



# Web Authoring

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## Audience

This course is 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 you'll learn the skills needed to create, edit, and interact with basic worksheets that use previously-published data sources.

## Duration

One day of live classroom instruction or 3 days of 2 ½ hour virtual sessions.

## Prerequisites

None.

## Course Includes

This course includes a workbook containing key concepts on each topic covered and hands-on activities to reinforce the skills and knowledge attained.

## At the end of this course, you will be able 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



# Course Outline

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- 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