

Week #1

Install Tableau Software

Week #2

1. Logon to Tableau and connect to a data source (Excel)
2. Connect to two data sources
3. Review the Tableau interface
4. Develop a simple visualization
5. Save a Tableau Workbook (.twb) and Tableau Packaged Workbook (.twbx)
6. Perform basic analysis functions in Tableau
7. Add, delete, and rename dimensions and measures

Week #3

8. Copy or delete a worksheet
9. Change chart types
10. Use the Show Me window
11. Crosstab display and swapping
12. Sorting
13. Sorting continued
14. Drilldown

Week #4

15. Grouping
16. Create a hierarchy
17. Work with aggregates
18. Use the Exclude and Keep functions
19. Create and use a Quick Filter
20. Use the Customize and Edit Title Quick Filter options
21. Use the single and multiple value lists in quick filters

Week #5

- 22. Quick filter sliders
- 23. Making two quick filters dependent
- 24. Filtering on the filter shelf
- 25. Save a visualization in PDF format
- 26. Copy and export an image to PowerPoint
- 27. Export data
- 28. Export crosstab data to Excel

Week #6

- 29. Display underlying data
- 30. Formatting
- 31. Highlighting with colors
- 32. Axis formatting
- 33. Formatting tables
- 34. Top N function
- 35. Trendlines

Week #7

- 36. Forecasting
- 37. Create a dashboard
- 38. Dashboard quick filters
- 39. Cascading worksheet changes in a dashboard
- 40. Dashboard layout formatting