

# TRAININGS

## BROCHURE

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HELPING PEOPLE MAKE SENSE OF DATA

# Tableau Basics

The  
Information Lab



# Overview

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1.

**Job Role:** Admin, Architect, Business Analyst, Consultant, Designer, End User, Marketer

2.

**Duration:** In-Person/Virtual: 1 or 2 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.

## 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 visualizations.
- Build a range of essential chart types for analysis.
- Create basic calculations, including quick table calculations.
- Build interactive dashboards to reveal data insights.
- Describe how to share and publish visualizations.

# Lessons and Topics

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1. **Data Connection**
2. **Work Area**
3. **Default Properties and TDS**
4. **Organizing Data**
5. **Continuous and Discrete 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**



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