

# Tableau, Part 4 of 6: Manage Data

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**Meet the expert:** Professionally, Rob is a Data and Analytics Principal Consultant with over thirteen years of experience in Insurance, Healthcare, Manufacturing, Utilities, Higher Education, and Public Sector. He was coached by some of the best analytics mentors at Accenture and Slalom and today leverages Tableau to drive business strategy, revamp customer experience, and enable organizations to become more data driven. Rob's courses were designed to combine his years of consulting and training experience to deliver real world, professional, step-by-step coaching in the space of Data and Analytics. He is passionate about helping others and loves to see each and every one of his students succeed.

**Prerequisites:** Experience with Excel is helpful but not required.

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**Course description:** Tableau is a visual analytics platform for creating data visualization. This course covers filtering, sorting, calculations and measures.

## Course outline:

### Filters and Jumps

- Introduction
- Filter Application and Customization
- Action Filters
- Action Jumps
- Summary

### Sorting

- Introduction
- Sorting
- Top and Bottom N Filtering
- Modifying Measure Aggregation Type
- Totals and Subtotals
- Summary

### Calculations

- Introduction
- String Functions
- Basic Arithmetic
- Date Functions
- Logic Statements
- Quick Table Calculations
- Summary

### Measures

- Introduction
- Discrete vs. Continuous Measures
- Level of Detail
- Quick Dimension Swapping
- Summary