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Why should you form a study group?

\+ Study Group benefits include:

- Accountability

- Proven to learn skills faster

- Learn new perspectives

- Practice for the "real world"

Source:
- Angels Institute - Benefits of Group Study
- SpeedyPrep - 7 Benefits of Study Groups

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Study Group Format Best Practices

+ Required Materials:

- Tableau eLearning: *Desktop 1 Fundamentals*
- Tableau Desktop Key

+ Recommended time: 6 weeks

- For Desktop 1: Fundamentals, we recommend splitting the course into 6 weeks of concepts (detailed in this document)

+ Group size of 5-10

- Stick to a small/medium sized group so that all members can contribute

+ Meeting Agenda

- Keep each weeks meeting to 1-2 hours
  - Be cognizant that this is *in addition* to participants completing each week's **eLearning** content on their own during the week
- Use the time to work through questions related to that week's content
  - Multiple choice (use both **conceptual** and **practical** questions)
  - 5-10 minutes to work through each problem, then 5-10 minutes for Group Members to show how they came to each answer
    - In Tableau there is often many ways to reach the same answer – this will allow members to highlight their thinking and compare to peers

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Desktop 1/Desktop Specialist Syllabus

+ <u>Week 1</u>: Fundamentals of Tableau and Understanding Data

- As an introduction to the core concepts of Tableau, Data, and Connections

+ <u>Week 2</u>: Basic Charts

- Learn how to display relationships between measures

+ <u>Week 3</u>: Creating Maps and Crosstabs

- Visualizations for displaying geographic data and presenting spreadsheets

+ <u>Week 4</u>: Calculations

- Customize data with different calculations and aggregation types

+ <u>Week 5</u>: Analysis

- Practice gaining insight with Tableau's Analysis tools

+ <u>Week 6</u>: Collaboration

- Learn how to combine views into actionable Dashboards, and how to share your work

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Week 1: Fundamentals of Tableau and Understanding Data

+ **Introduction to Tableau Desktop**

+ **Connecting to Data**

+ **Customizing a Data Source**

+ **Filtering your Data**

+ **Sorting your Data**

+ **Creating Groups in Your Data**

+ **Creating Hierarchies in Your Data**

+ **Working with Date Fields: Discrete and Continuous Time**

+ **Working with Date Fields: Custom Dates**

Week 2: Basic Charts

+ Working with Multiple Measures: Dual Axis and Combo Charts

+ Working with Measures: Combined Axis Charts

+ Showing Relationships Between Numerical Values
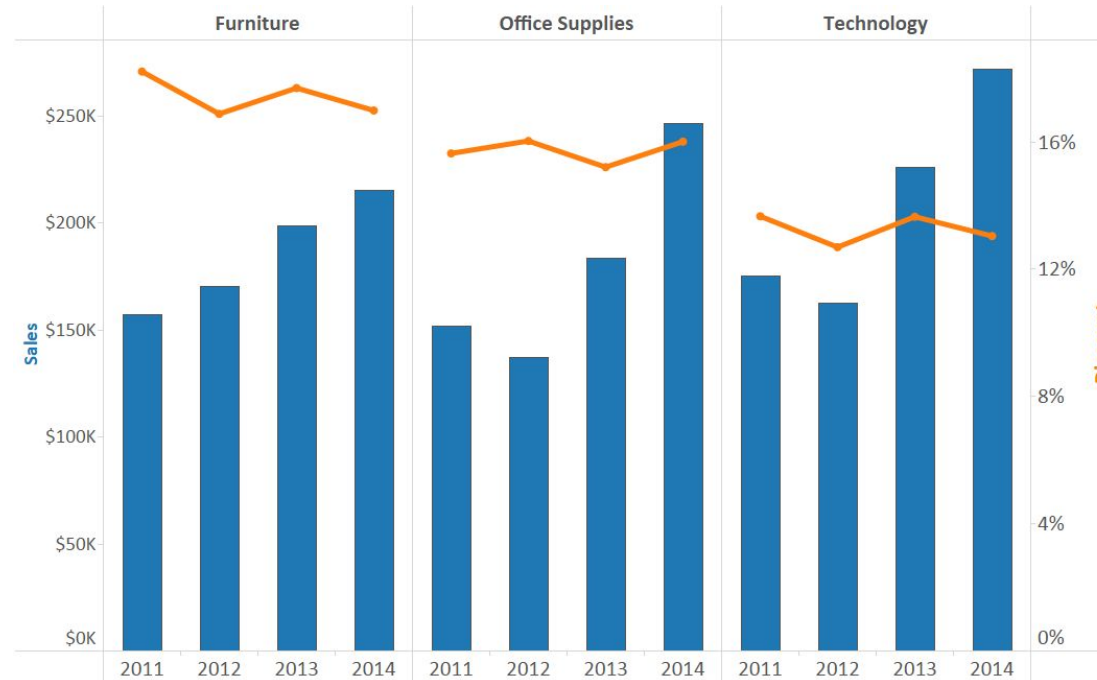
# Week 3: Creating Maps and Crosstabs

