

---

## *Tableau Analyst Syllabus*

---

### **Tableau Fundamentals (Day 1)**

- Simple Data Connections and the Data Connection Interface
- Understanding the Main Tableau Interface
- Building Simple Visualizations
- Saving Options
- Understanding and Utilizing “Show Me”
- Dimensions vs. Measures and How They Affect a Viz
  - What if We Wanted to Convert a Measure to a Dimension? How Would the Viz Change?
- Continuous vs. Discrete Variables
- Basic Dates
  - Setting the Fiscal Year
- Basic Aggregations
- Hierarchies
- Sorting
- Grouping
- Formatting
  - Color
  - Size
  - Labels
  - Detail
  - Formatting Individual Elements vs. the Entire Sheet vs. the Entire Workbook
- Building Your First Dashboard
- Labeling, Annotations, Tooltips and Data Highlighting
  - Axis Labels
  - Annotations
  - Tooltips
- Using the Data Highlighter
- Quick Filters
- Publishing and Sharing

### **Visual Best Practices and Visual Analytics (Day 2)**

- Connecting to Different Databases and Data Formats
- Live vs. Extract Connections – The Basics
- Reshaping and Formatting Data for Tableau
- Managing Multiple Data Connections in a Single Workbook
- Cross Database Filters
- Cross Database Joins & Data Blending
  - What about Data from 2 Different Sources?
  - What’s the Difference Between Joins, Cross-Database Joins, and Blending?

- How Do I Create a Cross-Database Join?
  - When Would I Use a Cross-Database Join vs. Data Blending?
  - How Do I Blend Data?
- Understanding the Navigation Menu
- Showing Trends or Change Over Time
  - Trends
  - Rate of Change and Moving Average
- Part to Whole and Ranking Analysis
  - The Standard Bar Chart
  - The Stacked Bar Chart
  - The Side-by-Side Bar
  - Pie Charts
  - Percent of Total and Running Sum
  - Using the Index and Ranking Calculated Fields
- Creating Dual Axis Charts and Combo Charts
- Using Measure Names and Measure Values to Build a Data Table
  - Totals and Subtotals
- Using Maps and Spatial Analysis
  - Map Zooming
- Showing Relationships between Numbers
  - Scatter Plots
  - Trend Lines and Statistical Features
  - Reference Lines
- Distributions
  - Heatmaps and Highlight Tables
  - Histograms
- Motion Charts