Tableau Course Syllabus

Section 1: Introduction and Overview

- Why Tableau? Why Visualization?
- Level Setting â€" Terminology
- Getting Started â€" creating some powerful visualizations quickly
- The Tableau Product Line
- Things you should know about Tableau

Section 2: Getting Started

- Connecting to Data and introduction to data source concept
- Working with data files versus database server
- Understanding the Tableau workspace
- Dimensions and Measures
- Using Show Me!
- Tour of Shelves (How shelves and marks work)
- Building Basic Views
- Help Menu and Samples
- Saving and sharing your work

Section 3: Analysis

Section 4: Creating Views

- Marks
- Size and Transparency
- Highlighting
- Working with Dates
- Date aggregations and date parts
- Discrete versus Continuous
- Dual Axis / Multiple Measures
- Combo Charts with different mark types
- Geographic Map Page Trails
- Heat Map
- Density Chart
- Scatter Plots
- Pie Charts and Bar Charts
- Small Multiples
- Working with aggregate versus disaggregate data
- Analyzing
- Sorting & Grouping
- Aliases
- Filtering and Quick Filters

- Cross-Tabs (Pivot Tables)
- Totals and Subtotals Drilling and Drill Through
- Aggregation and Disaggregation
- Percent of Total
- Working with Statistics and Trend lines

Section 5: Getting Started with Calculated Fields

- Working with String Functions
- Basic Arithmetic Calculations
- Date Math
- Working with Totals
- Custom Aggregations
- Logic Statements

Section 6: Formatting

- Options in Formatting your Visualization
- Working with Labels and Annotations
- Effective Use of Titles and Captions
- Introduction to Visual Best Practices

Section 7: Building Interactive Dashboard

- Combining multiple visualizations into a dashboard
- Making your worksheet interactive by using actions and filters
- An Introduction to Best Practices in Visualization

Section 8: Sharing Workbooks

- Publish to Reader
- Packaged Workbooks
- Publish to Office
- Publish to PDF
- Publish to Tableau Server and Sharing over the Web