

TABLEAU® DESKTOP: PART 1

Course Number: 95204

2-day course

OVERVIEW

As technology progresses and becomes more interwoven with our businesses and lives, more and more data is collected about business and personal activities. This era of "big data" has exploded due to the rise of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantages.

The creation of data-backed visualizations is a key way data scientists, or any professional, can explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau was built to connect to a wide range of data sources, and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Tableau's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.

OBJECTIVES

In this course, you will visualize data with Tableau. You will:

- Identify and configure basic functions of Tableau.
- Connect to data sources, import data into Tableau, and save Tableau files.
- Create views and customize data in visualizations.
- Manage, sort, and group data.
- Save and share data sources and workbooks.
- Filter data in views.
- Customize visualizations with annotations, highlights, and advanced features.
- Create maps, dashboards, and stories.

TARGET STUDENT

This course is designed for professionals in a variety of job roles who are currently using desktop or web-based data-management tools to perform numerical or general data analysis. This includes capturing and reporting on data to peers, executives, and clients. These professionals must also provide data visualizations in reports, or explain data analysis through visualizations.

This course is also designed for students who plan to obtain Tableau® Desktop Qualified Associate certification, which requires candidates to pass the Desktop Qualified Associate exam.

PREREQUISITES

To ensure your success in this course, you should have experience managing data with Microsoft Excel or Google Sheets.

TABLEAU® DESKTOP: PART 1

CONTENT

LESSON 1: TABLEAU FUNDAMENTALS

Topic A: Overview of Tableau

Topic B: Navigate the Tableau Interface and Configure Settings

LESSON 2: CONNECTING TO AND PREPARING DATA

Topic A: Connect to Data

Topic B: Prepare Data for Analysis

Topic C: Save Workbook Files

LESSON 3: EXPLORING DATA

Topic A: Create a View

Topic B: Customize Data in Visualizations

LESSON 4: MANAGING, SORTING, AND GROUPING DATA

Topic A: Adjust Fields

Topic B: Sort Data

Topic C: Group Data

LESSON 5: SAVING AND SHARING DATA

Topic A: Save and Publish Data Sources

Topic B: Share Workbooks for Collaboration

LESSON 6: FILTERING DATA

Topic A: Configure Worksheet Filters

Topic B: Apply Advanced Filter Options

Topic C: Create Interactive Filters

LESSON 7: CUSTOMIZING VISUALIZATIONS

Topic A: Format and Annotate Views

Topic B: Highlight Data

Topic C: Create Advanced Visualizations

TABLEAU® DESKTOP: PART 1

LESSON 8: CREATING MAPS, DASHBOARDS, AND STORIES

Topic A: Create Maps

Topic B: Create Dashboards

Topic C: Create Stories

