



Tableau Training Pass Starter Guide

Up your data game in just 90 days.



Your Path to Proficiency

Get the most out of your Tableau Training Pass with our simple, straightforward course series focused on teaching the Desktop and Prep skills you need to get the most out of Tableau.

	Desktop I: Fundamentals	Desktop II: Intermediate	Prep I	Visual Analytics	Desktop III: Advanced
Course Description	Gain a thorough introduction to data analysis and visual design in Tableau.	Expand your knowledge and distinguish yourself as a Tableau power user.	Learn the ins-and-outs of Tableau Prep to combine, shape, and clean your data.	Create more meaningful visualizations by learning the science of data visualization and visual best practices.	Learn advanced uses for calculations and chart techniques that create innovative analysis and dashboards.
Recommended Prerequisites	None	Desktop I	Desktop I	Desktop II	Desktop II

Recommended Order



Your Path to Proficiency

With your choice of full and half day course options, you can mix and match to build a training schedule that works for you.

	Half-Days	2-Days	5-Days
Desktop I: Fundamentals	Four half-day sessions; each session is scheduled independently making it our most flexible option. <i>These are exclusive to pass holders.</i>	X	X
Desktop II: Intermediate		X	X
Prep I	X	X	X
Visual Analytics	X		X
Desktop III: Advanced		X	X

With ultimate flexibility, you may be wondering how to get the most out of your pass.

Here are some examples.

Meet Angie

Student	Angie, a manager in the Financial Services industry
Learning Objectives	Angie is new to Tableau and wants to skill up on the basics to be able to analyze her own data at work.
Recommended Courses	Desktop I Desktop II Prep I
Schedule Preference	Angie's workdays are full of meetings, so she can only spare 4-5 hours per week for learning.
Recommended Learning Schedule	Half-day sessions Angie can schedule around her other commitments.

Angie's training schedule looks like this:

MONTH 1							MONTH 2							MONTH 3									
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1						Desktop I Unit 1								Desktop II Unit 1					Prep I Unit 1				
Week 2						Desktop I Unit 2								Desktop II Unit 2					Prep I Unit 2				
Week 3						Desktop I Unit 3								Desktop II Unit 3					Prep I Unit 3				
Week 4				Desktop I Unit 4										Desktop II Unit 4					Prep I Unit 4				

Meet Geena

Student	Geena, a product manager at a startup tech company
Learning Objectives	Geena has been using Tableau for a year and wants to take her analysis skills to the next level.
Recommended Courses	Desktop II Visual Analytics Desktop III
Schedule Preference	Geena's schedule varies week to week. She prioritizes learning new skills based on upcoming projects.
Recommended Learning Schedule	A mix, based on her schedule and projects.

Geena's training schedule looks like this:

MONTH 1							MONTH 2							MONTH 3									
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1																							
Week 2				Desktop II								Visual Analytics Unit 1											
Week 3				Desktop II									Visual Analytics Unit 2										
Week 4				Desktop II									Visual Analytics Unit 3										
				Desktop II									Visual Analytics Unit 4										Desktop III

Meet Edgar

Student	Edgar, a career changer
Learning Objectives	Edgar just started learning Tableau and is hoping to become a data analyst. He wants to learn as much as he can.
Recommended Courses	Desktop I Desktop II Prep I Visual Analytics Desktop III
Schedule Preference	Edgar commits segments of his week to immersive learning - he likes to devote full days to focus on topics.
Recommended Learning Schedule	2-day courses and 5-day courses he can schedule months in advance and plan around.

Edgar's training schedule looks like this:

MONTH 1							MONTH 2							MONTH 3									
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1				Desktop I																			
Week 2																Prep I							
Week 3							Desktop II																
Week 4														Visual Analytics								Desktop III	

Once you've completed your courses, you're ready to put your skills to the test.





Certification Ready

Your Tableau Training Pass helps build the skills you need to prove your proficiency and become Tableau Certified.

	Description	Recommended Course(s)
	<p>For those that use the basics of Tableau to analyze data, the Tableau Desktop Specialist exam proves your basic skills and product knowledge.</p>	Desktop I: Fundamentals
	<p>For intermediate Data Analysts, the Tableau Certified Data Analyst exam tests your skills across the Tableau platform and your ability to uncover insights from your data.</p>	Desktop I: Fundamentals Prep I Desktop II: Intermediate

To learn more, visit tableau.com/certification.



The Pass in action: hear how are others using and enjoying their Pass.





What's the Buzz

Learners are getting the value out of their Training Pass.

50%

have taken all 5 courses included in the Training Pass.

95%

have learned the skills needed to be certified as a [Tableau Desktop Specialist](#)

45%

have refreshed their skills by taking a course more than once

4

Average number of courses taken during Training Pass access.

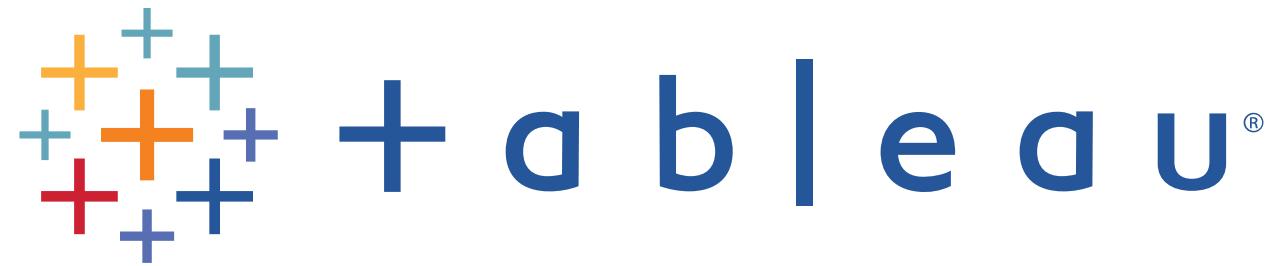
Learners are loving the Training Pass.

