
Course Description: For new Tableau users. Learn to use Tableau Desktop to connect to data sources then create visualizations of that data to create reports and dashboards.

Course Topics:

Module 1: Getting Started

- Tableau Desktop Overview
- Navigating the Tableau Work Area
- Understanding Key Terminology
- Settings

Module 2: Connecting to Data

- Creating a Data Connection
- Understanding the Data Pane
- Setting Up a Data Source
- Saving Sources
- Editing Data Sources
- Refreshing Data
- Replacing a Data Source

Module 3: Exploring Data

- Workbooks and Sheets
- Dimensions and Measures
- Reorganizing the Workspace
- Creating a View
- Customize Data in Visualizations

Module 4: Filtering & Sorting Data

- Filtering Data
- Creating Date Filters
- Constructing Worksheet Filters
- Advanced Filter Settings
- Interactive Filters
- Drilling Into Data
- Slicing Data by Date
- Sorting Data

Module 5: Organizing Data

- Grouping Data
- Creating Hierarchies
- Using Hierarchies

Module 6: Customizing Data

- Adjusting Fields
- Understanding & Changing Data Types
- Calculating Data
- Calculation Types
- Creating Basic Calculations
- Using Quick Table Calculations
- Running Totals

Module 7: Creating Visualizations

- Format and Annotate Views
- Cross Tabs
- Highlight Tables
- Highlighting Data with Reference Lines
- Create Advanced Visualizations

Module 8: Creating Maps, Dashboards, and Stories

- Mapping Data Geographically
- Creating Dashboards to Share Visualizations
- Create Advanced Visualizations
- Creating Stories