

# Mastering Tableau Desktop

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Hours: (5 days -40 Hours)

## ***Overview***

This 5-day Tableau Desktop Specialist training program is designed to provide participants with a comprehensive understanding of Tableau Desktop for data analysis and visualization. Through hands-on activities and real-world examples, participants will learn to connect to data sources, design effective dashboards, apply advanced analytics, and publish insights for consumption across the organization.

## ***Audience Profile***

This course is intended for:

- Aspiring data analysts and business intelligence professionals
- Report developers, data visualization specialists, and dashboard designers
- Business users looking to analyze data and generate insights using Tableau
- Professionals preparing for the Tableau Desktop Specialist certification

## ***Prerequisites***

To get the most out of this training, participants should have:

- Basic understanding of data concepts (e.g., rows, columns, joins)
- Familiarity with Excel or any tabular data format
- No prior Tableau experience is required, though it is helpful

## **Day 1: Tableau Fundamentals & Data Connectivity (8 Hours)**

Module 0: Revisit Tableau Basics

Module 1: Get Started and Connect to Data

- Introduction to Tableau Desktop
- Connecting to data
- Customizing data sources
- Working with Data Extracts

## Module 2: Organize Data and Create Filters

- Creating groups and hierarchies
- Filtering and sorting
- Working with Dates
- Creating custom date fields and hierarchies

## Day 2: Charts, Maps, and Visualization Essentials (8 Hours)

### Module 3: Create Basic Charts

- Comparing multiple measures in Views
- Using scatter plots, text tables, highlight tables
- Creating symbol, filled, and density maps
- Using bar-in-bar charts and bullet graphs

### Module 5: Apply Analytics and Modify Data Connections

- Highlighting with reference lines and bands
- Using histograms and box & whisker plots
- Creating relationships between tables
- Joining and Unioning tables

## Day 3: Advanced Visual Analytics and Cohort Analysis (8 Hours)

### New Topics Added:

- Blend data sources without a common field
- Make projections using trend lines and forecasts
- Apply FIXED LOD calculations to analyze data in cohorts

### Other Advanced Topics:

- Parameters and dynamic interactivity (Moved from Module 4)
- Creating calculated fields with real-time scenarios
- Use cases of Date and aggregate functions

## **Day 4: Dashboard Building and Interactivity (8 Hours)** New

Topic Added:

- Use layout containers to build professional and efficient dashboards
- Dashboard principles: usability, layout, and efficiency
- Creating interactive dashboards using actions
- Storytelling with data
- Tips for performance tuning dashboards

## **Day 5: Publishing, Security, and Automation (8 Hours)**

Module 7: Publishing, Securing, and Certifying Data Sources

Module 8: Publishing Workbooks

Module 9: Reviewing Recommended Data Sources and Revision History

Module 10: Working with Schedules, Tasks, and Jobs