Tableau Desktop (Level I)

## Creating data-backed visualizations is a keyway you can leverage “big data” to glean timely intelligence and realize competitive advantages. Tableau® software was built to connect to a wide range of data sources and allows you 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 you to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn that information into thoughtful action.

Course Content – Part I Course Content – Part II

Lesson 1: Introduction

Topic A: What is Tableau Desktop?

Topic B: The types of visualizations you can create

Topic C: The Tableau interface

Topic D: The Data Window/Sidebar

Topic E: Data Roles – Discrete versus Continuous

Topic F: Understanding field colors and symbols

Topic G: Understanding field icons

Lesson 2: Working with Imported Data

Topic A: Accessing your data from the program

Topic B: Modifying imported data

Topic C: Changing a measure to dimension or vice versa

Topic D: Setting the default properties for a dimension

Topic E: Setting the default properties for a measure

Lesson 3: Creating Visualizations

Topic A: Creating bar charts

Topic B: Creating heat maps

Topic C: Creating crosstabs

Topic D: Adding row or column totals to crosstabs

Topic E: Creating highlight tables

Topic F: Creating pie charts

Topic G: Creating tree maps

Topic H: Creating histograms and bins

Topic I: Creating combination charts

Topic J: Creating scatter plots

Topic K: Creating motion charts

Lesson 4: Modifying Visualizations

Topic A: Replacing fields in a view

Topic B: Replacing an axis in a view with a different measure

Topic C: Swapping fields

Topic D: Displaying titles,  captions and summaries

Topic E: Displaying trend lines

Topic F: Highlighting data with reference lines

Topic G: Highlighting data with reference bands

Topic H: Using the new Analytics Pane

Lesson 5: Sorting data

Topic A: Applying computed sorts

Topic B: Applying manual sorts

Topic C: Applying nested sorts

Lesson 6: Filtering data

Topic A: Displaying quick filters

Topic B: Applying date filters

Topic C: Applying relative date filters

Topic D: Working with dates

Topic E: Range of dates filter

Topic F: Creating a starting or ending date filter