

# TRAININGS

## BROCHURE

Powered by  The Information Lab  
HELPING PEOPLE MAKE SENSE OF DATA

# Tableau Accelerated

Basic + Intermediate

The  
Information Lab



# Overview

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1.

**Job Role:** Business Analyst, Consultant, End User, Business User

2.

**Duration:** In-Person/Virtual: 3 Days

## Who should take this course?

This course is designed for Tableau beginners.

It's for anyone who works with data, regardless of technical or analytical background.

If you're an author, analyst, designer, data scientist, or admin new to Tableau, start here. This course accommodates authoring in Tableau Desktop, Tableau Cloud, and Tableau Server.

This course includes the topic of Tableau Basics and Tableau Intermediate.

## When you complete this course, you will be able to:

- Connect to data and edit a data source.
  - Sort, filter, and group data.
  - Use the Tableau workspace to create a range of essential and advanced chart types for analysis.
  - Combine data from multiple tables using joins, unions, and relationships.
  - Use extracts to improve performance.
  - Create basic and more advanced calculations, including table calculations, to modify data as needed for analysis.
  - Use statistical techniques to analyze data.
  - Use parameters and input controls to support audience analysis.
  - Build interactive dashboards to reveal data insights, using techniques for guided analytics, interactive dashboard design, and visual best practices.
  - Describe how to share and publish visualizations.
- Combine data from multiple tables using joins, unions, and relationships.
  - Use extracts to improve performance.
  - Build advanced chart types, including bar-in-bar and bullet graphs.
  - Use advanced calculations and table calculations to modify data as needed for analysis.
  - Use statistical techniques to analyze data.
  - Use parameters and input controls to support audience analysis.
  - Build better dashboards using techniques for guided analytics, interactive
  - Dashboard design, and visual best practices.

# Lessons and Topics - Tableau Basics

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1. **Data Connection**
2. **Work Area**
3. **Default Properties and TDS**
4. **Organizing Data**
5. **Continuous and Discreet Dates**
6. **Creating subsets of data**
7. **Basic Calculations**
8. **Measure name and measure values**
9. **Tables**
10. **Quick Table Calculations**
11. **Scatter Charts**
12. **Pie Charts and Treemaps**
13. **Maps and Geospatial Analysis**
14. **Dashboards**



# Lessons and Topics - Tableau Intermediate

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1. **Connections to Data: Join, Union Relationships and Blending**
2. **Creating subsets of data**
3. **Level of detail calculations**
4. **Table Calculations**
5. **Parameters**
6. **Analyze data distribution**
7. **Dashboard Actions, visual best practice**



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