

## Tableau Fundamentals

Duration: 2 Day Course

### Course Goals

The goal of the course is to understand the concepts and techniques used in Tableau Desktop in order to create reports: from a simple graph to more complex views, and, finally, to learn how to combine all the reports in an interactive dashboard.

The most important objectives of the course are:

- To understand the different options to connect to the data.
- To understand how the Tableau interface works: components, shelves, cards and terminology in general.
- To create basic calculations that include changes of data types, basic arithmetic calculations, building ratios and different aggregations, adding logic functions, totals and subtotals in tables and other quick table calculations.
- To be able to represent data using different visualizations:
  - Tables and highlight tables
  - Line Graphs
  - Bar graph and Pie Charts
  - Dual combination with different marks
  - Small multiples
  - Bullet Graph
  - Scatter Plot
  - Geographic Maps
  - Heat maps and tree maps
  - Packed Bubbles
  - Others
- To learn how to add trend lines and reference lines besides other statistical techniques to describe data.
- To understand and to use groups, bins, sorting, sets and hierarchies. Also to use different ways of filtering.
- To work with many formatting options in order to customize the views.
- To learn how to mix all the reports built during the training in a dashboard and to be able to publish it on Tableau Server.

### Target Audience

The course is designed for the beginner and level-intermediate user. This course is for anyone who usually works with data, no matters the technical level of the user.

## Pre-requisites

None

## Languages

Tableau Fundamentals is offered in English and Spanish.

## Topics covered

- Tableau Software and architecture.
- Connections with data bases.
- Tableau Desktop Interface.
- Building views in Tableau Desktop.
- Analysis: add and edit analysis to add value to our views.
- Formatting: add and edit formats to customize our views.
- How to build a dashboard.
- Publish a dashboard in Tableau Server.
- Business Case: Do it by yourself!

## More Information

For further information on this course, please contact ClearPeaks at [info@ClearPeaks.com](mailto:info@ClearPeaks.com) or +34 93 272 1546.