

# Mastering Tableau Cloud

**Duration:** 24 hours

## Course Overview

In this intensive 3-day course, you'll dive into the world of Tableau administration. Whether you're an IT professional, data analyst, or business intelligence enthusiast, this course equips you with the skills needed to effectively manage and optimize your Tableau environment.

## Audience Profile

- IT professionals responsible for Tableau deployment and management.
- Data analysts seeking to enhance their administration skills.
- Business users interested in understanding the administrative aspects of Tableau.

## Table of Content:

### 1. Introduction to Tableau Cloud

- Overview of Tableau Cloud (formerly Tableau Online)
- Differences between Tableau Desktop, Tableau Server, and Tableau Cloud
- Setting up and managing an account on Tableau Cloud

### 2. Connecting to Data Sources

- Understanding data connections in Tableau Cloud
- Connecting to cloud-based data sources
- Setting up and managing data refresh schedules

### 3. Building Visualizations

- Creating basic visualizations (bar charts, line charts, scatter plots, etc.)
- Using Show Me to select appropriate visualizations
- Building dashboards and worksheets
- Understanding and working with filters and parameters

- Using calculated fields and table calculations

#### **4. Publishing and Sharing Content**

- Publishing workbooks and data sources to Tableau Cloud
- Creating and sharing dashboards with others
- Understanding Tableau Cloud permissions (view, interact, etc.)
- Collaborating with team members using comments, annotations, and alerts

#### **5. Data Security and Permissions**

- Managing user roles and permissions in Tableau Cloud
- Setting up data security at the row level (using data source filters)
- Creating and managing projects, workbooks, and views

#### **6. Scheduling and Automating Data Refreshes**

- Setting up automatic data refresh schedules
- Monitoring data refresh status and troubleshooting failures

#### **7. Data Exploration and Analysis**

- Using Tableau Cloud's data exploration features (e.g., Ask Data)
- Building and analysing trend lines, reference lines, and forecasts
- Creating and using custom groups, sets, and hierarchies

#### **8. Advanced Data Visualization Techniques**

- Creating complex visualizations (e.g., heatmaps, treemaps, waterfall charts)
- Using calculated fields for advanced analytics
- Leveraging Tableau Cloud's AI-powered features

#### **9. Tableau Cloud Administration**

- Managing users and groups in Tableau Cloud

- Monitoring activity and usage in Tableau Cloud (usage reports, performance monitoring)
- Understanding and managing site settings and configurations