Week #1

Install Tableau Software

Week #2

1. Logon to Tableau and connect to a data source (Excel)
2. Connecting to two data sources
3. Exploring the Tableau interface
4. Developing a simple visualization
5. Saving a Tableau Workbook (.twb) and Tableau Packaged Workbook (.twbx)
6. Using basic analysis functions in Tableau
7. Adding, removing, and renaming a dimension

Week #3

1. Copying or deleting a worksheet
2. Changing the display from one chart type to another
3. Using the Show Me tool for selecting a visualization
4. Crosstab display and swapping
5. Sorting
6. More about sorting
7. View details/underlying data

Week #4

1. Grouping
2. Building a hierarchy
3. Aggregate measures
4. Exclude and Keep
5. Filtering on the Filter Shelf
6. Quick Filters
7. Customization for Quick Filters

Week #5

1. Quick Filters single and multiple value lists
2. Quick filter sliders
3. Dependency in quick filters
4. Saving in PDF format
5. Exporting an image to PowerPoint
6. Exporting data
7. Display underlying data

Week #6

1. Exporting crosstab data
2. Formatting
3. Highlighting with colors
4. Axis formatting
5. Formatting tables
6. Top N function
7. Trend lines

Week #7

1. Forecasting
2. Create a dashboard
3. Dashboard quick filters
4. Cascading worksheet changes in a dashboard
5. Working with dashboard content