Tableau® Desktop - Part 1

Schedule

Class Length: 2 Days

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
ILT = "Instructor-Led-Training"

This course is not currently available on the public schedule. Please contact us using the information in the footer below to inquire about future dates or to schedule a private class.

Overview

The 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 advantage. This course will introduce you to Tableau, which was built to connect to a wide range of data sources and allow users to quickly create visualizations of connected data to gain insights, show trends, and create reports. You will learn Tableau's data connection capabilities and visualization features which go far beyond those that can be found in spreadsheets, allowing you to create compelling and interactive worksheets, dashboards, and stories, that bring your data to life and allow you to take thoughtful action.

Prerequisite Comments

To ensure your success in this course, you should have experience managing data with Microsoft Excel or Google Sheets. You can obtain this level of skills and knowledge by taking the following courses:
- Microsoft Office Excel 2016: Part 1
- Microsoft Office Excel 2016: Part 2

Optionally, having experience with other data analytics tools, such as Google Analytics or Customer Relationship Management (CRM) tools, as well as an understanding of database design concepts or a background in statistical analysis will help you get even more out of Tableau. The following courses are helpful but not required:
- Google Analytics: Foundation
- Database Design: A Modern Approach
- Microsoft Office Excel 2016: Dashboards

Target Audience

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 also provide data visualizations in reports, or explain data analysis through visualizations.

Course 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.

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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.

Course Outline

1 - Tableau Fundamentals

Overview of Tableau
Navigate the Tableau Interface and Configure Settings

2 - Connecting to and Preparing Data

Connect to Data
Prepare Data for Analysis
Save Workbook Files

3 - Exploring Data

Create a View
Customize Data in Visualizations

4 - Managing, Sorting and Grouping Data

Adjust Fields
Sort Data
Group Data

5 - Saving and Sharing Data

Save and Publish Data Sources
Share Workbooks for Collaboration

6 - Filtering Data

Configure Worksheet Filters
Apply Advanced Filter Options
Create Interactive Filters

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7 - Customizing Visualizations

Format and Annotate Views
Highlight Data
Create Advanced Visualizations

8 - Creating Maps, Dashboards, and Stories

Create Maps
Create Dashboards
Create Stories