

**Tableau Bootcamp**

**Course Number:** TAB-112  
**Duration:** 3 days

**Overview**

Accelebrate’s Tableau Bootcamp training course teaches attendees the basic and advanced features of Tableau and how to use Tableau Desktop to quickly and comprehensively analyze and present data. In this accelerated course, participants learn analytical techniques, best practices, and how to create dashboards that yield meaningful insights. Students then take their Tableau skills to the next level with advanced calculations, enhanced dashboard interactivity, and advanced analytics.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Tableau training students receive comprehensive courseware.

**Software Needed on Each Student PC**

* Tableau Desktop
* Microsoft Excel 2016 or later
* Internet access
* Related data and lab files that Accelebrate would provide

**Objectives**

* Understand the main Tableau interface
* Build visualizations
* Build dashboards
* Reshape and format data
* Write calculations
* Create dashboard interactivity
* Show trends or change over time
* Use maps and spatial analysis
* Learn visual best practices and analytical techniques using Tableau

**Outline**

* Introduction
* The Data Analysis, Visual Analytics, and Tableau Revolution
* Simple Data Connections and the Data Connection Interface
* Understanding the Main Tableau Interface
* Building Simple Visualizations
* Saving Options
* Understanding Utilizing “Show Me”
* Dimensions vs. Measures and How They Affect a Viz
* Continuous vs. Discrete Variables
* Basic Dates
* Basic Aggregations
  + Hierarchies
  + Sorting
  + Groups
* Formatting
  + Color
  + Size
  + Labels
  + Detail
  + Formatting Individual Elements vs. the Entire Worksheet or Workbook
* Building Your First Dashboard
* Labeling, Annotations, Tooltips, and Data Highlighting
* Quick Filters
* Publishing and Sharing
* Connecting to Different Databases and Data Formats
* Live vs. Extract Connections – The Basics
* Reshaping and Formatting Data for Tableau
* Managing Multiple Data Connections in a Single Workbook
* Cross Database Filters
* Cross Database Joins & Data Blending
  + What about Data from 2 Different Sources?
  + What’s the Difference Between Joins, Cross-Database Joins, and Blending?
  + How Do I Create a Cross-Database Join?
  + When Would I Use a Cross-Database Join vs. Data Blending?
  + How Do I Blend Data?
* Understanding the Navigation Menu
* Showing Trends or Change Over Time
  + Trends
  + Rate of Change and Moving Average
* Part to Whole and Ranking Analysis
  + The Standard Bar Chart
  + The Stacked Bar Chart
  + The Side-by-Side Bar
  + Pie Charts
  + Percent of Total and Running Sum
  + Using the Index and Ranking Calculated Fields
* Creating Dual Axis Charts and Combo Charts
* Using Measure Names and Measure Values to Build a Data Table
  + Totals and Subtotals
* Using Maps and Spatial Analysis
  + Map Zooming
* Showing Relationships between Numbers
  + Scatter Plots
  + Trend Lines and Statistical Features
  + Reference Lines
* Distributions
  + Heatmaps and Highlight Tables
  + Histograms
* Motion Charts
* Calculated Fields Overview
* Aggregate Calculations and Ratios
* Logical Calculations
  + If/Then
  + IfNull
  + IsNull
  + ZN
* Date Calculations
  + DateAdd
  + DateDiff
  + Today()
* Parameters
  + Pre-defined Lists for Faster Filtering
  + Top N Filter
  + Reference Line Parameter
  + Swapping Dimensions or Measures in a View
* Using Actions to Create Interactive Dashboards
  + Filter Actions
  + Highlight Actions
  + URL Actions
* Combining Parameters and Actions: On-Demand Charts
* Advanced Chart Types
* Q&A and Publishing
* Conclusion