple Measures in a View
- Using Measure Values and Measure
- Names in a View
- Combined or Shared Axis Charts
- Creating Dual Axis Charts
- Showing the Relationship Between Numerical Values
- Showing Correlations and Outliers
- with Scatter Plots
- Create a Scatter Plot
- Analyze Using the Highlighter
- Analyze an Outlier Using Explain Data
- Using the Analytics Pane
- Trend Lines and Trend Model
- Reference Lines and Bands
- Mapping Data Geographically
- Mapping in Tableau
- Navigation and Selection in Maps
- Customizing Your Data

- Using Calculations in Tableau
- Calculation Types
- Creating and Editing Calculated
- Fields
- Formula Editor Conventions
- Types of Calculated Fields - Examples
- Calculations and Aggregations
- String Functions
- Split and Custom Split
- Type Conversions
- Date Calculations - Examples
- Analyzing Data with Quick Table Calculations
- Table Calculation Overview
- Using Quick Table Calculations
- Using Rank to Show Biggest to
- Smallest
- Showing Breakdowns of the Whole
- Pie Charts and Parts of the
- Whole
- Creating Tree Maps
- Making Your Views Available
- Dashboards
- Dashboard Actions
- Publish Your Dashboard Online

Intended Audience

- New Tableau users and those seeking a formal introduction to Tableau.
- Administrator Architect
- Business Analyst
- Consultant
- Designer
- End User
- Marketer

Prerequisites

There are no prerequisites for this course.

Follow-On Courses

- Tableau Desktop II: Intermediate
- Tableau Desktop III: Advanced

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.