



# Tableau Desktop Introduction

**Course #:** TAB-101      **Duration:** 2 days

## Prerequisites

None

## Details

This interactive course teaches you the skills necessary to produce professional visualizations in Tableau. You learn how to connect to data, use the Tableau interface, create basic calculations, represent data using crosstabs, geographic maps, heat maps, tree maps, pie and bar charts, dual axes and combined charts, highlight tables, and scatter plots, build dashboards and stories, and share visualizations.

This course includes valuable examples and hands-on labs and is designed to prepare you for the Desktop Specialist Exam.

## Software Needed

Tableau Desktop

## Outline

- **Understanding the Tableau Environment**
  - Touring the Tableau Workspace
  - Understanding Shelves and Cards
  - Navigating Workbooks and Sheets
  - Understanding Field Types (Dimensions and Measures)
- **Connecting to Data**
  - Understanding Supported Connectors
  - Setting up Data Sources
  - Editing Data Sources
  - Refreshing Data Sources
  - Cleaning Data with Data Interpreter
- **Organizing, Filtering, and Sorting**
  - Creating Folders
  - Creating Groups
  - Creating Hierarchies
  - Creating Filters
  - Sorting Data
- **Creating Basic Visualizations**
  - Creating Text Tables
  - Using Totals and Aggregation

- Handling NULL and Other Special Values
  - Creating Pie Charts
- **Saving, Publishing, and Sharing**
  - Saving Data Sources and Visualizations
  - Publishing Data Sources and Visualizations
  - Sharing Workbooks for Collaboration
- **Adding Visual Details**
  - Working with Marks
  - Annotating Views
  - Formatting Titles, Captions, Tooltips, and Legends
  - Formatting Fields and Field Labels
  - Formatting Numbers and Null Values
  - Resizing Tables and Cells
- **Creating Crosstabs**
  - Creating Highlight Tables
  - Creating Heat Maps
- **Working with Date Fields**
  - Understanding Discrete and Continuous Time
  - Using Custom Dates and Hierarchies
  - Working with Multiple Measures in Views
  - Creating Combined Axis Charts
- **Mapping Data Geographically**
  - Understanding Mapping Concepts
  - Working with Location Data
  - Creating a Simple Map
  - Creating Geographic Layers
  - Showing Quantitative Values
  - Customizing a Map
- **Using Calculations**
  - Creating a Calculated Field
  - Understanding Calculations
  - Formatting Calculations
  - Working with Functions
  - Working with Aggregations
  - Applying Quick Table Calculations
- **Spotting Trends**
  - Adding Trend Lines
  - Using Drop Lines
- **Creating Dashboards**
  - Building a Dashboard
  - Refining a Dashboard
  - Creating Dashboards for Different Devices
- **Creating Stories**
  - Creating a Story
  - Enhancing Stories with Tooltips