COURSE SYLLABUS

Tableau Level I (Self-Paced)

In this course, you'll learn the basics of data visualization and how to use Tableau Public to create clear, engaging charts, graphs, and maps. Through hands-on exercises, you'll build skills in connecting to data, analyzing and filtering it, and organizing information to produce effective visualizations.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/tableau-level-i-self-paced



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Course Outline

Understanding Data

- What is data
- Where to find data
- Foundations for building Data Visualizations

Creating Your First visualization

- Getting started with Tableau Software
- Using Data file formats
- Connecting your Data to Tableau
- Creating basic charts (line, bar charts, Treemaps)
- Using the Show me panel

Tableau Calculations

- Overview of SUM, AVG, and Aggregate features
- Creating custom calculations and fields
- Applying new data calculations to your visualization

Formatting Visualizations

- Formatting Tools and Menus
- Formatting specific parts of the view
- Editing and Formatting Axes

Manipulating Data in Tableau

- Cleaning up the data with the Data Interpreter
- Structuring your data
- Sorting and filtering Tableau data

- Pivoting Tableau data

Advanced Visualization Tools

- Using Filters
- Using the Detail panel
- Using the Size panels
- Customizing filters
- Using and Customizing tooltips
- Formatting your data with colors

Creating Dashboards & Stories

- Using Storytelling
- Creating your first dashboard and Story
- Design for different displays
- Adding interactivity to your Dashboard

Distributing & Publishing Your Visualization

- Tableau file types
- Publishing to Tableau Online
- Sharing your visualization
- Printing and exporting