

Course Name : **Tableau Desktop for Beginners**
Duration : **2 Days (Physical Classroom / Virtual Live Instructor)**
Skill Level : **Beginner**

COURSE DESCRIPTION:

This 2-day beginner’s course on Tableau Desktop is designed to equip participants with the fundamental skills required to leverage Tableau’s powerful data visualization capabilities. On Day 1, attendees will be introduced to the Tableau interface and its various products, learning how to connect to different data sources such as Excel, CSV files, and databases. Participants will gain hands-on experience in data preparation, including data cleaning and transformation, and creating data extracts. The day will progress with creating basic visualizations, such as bar charts, line charts, and pie charts, and understanding how to apply and use filters effectively within their visualizations.

Day 2 will delve into more advanced topics, beginning with the creation of scatter plots, heat maps, and tree maps to provide a deeper understanding of data relationships. Participants will learn to perform calculations and use parameters to enhance their visualizations further. The course will cover the essential aspects of designing and building dashboards, adding and arranging components, and creating interactive dashboard actions. The day will conclude with a focus on sharing and publishing work, ensuring participants can export visualizations, publish to Tableau Public, and share workbooks efficiently. The course will culminate in a hands-on project, allowing attendees to apply their newly acquired skills to a real-world scenario and present their findings.

WHAT WILL YOU LEARN?

By the end of this 2-day course, you will have gained a solid foundation in Tableau Desktop, enabling you to connect to various data sources, prepare and clean your data, and create compelling visualizations such as bar charts, line charts, scatter plots, and more. You will also learn how to build and design interactive dashboards, apply filters and parameters, and perform basic and table calculations. Additionally, you will acquire the skills to share and publish your visualizations, ensuring you can effectively communicate your insights with others. The hands-on project will provide you with practical experience, reinforcing your learning and boosting your confidence in using Tableau Desktop for real-world data analysis tasks.

PREREQUISITE:

Beginners.

METHODOLOGY:

This program will be conducted with interactive lectures, PowerPoint presentations, discussions, and practical exercises. This course can be conducted as instructor-led (ILT) or virtual instructor-led training (VILT).

JOB SCOPE:

Upon completion of this course, candidates may pursue the following career paths:

- Data Analyst
- Business Intelligence (BI) Developer
- Financial Analyst
- Marketing Analyst

MODULE 1: INTRODUCTION TO TABLEAU

- Welcome
- Overview of Tableau Products
- Installing Tableau Desktop
- Understanding the Tableau Interface

MODULE 2: CONNECTING TO DATA

- Types of Data Sources
- Connecting to Excel and CSV Files
- Connecting to Databases

MODULE 3: DATA PREPARATION

- Data Cleaning and Transformation
- Data Types and Properties
- Creating Data Extracts

MODULE 4: BASIC VISUALIZATIONS

- Creating Bar Charts
- Creating Line Charts
- Creating Pie Charts

MODULE 5: WORKING WITH FILTERS

- Applying Filters to Views
- Using Context Filters
- Creating Filter Actions

MODULE 6: ADVANCED VISUALIZATIONS

- Creating Scatter Plots
- Creating Heat Maps
- Creating Tree Maps

MODULE 7: CALCULATIONS AND PARAMETERS

- Basic Calculations
- Table Calculations
- Using Parameters

MODULE 8: BUILDING DASHBOARDS

- Designing a Dashboard Layout
- Adding and Arranging Components
- Creating Dashboard Actions

MODULE 8: SHARING AND PUBLISHING

- Exporting Visualizations
- Publishing to Tableau Public
- Sharing Workbooks

HANDS-ON PROJECT

- Project Overview and Requirements
- Building the Project
- Presenting and Reviewing Projects

CONCLUSION

- QA
- Review of key concepts and techniques
- Feedback