



Tableau Desktop I: Fundamentals - TTD101 (TTD101)

Delivery and Pre-work Information

Pre-work

- Pre-work Title: Tour the Tableau Environment
 - Pre-work Link:
<https://trailhead.salesforce.com/en/content/learn/trails/tour-the-tableau-environment>
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Course Information

Code

TTD101

Course Name

Tableau Desktop I: Fundamentals - TTD101

About This Training

Learn the fundamentals of Tableau Desktop in this foundational course for Creators. In this 2-day instructor-led course, you'll gain a comprehensive introduction to data analysis and visual design to build a range of visualizations—from single worksheets to dashboards—and learn techniques to apply to your own data analysis with Tableau.

Who should take this training?

This course is designed for Tableau Data Analysts to gain foundational Tableau skills to analyze and present data effectively. This course supports authoring in Tableau Desktop, Tableau Cloud, and Tableau Server. This course is recommended for those with a Creator license.

Note: Students using their own computer are expected to follow the steps outlined in this [Computer Setup Guide](#).

When you complete this training, you will be able to:

- Connect to data to edit its source.
- Gather data for sorting, filtering, and grouping.
- Use the Tableau workspace to create visualizations.
- Build a range of essential chart types for analysis.
- Create basic calculations, including quick table calculations.
- Design interactive dashboards to reveal data insights.
- Describe how to share and publish visualizations.

What lessons and topics will be covered?

Introduction to Tableau

- Discover the Tableau Platform
- Learn Application Terminology
- Identify Visual Cues for Fields

Tableau Workflow

- Understand the Tableau Workflow
- Recognize Elements of a Visualization

- Get Started in Tableau

Connection and Data Source Setup

- Identify Tableau File Types and Extensions
- Create a Live Data Connection
- Save and Edit a Data Source
- Modify Data Attributes
- Understand Changes to Data

Data Simplification and Sorting

- Filter Data
- Create Date Filters
- Sort Data

Data Organization

- Use Groups
- Create and Use Hierarchies

Specific Values

- Create Crosstabs
- Generate Grand Totals, Subtotals, and Changing Aggregation
- Build Highlight Tables

Data by Date

- Work with Dates in Tableau
- Use Discrete Date Parts and Continuous Date Values

Multiple Measures in a View

- Measure Values and Names
- Combine or Share Axis Charts
- Create Dual Axis Charts

Relationships Between Numerical Values

- Show Correlations and Outliers with Scatter Plots
- Create a Scatter Plot
- Analyze Using the Highlighter
- Analyze an Outlier with the Data Guide
- Use the Analytics Pane
- Build Trend Lines and Models
- Reference Lines and Bands

Geographic Data Mapping

- Map in Tableau
- Navigate and Select in Maps

Data Customization

- Calculate in Tableau
- Choose Between Calculation Types

- Create and Edit Calculated Fields
- Follow Formula Editor Conventions
- Identify Types of Calculated Fields
- Conduct Calculations and Aggregations
- Use String Functions
- Build Splits and Custom Splits
- Convert Types
- Calculate Dates

Quick Table Calculations

- Discover Table Calculations
- Use Quick Table Calculations
- Harness Rank To Show Biggest to Smallest

Breakdowns of the Whole

- Generate Pie Charts and Parts of the Whole
- Create Tree Maps

View Sharing

- Build Dashboards
- Demonstrate Relations Between Dashboards and Worksheets
- Generate Tiled or Floating Objects
- Format Components
- Change Dashboard Device Layouts
- Conduct Dashboard Actions

- Publish Your Dashboard Online