

# Tableau Desktop 1: Fundamentals (TTD101)



Job Role:  
Analyst



Duration:  
2 days



Learn the fundamentals of Tableau Desktop in this introductory course. This 2-day instructor-led course will comprehensively introduce data analysis and visual design. You will learn how to build a variety of visualizations, from single worksheets to dashboards, and acquire techniques to apply to your data analysis using Tableau.

## Overview

### Who should take this course?

This course is crafted for Tableau beginners, including individuals who work with data regardless of their technical or analytical background. Start here if you are an author, analyst, designer, data scientist, or administrator new to Tableau. This course covers authoring in Tableau Desktop, Tableau Cloud, and Tableau Server.

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

- ✓ Connect to Data to edit its source
- ✓ Gather data for sorting, filtering, and grouping.
- ✓ Use the Tableau workspace to create visualizations.
- ✓ Build a range of essential chart types for analysis
- ✓ Create basic calculations, including quick table calculations.
- ✓ Design interactive dashboard to reveal data insights.
- ✓ Describe how to share and publish visualizations.

## About CloudWise

We offer Authorized Salesforce training with several guaranteed-to-run classes each month. We are an industry-leading authorized Salesforce training provider and part of Layer 8 Training.

# Lessons & Topics



## Introduction to Tableau

- Discover the Tableau Platform
- Learn Application Terminology
- Identify Visual Cues for Fields



## Tableau Workflow

- Understand the Tableau Workflow
- Recognize Elements of a Visualization
- Get Started in Tableau



## Connection and Data

### Source Setup

- Identify Tableau File Types and Extensions
- Create a Live Data Connection
- Save and Edit a Data Source
- Modify Data Attributes
- Understand Changes to Data



## Data Simplification and Sorting

- Filter Data
- Create Date Filters
- Sort Data



## Data Organization

- Use Groups
- Create and Use Hierarchies



## Specific Values

- Create Crosstabs
- Generate Grand Totals, Subtotals, and Changing Aggregation
- Build Highlight Tables



## Data by Date

- Work with Dates in Tableau
- Use Discrete Date Parts and Continuous Date Values



## Multiple Measures in a View

- Measure Values and Names
- Combine or Share Axis Charts
- Create Dual Axis Charts



## Relationships Between Numerical Values

- Show Correlations and Outliers with Scatter Plots
- Create a Scatter Plot
- Analyze Using the Highlighter
- Analyze An Outlier with the Data Guide
- Use the Analytics Pane
- Build Trend Lines and Models
- Reference Lines and Bands



## Geographic Data Mapping

- Map in Tableau
- Navigate and Select in Maps



## Data Customization

- Calculate in Tableau
- Choose Between Calculation Types
- Create and Edit Calculated Fields
- Follow Formula Editor Conventions
- Identify Types of Calculated Fields
- Conduct Calculations and Aggregations
- Use String Functions
- Build Splits and Custom Splits
- Convert Types
- Calculate Dates



## Quick Table Calculations

- Discover Table Calculations
- Use Quick Table Calculations
- Harness Rank to Show Biggest to Smallest



## Breakdowns of the Whole

- Generate Pie Charts and Parts of the Whole
- Create Tree Maps



## View Sharing

- Build Dashboards
- Demonstrate Relations Between Dashboards and Worksheets
- Generate Tiled or Floating Objects
- Format Components
- Change Dashboard Device Layouts
- Conduct Dashboard Actions
- Publish Your Dashboard Online

Contact us for upcoming  
classes and pricing:

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