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Overview

**Expert-Led Classes** 

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**Tableau Training Pass** 

**Expert-Led Classes** > Tableau Desktop I: Fundamentals

# Tableau Desktop I: Fundamentals (TTD101)

Start here to learn core Tableau skills in an introductory class. You'll gain a comprehensive introduction to data analysis and visual design in Tableau. You'll build a range of visualizations – from single worksheets to dashboards – and you'll learn techniques to apply to your own data analysis with Tableau.

Overview

Class Regist...

## Job Role

Admin, Architect, Business Analyst, Consultant, Designer, End User, Marketer

## **Duration**

In-Person: 2 Full Day(s)

Virtual: 2 Full Day(s) or 4 Half Day(s)

## **User Interface**

Lightning Experience

## **Related Classes**

In-person Class

**Visual Analytics** 

In-person Class

**Tableau Prep I** 

In-person Class

**Tableau Desktop II: Intermediate** 

## ? Question, feedback or help

## (https://trailhead.salesforce.com/help)



#### Learn the Foundations of AI

Trailhead Academy classes include a lesson where you'll learn AI concepts, responsible AI practices, and how to use AI and Salesforce together to drive productivity.

# Overview

#### Who should take this course?

This course is designed for Tableau beginners. It's for anyone who works with data, regardless of technical or analytical background. If you're an author, analyst, designer, data scientist, or admin new to Tableau, start here. This course accommodates authoring in Tableau Desktop, Tableau Cloud, and Tableau Server.

Tableau Desktop I: Fundamentals is included in the <u>Tableau Training Pass (https://trailheadacademy.salesforce.com/tableau-training-pass-overview)</u>.

#### When you complete this course, you will be able to:

- Connect to data and edit a data source.
- Sort, filter, and group data.
- Use the Tableau workspace to create visualizations.
- Build a range of essential chart types for analysis.
- Create basic calculations, including quick table calculations.
- Build interactive dashboards to reveal data insights.
- Describe how to share and publish visualizations.

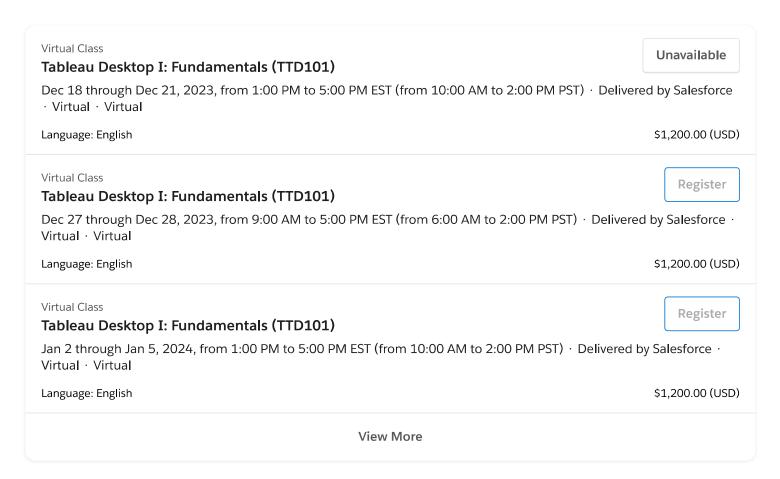
## **Prework**

Prepare for the course with this Trailmix.

# **Class Registration**



Classes can only be purchased in a currency that your billing country supports. Use the Billing Country filter to see available classes. If your billing country/currency isn't available, <u>contact us (https://trailhead.salesforce.com/help?topic=Trailhead\_Academy&topicName=Trailhead%20Academy&groupName=Trailhead\_Support)</u>.



# **Lessons and Topics**

### **Introduction to Tableau**

- The Tableau Platform
- Application Terminology
- Visual Cues for Fields
- · Understanding Permissions in Tableau
- Navigating a Tableau Site

#### **Tableau Workflow**

- Understanding the Tableau Workflow
- Elements of a Visualization
- · Getting Started in Tableau

#### **Setting Up Connections and Data Sources**

- Tableau File Types and Extensions
- Creating a Live Data Connection
- Saving and Editing a Data Source
- Modifying Data Attributes
- Understanding Changes to Data

#### Simplifying and Sorting Your Data

- Data Filtering
- Creating Date Filters
- Sorting

#### **Organizing Your Data**

- Using Groups
- · Creating and Using Hierarchies

#### **Viewing Specific Values**

- · Creating Crosstabs
- Grand Totals, Subtotals, and Changing Aggregation
- Creating Highlight Tables

#### Slicing Your Data by Date

- · Working with Dates in Tableau
- Using Discrete Date Parts and Continuous Date Values
- Using Multiple Measures in a View
- Using Measure Values and Measure Names in a View
- Combined or Shared Axis Charts
- Creating Dual Axis Charts

#### **Showing the Relationship Between Numerical Values**

- Showing Correlations and Outliers with Scatter Plots
- Create a Scatter Plot
- · Analyze Using the Highlighter
- Analyze an Outlier Using Explain Data
- Using the Analytics Pane
- Trend Lines and Trend Model
- · Reference Lines and Bands

### **Mapping Data Geographically**

- Mapping in Tableau
- Navigation and Selection in Maps

## **Customizing Your Data**

- Using Calculations in Tableau
- Calculation Types
- Creating and Editing Calculated Fields
- Formula Editor Conventions
- Types of Calculated Fields Examples
- · Calculations and Aggregations
- String Functions
- Split and Custom Split
- Type Conversions

• Date Calculations - Examples

## **Analyzing Data with Quick Table Calculations**

- Table Calculation Overview
- Using Quick Table Calculations
- Using Rank to Show Biggest to Smallest

## **Showing Breakdowns of the Whole**

- Pie Charts and Parts of the Whole
- Creating Tree Maps

# **Making Your Views Available**

- Dashboards
- Dashboard Actions
- Publish Your Dashboard Online

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Trails	Superbadges	Trailblazer Community	Sales Enablement
Trailmixes	Certifications	Events	Customer Stories
Modules	Maintain Certifications	Quests	Trail Tracker
Projects	Verify Certifications	Be a Multiplier (BAM)	Sample Gallery
Trailhead Academy	Take Free Certification Prep	Salesforce Developers	Trailhead Store
Career Paths		Salesforce Admins	Trailhead Help
		Trailblazer Connect	



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