Tableau 10 – Desktop Associate – Exam Prep - Training

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Abstract

This guide is intended to prepare you in taking Tableau 10 – Desktop Associate exam. We will follow the exam guidelines and we need to have fundamental knowledge of Statistics, Database joins and properties of Discreet vs Continuous variables.

Before we dive into Tableau, we will build the necessary knowledge in creating various charts **manually**.

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# Basic Statistics

Measure of Central Tendency, Standard Deviation, Running (Cumulative) Totals

**Variables: Discreet vs Continuous**

Definitions

# Database Joins

Inner join, Left Outer Join, Right Outer Join, Full Outer Join

# Data Connections

* Understand how to connect to Tableau Server
* Understand Performance Optimization
  + Parallel query
  + Data engine vectorization
  + Parallel aggregation
  + External query caching
  + Query fusion
* Understand how to use Automatic & Custom Split
* Understand how to join tables from single and multiple databases
* Understand how to use Data Preparation
* Blending
* Metadata Grid
* Pivot
* Union
* Data Interpreter
* Understand connection options
* Understand how to connect to different file types
* Understand data extract capabilities
* Understand Shadow extracts

# Organizing & Simplifying Data

* + Understand how to:
    - Filter data
    - Sort data
    - Build groups
    - Build hierarchies
    - Build sets

# Field & Chart Types

* Understand discrete v. continuous
* Understand measure names and measure values
* Understand generated fields
* Understand how and when to build:
  + Histograms
  + Heat maps
  + Tree maps
  + Bullet graphs
  + Combined Axis Charts
  + Dual Axis Charts
  + Scatter Plots
  + Data Highlighter
  + Cross tabs
  + Motion charts
  + Bar in bar charts
  + Box plots
  + Gantt Bar Chart
  + Pareto Chart
  + Sparklines
* Understand how to effectively use titles, captions and tooltips
* Understand how to edit axes
* Understand mark labels and annotations

# Calculations

* Understand how to:
* Manipulate string and date calculations
* Create quick table calculations
* Use LOD calculations; types of LOD calculations
* Use Ad-hoc calculations
* Work with aggregation options
* Build logic statements
* Build arithmetic calculations
* Build grand totals and sub-totals

# Mapping

# Understand how to use:

# Pan & Zoom

# Filtering

# Map layering

# Custom territories

# Lasso & Radial selection

# Understand how to modify locations within Tableau

# Understand how to import and manage custom geocoding

# Understand how to use a background image map

# Understand how to use Geographic search

# Analytics

# Understand how to use:

# Reference Lines

# Reference Bands

# Trend Lines

# Trend Model

# Forecasting

# Drag & Drop Analytics

# Box Plot

# Reference distributions

# Statistical summary card

# Instant Analytics

# Dashboards

# Understand publishing & sharing options

# Understand how to build dashboards

# Understand dashboard actions

# Understand Device Designer

# Understand how to create a drill down report

# Understand how to utilize visual best practices for dashboard design