



# Tableau Viewer Workshop

**ANI\_412 | Expert-Led Live | Automation and Insights | Expert**  
**Course Duration:** 1 day

Industries are starting to leverage feature-rich tools that analyze massive, varied data sets to complete tasks more productively and effectively. Leaders spend a large amount of time interacting with data and studying the dashboards and visualizations created by their teams. Hence, their perspective of using a Visualization tool is quite different from their teams who need to create the visualizations. This course is focused on Tableau users with a Viewer license and teaches them techniques to interact with data for What If analysis to help with decision making.

## Intended Audience

This workshop is intended for Leaders who want to build skills related to visualizations and interacting with data using Tableau Viewer.

## Objectives

After completing this course, the learner will be able to:

- Learn how to navigate the Tableau User Interface
- Learn how to collaborate using Tableau
- Learn how to use the published content in Tableau Viewer

## Outline

1. Types of Analytics
  - 1.1 Descriptive, Predictive, Prescriptive
2. Introduction to Visualization and Tableau Viewer
  - 2.1 Why use Visualizations?
  - 2.2 Why use Visualization Tools?
  - 2.3 The Process for Visualization Design
3. Visualization Concepts
  - 3.1 Dimensions and Measures
  - 3.2 Continuous Data and Discrete Data
4. Getting started with Tableau Viewer  
Exercise: Navigation of Tableau Viewer
5. Using Tableau Viewer Capabilities  
Exercise: Highlighting Data of Interest  
Exercise: Filtering Data options  
Exercise: Using Parameters  
Exercise: Using Dashboard Actions  
Exercise: Using Playback/Animation  
Exercise: Editing Colors  
Exercise: Sorting Options  
Exercise: Pause Updates
6. Download Options  
Exercise: Image, Crosstab, Data, PDF, Power Point
7. Share Content

Exercise: Share and Embed

8. Subscribe to Content  
Exercise: On Refresh or On schedule

9. Setup DataDriven Alert  
Exercise: Setup alerts

10. Comment on content  
Exercise: Notify others

11. Usability of the Dashboard  
11.1 Feedback for development

