COURSE SYLLABUS

Tableau Level I

In this course, you will learn the fundamentals of data visualization and how to use Tableau Public to create visually appealing and informative graphs, charts, and maps. Through hands-on exercises, you will gain the skills to connect, analyze, filter, and structure your data to create your desired visualizations.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/tableau-training



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Course Outline

Understanding Data

- What is data
- Where to find data
- Foundations for building Data Visualizations

Creating Your First visualization

- Getting started with Tableau Software
- Using Data file formats
- Connecting your Data to Tableau
- Creating basic charts (line, bar charts, Treemaps)
- Using the Show me panel

Tableau Calculations

- Overview of SUM, AVG, and Aggregate features
- Creating custom calculations and fields
- Applying new data calculations to your visualization

Formatting Visualizations

- Formatting Tools and Menus
- Formatting specific parts of the view
- Editing and Formatting Axes

Manipulating Data in Tableau

- Cleaning up the data with the Data Interpreter
- Structuring your data
- Sorting and filtering Tableau data

- Pivoting Tableau data

Advanced Visualization Tools

- Using Filters
- Using the Detail panel
- Using the Size panels
- Customizing filters
- Using and Customizing tooltips
- Formatting your data with colors

Creating Dashboards & Stories

- Using Storytelling
- Creating your first dashboard and Story
- Design for different displays
- Adding interactivity to your Dashboard

Distributing & Publishing Your Visualization

- Tableau file types
- Publishing to Tableau Online
- Sharing your visualization
- Printing and exporting