+ Mapping Data Geographically
+ Using Crosstabs: Totals and Aggregation
+ Using Crosstabs: Highlight Tables
+ Using Crosstabs: Heat Maps

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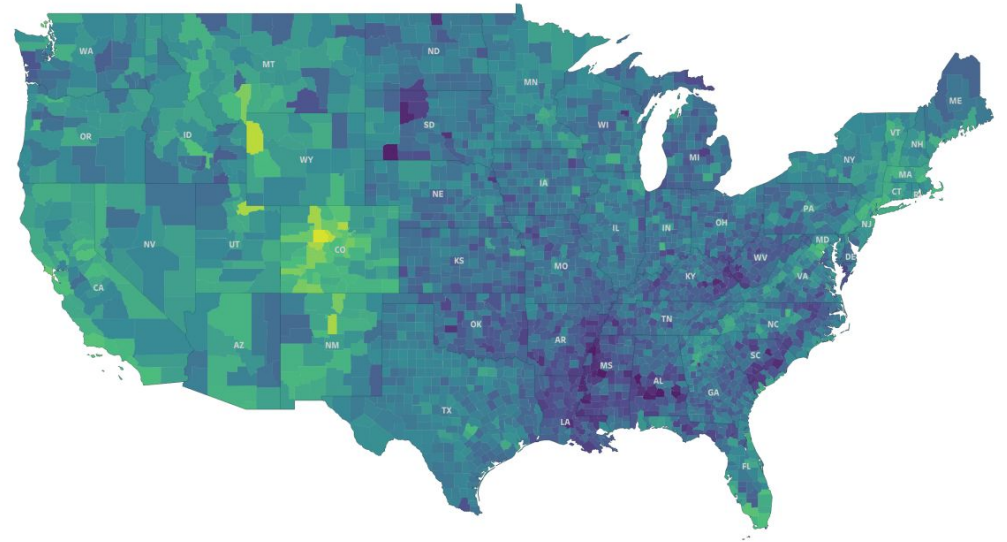
Week 4: Calculations

+ **Using Calculations: Customize Your Data**

+ **Using Calculations: Working with Strings, Dates, and Type Conversion Functions**

