

# Tableau Desktop I: The Rookie

## Overview:

This course is designed for anyone who is interested in learning the basics of Tableau. After taking this course you will have enough knowledge to create functional and visually appealing dashboards within Tableau. This course is designed by a Certified Tableau Consultant who believes in teaching you the functional application of Tableau. The instructor will provide workbooks with data, prebuilt dashboard(s) and hands-on activities.

## Course Outline

- I. Introduction
  - ✓ Welcome
  - ✓ Getting Set Up
  - ✓ Dashboard Example
  - ✓ Worksheet Interface
  - ✓ Build your first chart
- II. Data Connections
  - ✓ Connecting data sources
  - ✓ Joining Tables & Unions
  - ✓ Data Preparation
  - ✓ Data Blending
- III. Creating Vizs
  - a. Time Series
  - b. Dual Line Time Series
  - c. Bar Chart
  - d. Stacked Bar Chart
  - e. Dual Axis Bar Chart
  - f. Filled Map
  - g. Symbol Map
  - h. Text Table
  - i. Area Chart
  - j. Scatter Plot
  - k. Pie Chart
  - l. Heat Map
  - m. Highlight Table
  - n. Packed Bubbles
  - o. Word Cloud
  - p. Tree Map
- IV. Vizs Features
  - ✓ Working with Dates
  - ✓ Table Calculations
  - ✓ Groups
  - ✓ Constant & Dynamic Sets
  - ✓ Measure Parameters
  - ✓ Dimension Parameters
- V. Dashboards
  - ✓ Dashboard Interface
  - ✓ Adding Worksheets & Formatting
  - ✓ Adding Quick Filters
  - ✓ Filter & Highlight Actions
  - ✓ URL Action
- VI. Distributing Dashboards
  - ✓ TWB vs TWBX
  - ✓ Publishing to Tableau  
Online/Server/Public
  - ✓ Other Export Options

