

# Fundamental of Tableau Desktop

## Course objective

This two days course focuses on getting users of entry level up to speed with Tableau Desktop. The course will cover various features available in the software and provide adequate hands-on exercises to enhance the understanding of the discussed topics.

## What will you learn?

Upon completion of this course, users are expected to understand the relation between various functions and objects available in Tableau, the rules to create different types of charts and feel competent in producing visual dashboards independently.

## Pre-requisite

None

## Training methodology

### 1. Basics of Tableau Desktop

- Introduction to the basic elements in Tableau Desktop
- Overview of Tableau workbook objects and icons
- Supported files and database connections
- Various Tableau output documents: export files, printing, metadata, data extract
- Use the correct chart types for presentation and analysis
- Data visualization best practices
- References and reading materials

### 2. Functions and Analysis

- Working with data: Excel and database
- Data treatment features in Tableau
- Techniques in data transformation, join table and union
- Perform user defined calculation in Tableau Desktop

- Advanced calculation with Tableau Table Calculation functions
- Working with Dates and Time
- Data filtering, formatting, sorting, set and grouping
- Using analytics functions
- Forecasting and KPI monitoring
- Visualization with map
- How to share interactive reports with others
- Various hands-on exercises in each sub-topic

### 3. Dashboard Building

- Introduction to dashboard building elements
- Types of dashboards for different target users
- Creating a dashboard for visual analysis
- Using actions and guided analytics function
- Mini project to build a complete management dashboard