

**Tableau Data Prep**

**Course Number:** TAB-108  
**Duration:** 2 days

**Overview**

Accelebrate's Tableau Data Prep training course teaches participants how to use [Tableau Prep Builder](https://www.tableau.com/products/prep), a Tableau product for data preparation, such as cleaning and shaping to analyze data correctly.  Attendees learn how to use the Tableau data model, connect to data sources using the connection pane, and format and transform data sets for analysis. By the end of this course, students will confidently use Tableau’s data preparation tools to prepare their data for visualization and analysis.

**Prerequisites**

All students should have prior experience using Tableau, joining data in Tableau, and working with calculations.

**Materials**

All Tableau training students receive comprehensive courseware.

**Software Needed on Each Student PC**

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

**Objectives**

* Use Tableau Prep
* Overcome many of their thorniest data cleaning and preparation issues
* Enable their Tableau analysis and visualization process to be smoother and easier
* Ease data prep challenges

**Outline**

* Introduction
* Preferred structure and layout of data in Tableau
* Introduction to the Tableau Prep workspace
* Data cleansing and preparation concepts, such as joins, unions, wildcard matches, fuzzy matching, and addressing nulls, irregularities and outliers
* When to do your data preparation in Tableau Prep vs. the normal Tableau Desktop
* Understand data sampling
* Connecting to and configuring data
* Exploring data
* Joining and unioning data
* Combining data
* Cleaning data
  + Text replacement
  + Removing punctuation, trimming extraneous whitespace, and other undesired characters
  + Splitting fields
  + Merging fields
  + Addressing nulls
  + Grouping and replacing values
  + Text cleaning calculations
* Changing data types and data roles
* Filtering data
  + Categorical filters
  + Numeric filters
  + Date filters
* Removing duplicates
* Shaping and pivoting data
* Aggregating Data
* Validating results
* Complex data cleaning tasks
* Best practices for data preparation and optimizing Tableau Prep
* Exporting to various Tableau formats and publishing to Tableau Server
* Automating Tableau Prep flows with Tableau Prep Conductor or the Command Line Interface (if desired)
* Conclusion