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

1. Copy or delete a worksheet
2. Change chart types
3. Use the Show Me window
4. Crosstab display and swapping
5. Sorting
6. Sorting continued
7. Drilldown

Week #4

1. Grouping
2. Create a hierarchy
3. Work with aggregates
4. Use the Exclude and Keep functions
5. Create and use a Quick Filter
6. Use the Customize and Edit Title Quick Filter options
7. Use the single and multiple value lists in quick filters

Week #5

1. Quick filter sliders
2. Making two quick filters dependent
3. Filtering on the filter shelf
4. Save a visualization in PDF format
5. Copy and export an image to PowerPoint
6. Export data
7. Export crosstab data to Excel

Week #6

1. Display underlying data
2. Formatting
3. Highlighting with colors
4. Axis formatting
5. Formatting tables
6. Top N function
7. Trendlines

Week #7

1. Forecasting
2. Create a dashboard
3. Dashboard quick filters
4. Cascading worksheet changes in a dashboard
5. Dashboard layout formatting