



THE UNIVERSITY OF
SYDNEY

Tableau Course: Level 1B

*Centre for
Continuing Education*



Tableau Course: Level 1B

This Tableau course is suitable for those wanting to further develop their Tableau skills and build out their introductory Tableau skill set. Turn your data into actionable insights with Tableau's data management, visualisation, interactive dashboard and online sharing capabilities.

This course will take you beyond the initial steps in mastering Tableau. It is assumed you have already acquired basic skills with Tableau charts, commands and data functions. We encourage you to complete the Introduction to Tableau Course: Level 1A, or check you can complete the learning outcomes in the Level 1A course before enrolling.

This course is also suitable for people who have some basic prior experience with Tableau and now wish to become more savvy, when analysing and visualising data. This is achieved through hands-on exercises so that you have a set of steps for achieving similar outcomes in your workplace.

This instructor-led short course will give you the confidence to take a range of different data sets, prepare the data and then produce meaningful data visualisations and charts. You will learn Tableau's data connection capabilities and visualisation features, which go far beyond those that can be found in spreadsheets, allowing you to create compelling and interactive worksheets, dashboards and stories that bring your data to life and allow you to take thoughtful action.

You will also work with Tableau's wizards and shortcuts, for the purpose of creating beautiful Business Intelligence visualisations quickly and with the least amount of effort, thereby enabling your organisation to make smarter and more informed decisions.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Prerequisites

It is assumed you have completed Tableau Course: Level 1A, or have equivalent knowledge.

Intended audience

This course is designed for the Tableau user who has moved beyond the beginner stage and has some prior experience with Tableau.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to build your skills in:

- preparing and cleaning data in Tableau to efficiently find answers
- creating advanced visualisations with Tableau that explain complexity with clarity and style
- using data storytelling to aid decision-making.



Outcomes

By the end of this course, you should be able to:

- proficiently navigate Tableau using a full suite of commands
- analyse data and calculate with tables using Tableau commands
- generate the most meaningful visualisations
- develop interactive dashboards
- deliver insightful stories visually in addressing a business problem.



Content

Preparing & connecting Data in Tableau

- Connecting to different types of data sources (Excel, CSV, Access, MS SQL, Tableau Server)
- Structuring data for Tableau
- Manage Data Source Metadata
- Cross database joins
- Data Blending – integrating different data sources

Analysing data

- Create a visual group
- Create a calculated field (eg string, date, simple arithmetic)
- Add a parameter
- Totals and Subtotals

Calculate with tables

- Explaining a table calculation
- Aggregating and disaggregating data
- Forecasting

Building Interactive Dashboard

- How to create a dashboard
- How to perform navigation in dashboards

- Combining multiple visualisations into a dashboard

Visualising Distributions and Multiple Axes to Compare Different Measures

- Making your worksheet interactive by using actions and filters
- Using Background Images
- Animation

Telling a Data Story

- Working with Labels and Annotations
- Visualising Dates and Times
- Custom chart types - KPI matrix, Gantt, Pareto, Trend lines
- Sharing Insights

Sharing and Publishing Workbooks

- Publish to Reader
- Publish to Office
- Publish to PDF
- Publish to Tableau Server and Sharing over the Web



“The tutor was very good at explaining shortcuts and chart types. It was helpful to observe him making mistakes in real time and the steps taken to correct. Very practical and hands on.”

Kristine Paikin



Delivery style

Face-to-face classes

These classes run in a classroom and you need to bring your own device with Tableau installed.

Online classes

You will need your own device with Tableau installed.

Materials

Training materials, including a mixture of step-by-step instructions and exercises are provided electronically. These materials will serve as a useful reference when working with Tableau in the future.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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