

Tableau® Desktop: Part 1

Duration: 2 Days

Overview:

As technology progresses and becomes more interwoven with our businesses and lives, more data is collected about business and personal activities. This era of "big data" exploded due to the rise of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantage.

The creation of data-backed visualizations is a key way data scientists, or any professional, can explore, analyse, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau was built to connect to a wide range of data sources and allows users 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 users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.

Course Objectives:

In this course, you will visualize data with Tableau. You will:

- Identify basic Tableau capabilities.
- Connect to and prepare data.
- Explore data with views and visualizations.
- Manage, sort, and group data.
- Save, publish, and share data sources and workbooks.
- Filter data in views.
- Customize visualizations with annotations, highlights, and advanced features.
- Create and enhance dashboards in Tableau.
- Create and enhance stories in Tableau.

Course Content:

Lesson 1: Tableau Fundamentals

Topics:

- Overview of Tableau
- Navigate the Tableau Desktop Interface

Lesson 2: Connecting to and Preparing Data

Topics:

- Connect to Data
- Save Workbook and Extract Files
- Build a Data Model
- Prepare Data for Analysis

Lesson 3: Exploring Data with Views and Visualizations

Topics:

- Create Views and Visualizations
- Edit Visualizations to Support Data Analysis
- Create and Use Hierarchies
- Perform Quick Table Calculations

Lesson 4: Managing, Sorting, and Grouping Data

Topics:

- Manage Fields
- Sort Data
- Group Data

Lesson 5: Saving, Publishing, and Sharing Data

Topics:

- Save Data Sources
- Publish Data Sources
- Share and Publish Workbooks

Lesson 6: Filtering Data

Topics:

- Configure Basic Filters
- Configure Advanced Filter Options
- Create Interactive Filters

Lesson 7: Customizing Visualizations

Topics:

- Format and Annotate Views
- Emphasize Data in Visualizations
- Create Animated Workbooks
- Apply Best Practices for Visual Design

Lesson 8: Creating and Enhancing Dashboards

Topics:

- Create Dashboards
- Enhance Dashboards with Actions
- Create Mobile Dashboards

Lesson 9: Creating and Enhancing Stories

Topics:

- Create Stories
- Enhance Stories with Tooltips