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PHOENIX TS

Tableau Desktop Fundamentals

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

Course Overview

This 1-day, online, instructor led Tableau Fundamentals course will introduce participants to Tableau software. It covers:

- Worksheets
- Dashboards
- Data Stories

This course is intended for:

- Those familiar with using desktop and/or web-based data management tools to perform data analysis related tasks
- Some experience with Microsoft, Excel and Google Sheets

Schedule

DATE	LOCATION	
6/09/22 - 6/10/22 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
6/16/22 - 6/17/22 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
6/16/22 - 6/17/22 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us



DATE	LOCATION	
9/19/22 - 9/20/22 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
9/26/22 - 9/27/22 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
9/26/22 - 9/27/22 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us
12/08/22 - 12/09/22 (2 days) 8:30AM - 4:30PM	Tysons Corner, VA Open	Contact Us
12/15/22 - 12/16/22 (2 days) 8:30AM - 4:30PM	Live Online Open	Contact Us
12/15/22 - 12/16/22 (2 days) 8:30AM - 4:30PM	Columbia, MD Open	Contact Us

Course Objectives:

By the end of this course, participants will be able to:

- Identify and configure basic functions of Tableau.
- Connect to data sources, import data into Tableau, and save Tableau files.
- Create views and customize data in visualizations.
- Manage, sort, and group data.
- Save and share data sources and workbooks.
- Filter data in views.
- Customize visualizations with annotations, highlights, and advanced features.
- Create and enhance dashboards in Tableau.
- Create and enhance stories in Tableau.

Course Outline

Module 1: Tableau Fundamentals

- Overview of Tableau
- Navigate and Configure Tableau



Module 2: Connecting to and Preparing Data

- Connect to Data
- Build a Data Model
- Save Workbook Files
- Prepare Data for Analysis

Module 3: Exploring Data

- Create Views
- Customize Data in Visualizations

Module 4: Managing, Sorting, and Grouping Data

- Adjust Fields
- Sort Data
- Group Data

Module 5: Saving, Publishing, and Sharing Data

- Save Data Sources
- Publish Data Sources and Visualizations
- Share Workbooks for Collaboration

Module 6: Filtering Data

- Configure Worksheet Filters
- Apply Advanced Filter Options
- Create Interactive Filters

Module 7: Customizing Visualizations

- Format and Annotate Views
- Emphasize Data in Visualizations
- Create Animated Workbooks
- Best Practices for Visual Design



Module 8: Creating Dashboards in Tableau

- Create Dashboards
- Enhance Dashboards with Actions
- Create Mobile Dashboards

Module 9: Creating Stories in Tableau

- Create Stories
- Enhance Stories with Tooltips

Exam Information

This course can help students who want to prepare for the Tableau Desktop Qualified Associate certification, which requires candidates to pass the Tableau Desktop Certified Associate exam.

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Starting at **\$1,495**

ATTENTION

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GSA



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