

## TABLEAU DESKTOP PART 1

2 Days

As technology progresses and becomes more interwoven with our businesses and lives, more and more data are collected about business and personal activities. This era of "big data" has 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 keyway for data scientists, or any professional, can explore, analyze, 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 CONTENT

#### TABLEAU FUNDAMENTALS

- Overview of Tableau
- Navigate and Configure Tableau

#### CONNECTING AND PREPARING DATA

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

#### EXPLORING DATA

- Create Views
- Customize Data in Visualizations

#### MANAGING, SORTING AND GROUPING DATA

- Adjust Fields
- Sort Data
- Group Data

#### SAVING, PUBLISHING AND SHARING DATA

- Save Data Sources

- Publish Data Sources and Visualizations
  - Share workbooks for Collaboration
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#### **FILTERING DATA**

- Configure Worksheet Filters
  - Apply Advanced Filter Options
  - Create Interactive Filters
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#### **CUSTOMIZING VISUALIZATIONS**

- Format and Annotate Views
  - Emphasize Data in Visualizations
  - Create Animated Workbooks
  - Best Practices for Visual Design
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#### **CREATING DASHBOARDS IN TABLEAU**

- Create Dashboards
  - Enhance Dashboards with Actions
  - Create Mobile Dashboards
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#### **CREATING STORIES IN TABLEAU**

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