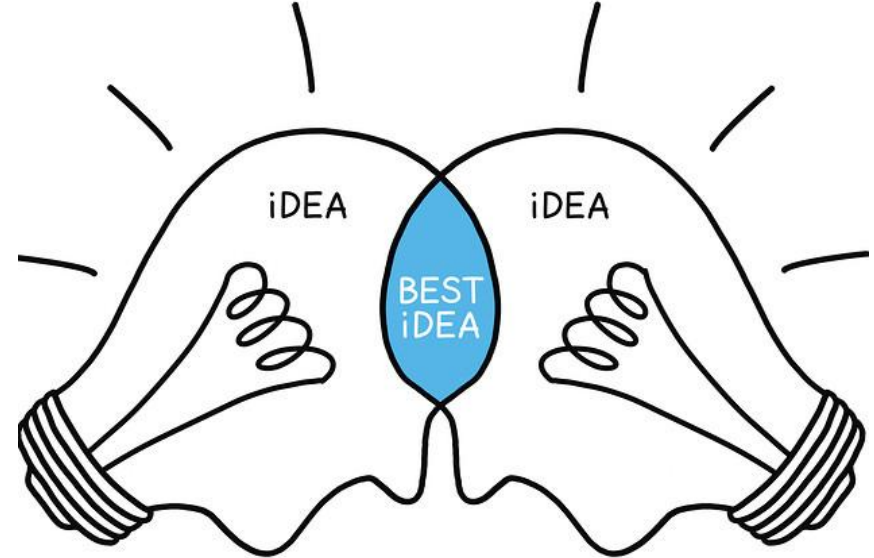+ **Using Calculations: Working with Aggregations**
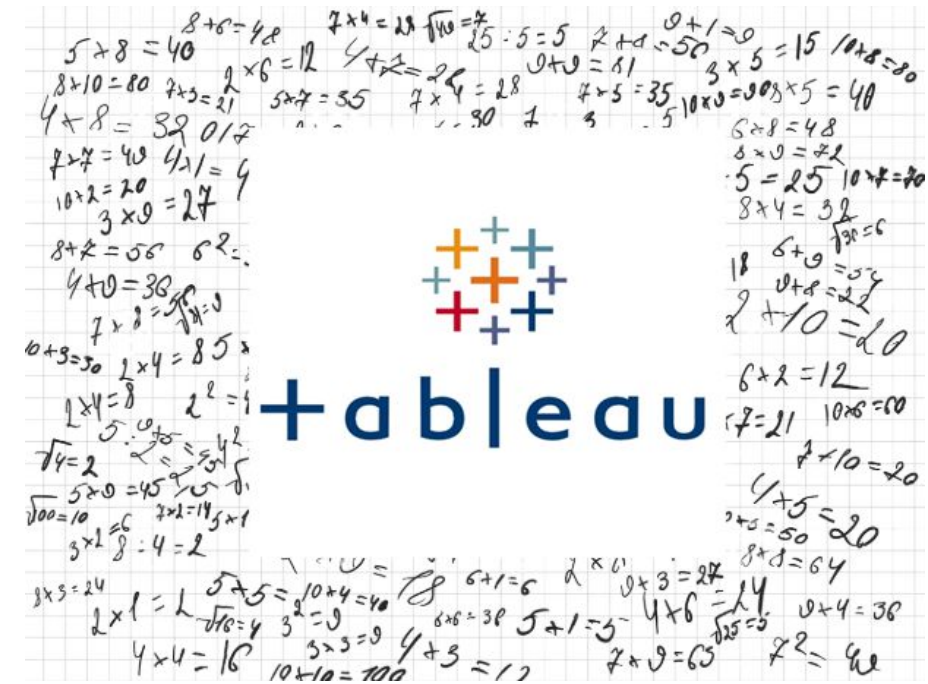
Week 5: Analysis

+ **Using Quick Table Calculations to Analyze Data**

+ **Showing Breakdowns of the Whole**

+ **Highlighting Data with Reference Lines**
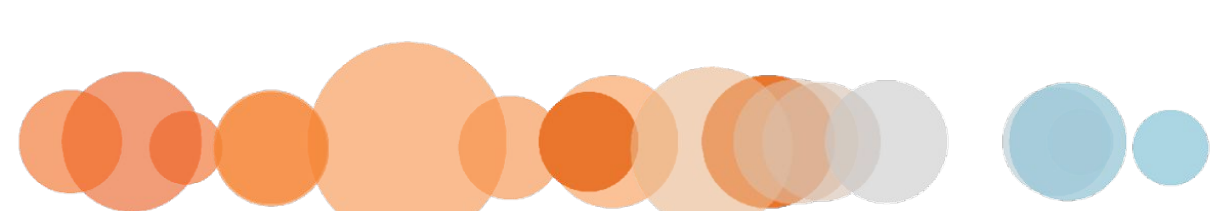
Week 6: Collaboration

+ Create a Dashboard: Combining Your

+ Create a Dashboard: Add Actions

+ Sharing Your Work

Practice Questions

+ Use the *Desktop 1: Fundamentals* practice questions as a guide
  • The exam contains both **conceptual** and **activity-based** questions
+ Nominate a "Study Leader" who will be responsible for reading the questions and explaining the answers
+ **All Activity Questions Use Sample-Superstore Dataset**
  • **RECOMMENDED**: If possible, use a data set unique to your organization. Create activity questions with similar structure but base them off your data. It will keep students more engaged and show them how Tableau will be used in the "real world".
+ Discuss the conceptual questions as a group to ensure understanding
+ Allow a few minutes to solve each activity; have participants showcase how each of them reached the answer

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