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## Training: Business Analytics with Tableau

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### 1. Introduction to Tableau Desktop

- a. Overview of Business Intelligence
- b. Introduction to Tableau Desktop
- c. Use and benefits of Tableau Desktop
- d. Tableau's Offerings

### 2. Tableau Desktop Interface

- a. Data Source Page
- b. Worksheet Interface
- c. Creating a Basic View

### 3. Connecting Data Sources

- a. Data Types
- b. Data Roles
- c. Visual Cues for Fields
- d. Data Preparation
- e. Data Source optimization
- f. Joins
- g. Cross Database Joins
- h. Data Blending
- i. Joining vs. Blending
- j. Union
- k. Creating Data Extracts
- l. Writing Custom SQL

### 4. Organizing Data

- a. Filtering Data
- b. Sorting Data
- c. Creating Combined Fields
- d. Creating Groups and Defining Aliases
- e. Working with Sets and Combined Sets
- f. Drilling and Hierarchy
- g. Adding Grand Totals and Subtotals
- h. Changing Aggregation Functions
- i. Creating Bins
- j. Cross Data Source Filter

### 5. Formatting Data

- a. Effectively use Titles, Captions, and Tooltips
- b. Format Results with the Edit Axes
- c. Formatting your View
- d. Formatting results with Labels and Annotations
- e. Enabling Legends per Measure
- f. Calculations
- g. Use Strings, Date, Logical, and Arithmetic Calculations
- h. Create Table Calculations
- i. Discover Ad-hoc Analytics
- j. Perform LOD Calculations

## 6. Visualizations

- a. Creating Basic Charts such as Heat Map, Tree Map, Bullet Chart, and so on
- b. Creating Advanced Chart as Waterfall, Pareto, Gantt, Market Basket

## 7. Create Dashboards and Stories

- a. Dashboard Interface
- b. Build Interactive Dashboards
- c. Explore Dashboard Actions
- d. Best Practices for Creating Effective Dashboards
- e. Story Interface
- f. Creating Stories
- g. Share Your Work