**Course Outline**  
  
**~~1. Taking Off with Tableau~~** ~~--The Cycle of Analytics  
--Connecting to Data  
--Foundations of Building Visualizations  
--Visualizing Data  
--Putting Everything Together in a Dashboard~~**~~2. Working with Data in Tableau~~** ~~--The Tableau Paradigm  
--Connecting to Various Types of Data  
--Managing Data Source Metadata  
--Working with Extracts Instead of Live Connections  
--Tableau File Types  
--Joins and Blends  
--Filtering Data~~**3. Venturing on to Advanced Visualizations**  
--Comparing Values  
--Visualizing Dates and Times  
--Relating Parts of the Data to the Whole  
--Visualizing Distributions and Multiple Axes to Compare Different Measures  
  
**~~4. Starting an Adventure with Calculations~~** ~~--Row-Level and Aggregate-Level Calculations  
--Level of Detail Calculations  
--Parameters  
--Ad Hoc Calculations  
--Performance Considerations~~  
**5. Diving Deep with Table Calculations**  
--Quick Table Calculations  
--Relative Versus Fixed  
--Custom Table Calculations  
--Data Densification  
  
**6. Making Visualizations that Look Great and Work Well**  
--Visualization Considerations  
--Leveraging Formatting in Tableau  
--Adding Value to Visualizations  
  
**7. Telling a Data Story with Dashboards**  
--Key Concepts for Dashboards  
--Designing Dashboards in Tableau  
--Designing for Different Displays and Devices  
--How Actions Work  
--Stories  
  
**8. Digging Deeper – Trends, Clustering, Distributions and Forecasting**  
--Trends  
--Clustering  
--Distributions  
--Forecasting  
  
**9. Cleaning and Structuring Messy Data**  
--Structuring Data for Tableau  
--Dealing with Data Structure Issues  
--Overview of Advanced Fixes for Data Problems  
  
**10. Introducing Tableau Prep**  
--Getting Prepped to Explore Tableau Prep  
--Understanding the Tableau Prep Builder Interface  
--Flowing with the Fundamental Paradigm  
  
**11. Advanced Visualizations, Techniques, Tips, and Tricks**  
--Advanced Visualizations  
--Sheet Swapping and Dynamic Dashboards  
--Mapping Techniques  
--Using Background Images  
--Animation  
--Transparency  
  
**~~12. Sharing your Data Story~~** ~~--Presenting, Printing, and Exporting  
--Sharing with Users of Tableau Desktop or Tableau Reader  
--Sharing with Users of Tableau Server, Tableau Online, and Tableau Public~~[View outline in Word](https://www.onlc.com/scripts/wordfmt.asp?ccode=XTB120ONLINE)