



# Desktop I: Fundamentals

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## eLearning

### Audience

This course is designed for the beginner to intermediate-level Tableau user. It is for anyone who works with data regardless of technical or analytical background. This course is designed to help you understand and use the important concepts and techniques in Tableau to move from simple to complex visualizations and learn how to combine them in interactive dashboards.

### Duration

This course is comprised of over 70 lessons. We recommend that students plan to spend 10+ hours completing this course. The actual amount of time needed will vary depending on prior experience and background.

### Sample eLearning

View and interact with several sample lessons at: [www.tableau.com/elearning](http://www.tableau.com/elearning)

### Prerequisites

None.

### Technology Requirements

For this course, you will need a version of Tableau Desktop released within the last year, an Internet connection of 10Mbps or higher, the ability to listen to audio (headphones are recommended), the ability to download ~5MB activity files to your computer, and a recent version of the Chrome, Firefox, or Edge browsers.

### At the end of this course, you will be able to:

- Connect to your data.
- Edit and save a data source.
- Understand Tableau terminology.
- Use the Tableau interface / paradigm to effectively create powerful visualizations.
- Create basic calculations including basic arithmetic calculations, custom aggregations and ratios, date math, and quick table calculations.
- Represent your data using the following visualization types:
  - Crosstabs
  - Geographic maps
  - Heat maps
  - Tree maps
  - Pie charts and bar charts
  - Dual axis and combined charts with different mark types
  - Highlight Tables
  - Scatter Plots
- Build dashboards to share visualizations.



# Course Outline

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- Introduction to Tableau Desktop
- Connecting to Data
- Customizing a Data Source
- Filtering Your Data
- Sorting Your Data
- Creating Groups in Your Data
- Creating Hierarchies in Your Data
- Working with Date Fields: Discrete and Continuous Time
- Working with Date Fields: Custom Dates
- Working with Multiple Measures: Dual Axis and Combo Charts
- Working with Multiple Measures: Combined Axis Charts
- Showing Relationships between Numerical Values
- Mapping Data Geographically
- Using Crosstabs: Totals and Aggregation
- Using Crosstabs: Highlight Tables
- Using Crosstabs: Heat Maps
- Using Calculations: Customize Your Data
- Using Calculations: Working with Strings, Dates, and Type Conversion Functions
- Using Calculations: Working with Aggregations
- Using Quick Table Calculations to Analyze Data
- Showing Breakdowns of the Whole
- Highlighting Data with Reference Lines
- Create a Dashboard: Combining Your Views
- Create a Dashboard: Add Actions for Interactivity
- Sharing Your Work