

**Introduction to Alteryx**

**Course Number:** ALX-100  
**Duration:** 2 days

**Overview**

This Introduction to Alteryx training course teaches attendees how to use Alteryx Designer to prepare, blend, parse, pivot, analyze, shape, and transform their data.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Alteryx students receive comprehensive courseware.

**Software Needed on Each Student PC**

Alteryx Designer and datasets that Accelebrate provides (at additional cost, labs can be tailored in advance to use your data).

**Objectives**

* Work with the Alteryx Designer interface
* Connect to and update data sources
* Clean and order records
* Rename and change the data type of fields
* Filter records
* Blend data from disparate sources
* Parse, manipulate, and pivot data
* Aggregate data
* Master workflow best practices and cache portions of workflows
* Output data to multiple formats
* Perform advanced preparation on their data

**Outline**

* Introduction
* Understand Alteryx Designer terminology
* Easily navigate the Alteryx Designer Interface
* Become familiar with Designer User and Workflow Settings
* Be able to share and save workflows
* Understand how Designer processes data
* Connect to and update data sources
  + Files and databases
  + Dynamically load Excel Spreadsheets
  + Bulk load text-based files such as CSV
  + Write back to the original data source
* Clean unwanted characters in records
* Order records
* Rename fields manually and dynamically
* Detect and change field data types manually and automatically
* Filter records and use a conditional expression to update/add fields
* Identify unique records
* Blend data from disparate sources
  + Append records from different sources
  + Merge records from different sources on key fields
  + Add fields from one data set to all records in another
* Parse data
* Work with date/time fields
* Build expressions to add and update fields by performing basic calculations
* Replacing text within a field
* Using string length and positions
* Parse data from one field into multiple fields
* Pivot data
* Group and Bin Records
* Aggregate data
* Workflow best practices
* Cache a portion of your workflow
* Output data to different file formats
* Advanced Preparation
  + Filtering and cleaning "messy data"
  + Utilizing formulas to reference multiple rows and fields
  + Binning data into respective groups
  + Creating sample sets to prepare data for predictive analytics
* Conclusion