“The Tableau Training Pass has made a Tableau evangelist out of me!” –
Planner, Utilities Company

“This was a great deal and most of the trainings I have completed so far have really helped me further my skills in Tableau.”
– Research Specialist, Education

“I loved that I could retake courses to get a better understanding of the material.”
– Logistics Analyst, Engineering Company

“Will definitely recommend this to others as it helps provide a great platform to not just learn but also practice along.”
– Finance Analyst, Oil & Gas Company



Appendix: Half Day Course Descriptions





Desktop I: Fundamentals | Half Days

This course is designed for the beginner Tableau user. It is for anyone who works with data, regardless of technical or analytical background. This course is designed to help you understand and use the important concepts and techniques in Tableau to move from simple to complex visualizations and learn how to combine them in interactive dashboards.

Course Unit	Desktop I: Unit 1	Desktop I: Unit 2	Desktop I: Unit 3	Desktop I: Unit 4
Learning Objectives	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Understand the Tableau interface and the desktop workflow.• Describe the elements of a visualization and create basic charts.• Set up connections and data sources.• Simplify your data using filtering and sorting.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Organize your data using groups and hierarchies.• View specific values using crosstabs and highlight tables.• Slice your data by date.• Use multiple measures in a view to create combined axis and dual axis charts.• Show the relationship between numerical values using scatter plots.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Create basic calculations, including arithmetic calculations, custom aggregations, and ratios.• Use mapping functionality to create charts that analyze geographic data.• Analyze your data using quick table calculations.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Create visualizations showing part to whole relationships.• Highlight data with reference lines.• Build interactive dashboards to reveal data insights.• Share and publish visualizations.



Desktop II: Intermediate | Half Days

This course is designed to provide you with the skills required to become a Tableau power user. The course is designed for the professional who has solid working experience with Tableau and wants to take it to the next level. You should have a deep understanding of all the fundamental concepts of building worksheets and dashboards but may scratch your head when working with more complex issues.

Course Unit	Desktop II: Unit 1	Desktop II: Unit 2	Desktop II: Unit 3	Desktop II: Unit 4
Learning Objectives	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Describe the Tableau desktop architecture at a high level and create introductory dashboards.• Create and connect to data sources• Combine data from multiple tables using joins and unions and learn when to use relationships.• Create and use data extracts to improve performance.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Create and edit intermediate calculations in Tableau, including level of detail (LOD) expressions.• Create charts that compare measures, such as bar in bar charts.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Analyze distributions of data using histograms and box and whisker plots.• Create and edit advanced table calculations.• Create and use parameters and input controls to support audience analysis.• Utilize sets in visualizations to analyze subsets of your data.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Plan and build engaging dashboards using visual best practices.• Add interactivity to your dashboards using filters and actions.• Create and use stories in dashboards to present additional insights to your audience.



Prep I | Half Days

This course is designed to provide you with the tools and knowledge of how to prepare and shape data in Tableau Prep. It's best suited for people who have 3-6 months experience in Tableau Desktop and are somewhat familiar with writing calculations. Throughout the course, our instructors will take you from conceptual data preparation material to creating useful Tableau Prep flows that can be output to Tableau Desktop for analysis.

Course Unit	Prep I : Unit 1	Prep I: Unit 2	Prep I: Unit 3	Prep I: Unit 4
Learning Objectives	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Describe what Tableau Prep Builder is, why you'd use it, and how to best use it within the Tableau platform.• Connect to and explore data for analysis in Tableau Desktop.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Apply cleaning operations, filter values, and clean data using calculated fields.• Combine data using unions, and edit incorrect field values singly or in groups, replacing values manually or using built-in algorithms to address data issues.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Shape data using pivots and aggregations.• Validate your data prep work in Tableau Prep Builder and in Tableau Desktop.• Configure and use Tableau Prep Builder's data sampling functionality.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Design complex flows from end-to-end in Tableau Prep Builder, applying a range of cleaning techniques to several real-world scenarios.



Visual Analytics | Half Days

You are an experienced Tableau user who wants to learn best practices for sharing information and insights. The Visual Analytics course helps Tableau users design visualizations that viewers can easily understand and use. This course uses Tableau to develop and discuss visualizations but does not include instruction on how to use Tableau products—we expect that you already know how to navigate and use Tableau.

Course Unit	Visual Analytics: Unit 1	Visual Analytics: Unit 2	Visual Analytics: Unit 3	Visual Analytics: Unit 4
Learning Objectives	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Explain the visual analytics process and describe its advantages.• Identify and define the types of memory used in visual interpretation of data.• Effectively utilize form pre-attentive attributes such as length, width, size, and orientation in visualizations.• Revise visualizations to reduce cognitive load.	<p>At the end of this unit, you will be able to:</p> <ul style="list-style-type: none">• Effectively use color pre-attentive attributes such as hue and intensity in visualizations.• Effectively use 2-D position pre-attentive attributes in visualizations.• Identify ways to design visualizations so they inform without misleading.• Identify best practices for visualizations intended for viewing/looking up specific values.	<p>At the end of this unit, you will be able to identify best practices for:</p> <ul style="list-style-type: none">• Categorical comparison or ranking.• Part-to-whole analysis.• Comparing measures.• Viewing correlation.• Viewing distributions.	<p>At the end of this unit, you will be able to identify best practices for:</p> <ul style="list-style-type: none">• Visualizations intended for viewing data over time.• Visualizations intended for mapping.• Sharing insights by using dashboards and stories.