# Course Content

## Course Description:

This two-day, hands on course will teach you how to use Tableau Prep, Tableau's data preparation, data cleansing, and ETL tool.  In this course, you will learn how to get your data in the right format for optimal efficiency while in Tableau itself. At the end of the course, students will be able to overcome many of their thorniest data cleaning and preparation issues, enabling their Tableau analysis and visualization process to be smoother and easier.  In some cases, it can replace or ease data prep challenges being solved in other ways currently, such as using SAS for ETL processes, or waiting long periods of time for IT to get the data just so, or doing a lot of manual rework in Excel.

## At Course Completion:

Students will learn:

- Preferred data structures in Tableau
- Introduction to the workspace
- Data cleansing and preparation concepts, such as joins, unions, wildcard matches, fuzzy matching, and addressing nulls, irregularities, and outliers
- When to do your data preparation in Tableau Prep vs. the normal Tableau Desktop
- Understand data sampling
- Connecting to and configuring data
- Exploring data
- How to create workflows
- Cleaning data
- Shaping data
- Combining data
- Joining and unioning data
- Opening a data sample and creating an output file
- Best practices for data preparation
- Complex flows
- Exporting to various Tableau formats
- Validating results

## Prerequisites:

Prior experience using Tableau, joining data in Tableau, and working with calculations.