



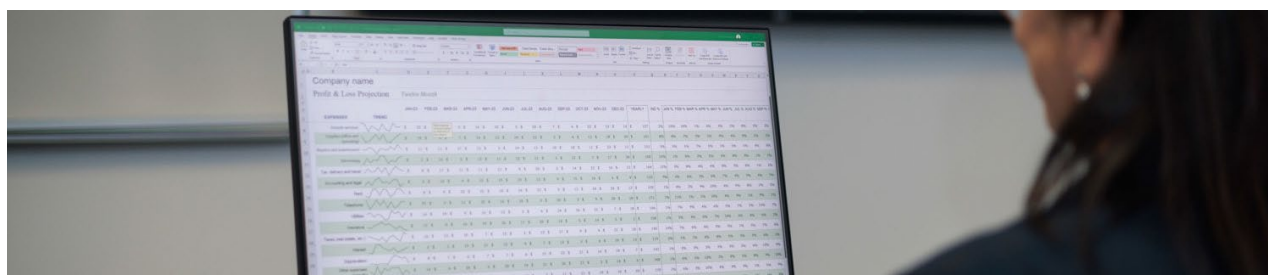
THE UNIVERSITY OF
SYDNEY

Tableau Course: Level 1A

*Centre for
Continuing Education*



Tableau Course: Level 1A



In this introductory Tableau course, you will learn the basics of how to analyse data, create charts and tell stories. Turn your data into actionable insights with Tableau's data management, visualisation, interactive dashboard and online sharing capabilities. Tableau enables you to perform essential tasks for many of today's research, analysis and business intelligence jobs.

This instructor-led course will build your skills in analysing data through the use of Tableau charts and Tableau data functions, so that you will have the confidence to immediately apply this learning in your own workplace. This is achieved through hands-on exercises that will give you the practical steps needed for using Tableau, with confidence.

This course will build your skills in creating stylish visualisations and dashboards that can be used to explain complexity with clarity. In so doing, you will learn how effective data storytelling can be used to improve business decision-making.

Intended audience

This course is designed for the beginner Tableau user. It will help you understand and use the basic techniques within Tableau for creating visualisations. This is a slower-paced class for users who need time to grasp the fundamental concepts relating to use of Tableau.



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 data literacy knowledge to the level of performing basic data analysis tasks in Microsoft Excel.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

The course aims to build your skills in:

- performing basic functions in Tableau
- connecting to data sources, importing data into Tableau and saving Tableau files
- managing, sorting and grouping data
- filtering data in views
- creating maps, dashboards, visualisations and stories
- saving and sharing data sources and workbooks.



Outcomes

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

- prepare and clean data so that Tableau displays the best answers to your questions
- analyse data using Tableau data functions
- build effective visualisations and dashboards in Tableau
- share dashboards and visualisations for telling a story
- tell stories with data to aid decision-making.



Content

Downloading Tableau

- Tableau Public
- Tableau licensed versions

Connecting Tableau to data files

- Excel
- CSV
- Other file formats

Tableau worksheets

- Understanding the Tableau workspace
- An overview of the worksheet
- Meaning of icons

Tableau Data Properties

- How to define the data type in Tableau
- Data properties and data fields
- Change data type for a data field (number, date, string, Boolean, etc.)
- Manage data properties (dimensions, measures)
- Manage data fields (discrete, continuous)

Tableau Data Commands

- Filtering
- Sorting

- Grouping
- Hierarchies

Tableau Chart functions

- How to create a basic chart
- Line chart
- Bar chart
- Scatter Plots
- Pie Charts
- Effective Use of Titles and Captions

Tableau Data Analysis

- Basic arithmetic calculations with Tableau
- Working with Statistics and Trend lines

Creating visualisations and story-telling with Tableau

- Creating visualisations with data sets provided
- Building a Dashboard

Saving and sharing data

- Share Workbooks for Collaboration
- Save and Publish Data Sources



“Great introduction to using the tool and working at a good pace to learn the fundamentals”

Nikpon Tran

“Great class and amazing content!!”

Lloyd Lu



“Very interactive, facilitator did an excellent job to cater for specific questions and requirements for the participants.”

Stephen Lam



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 using Dropbox. 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](#)



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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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