



Tableau Web Authoring Essentials

Gain Hands-on Skills to Create, Edit and Interact with Basic Worksheets and Published Data Sources

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Course Snapshot

- **Course:** TTDTAB003: Tableau Web Authoring Essentials
- **Duration:** 2 days
- **Audience:** Users new to Tableau
- **Hands-on Learning:** This lab-intensive, hands-on course combines engaging expert lessons, demos and group discussions with real-world, skills-focused machine-based labs and exercises. Student machines are required.
- **Delivery Options:** This course is available for **onsite private classroom presentation**, **live online virtual presentation**, or can be presented in a **blended learning format**. Please also ask about our **Self-Paced / Video / QuickSkills** or **Mini-Camp / Short Course** flexible delivery options.
- **Public Schedule:** This course has active dates on our live-online open enrollment **Public Schedule**.
- **Customizable:** This course agenda, topics and labs can be further adjusted to target your specific training skills objectives, tools and learning goals. Please ask for details.

Overview

Tableau Web Authoring Essentials is a two-day, hands-on course designed for the beginner Tableau Online or Tableau Server user with no previous experience or training on Tableau Desktop. It is for anyone who works with data—regardless of technical or analytical background. This course is designed to introduce you to the functions of web authoring in Tableau Online and Tableau Server. In this course, students will gain the skills required to create, edit, and interact with basic worksheets that use previously published data sources.

NOTE: The Tableau Training Series is independent-format training that can be tuned and adjusted to best meet your needs. Our materials are flexible, comprehensive, and are always instructed by a senior instructor with a deep understanding of Tableau and its most current features, benefits and functionality in a wide array of uses. This is not Official Tableau Training.

Learning Objectives

This skills-focused course combines expert lecture, real-world demonstrations and group discussions with machine-based practical labs and exercises. Working in a hands-on learning environment led by our expert facilitator, students will learn how to:

- Navigate the Tableau Online and Tableau Server user interface
- Understand Tableau terminology
- Interact with existing Tableau workbooks and create custom views
- Tag content, subscribe to views, and export views
- Connect to previously published data sources
- Create and edit workbooks in the web authoring environment
- Use filters and sorting to customize data views
- Work with date fields in Tableau
- Explore and create common visualization types, including crosstabs, geographic maps, bar charts, line graphs, heat maps, highlight tables, combined axis charts, and scatter plots
- Create dashboards
- Use reference lines and built-in analytics to highlight important elements of your data
- Create basic calculations including string manipulation, basic arithmetic calculations, custom calculations and ratios, and quick table calculations

Need different skills or topics? If your team requires different topics or tools, additional skills or custom approach, this course may be further adjusted to accommodate. We offer additional Tableau, reporting, data analytics, visualization and other related topics that may be blended with this course for a track that best suits your needs.

Audience & Pre-Requisites

This is an **introductory-level** Tableau course geared for attendees new to using the desktop edition of the tool, or for those who want a refresher of the basics or newer features. Ideal attendees would be beginner Tableau users who want to quickly get up to speed with next-level Tableau features and functions. Individuals working with data-regardless of technical or analytical background are a fit for this course.

Take Next: We offer a wide array of 'next-step' Tableau courses for various skill levels and roles. Please see our detailed **Tableau Training Suite** list of offerings for the complete Tableau, reporting and analytics course list, skills map and suggested learning paths.

Course Topics / Agenda

- Introduction to web authoring
- Editing workbooks in Tableau
- Working with data
- Visualizing spreadsheets
- Simplifying and sorting your data
- Slicing your data by date
- Customizing your data
- calculations
- Analyzing your data
- Mapping geographic data
- Making your views available
- Dashboarding

Hands-on Access Made Simple. All course labs and solutions, data sets, Tableau course software (limited trial version), detailed courseware, lab guides and resources (as applicable) are provided for attendees in our easy access, no installation required, remote lab environment for the duration of the course. Our tech team will help set up, test and verify lab access for each attendee prior to the course start date, ensuring a smooth start to class and successful hands-on course experience for all participants.

For More Information

For more information about our dedicated training services, collaborative coaching services, courseware licensing options, public course schedule, training management services, partner programs, or to see our complete list of course offerings and special offers please visit us at www.triveratech.com, email Info@triveratech.com or call us toll free at **844-475-4559**. Our pricing and services are always satisfaction guaranteed.

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