



# GETIN TECHNOLOGIES

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## **COURSE NAME: TABLEAU TRAINING**

### **Module 1**

[Visit our website for Course Fees and Course Duration](#)

#### **Placement Eligibility:**

**Eligible:** Any Bachelor Degree, Any Master Degree, MBA

**Not Eligible:** Diploma

#### **Class Mode:**

**Classroom | Online | Recorded Session | AI Session**

**If you have Completed Course, You want only Placements**

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# TABLEAU COURSE 1 SYLLABUS

## SQL:

### Introduction

- The Relational Model

### Understanding Basic SQL Syntax:

- Basic SQL Commands – SELECT
- Basic SQL Commands – INSERT
- Basic SQL Commands – UPDATE
- Basic SQL Commands – DELETE

### Querying Data with the SELECT Statement:

- The SELECT List
- SELECT List Wildcard (\*)
- The FROM Clause
- How to Constrain the Result Set
- DISTINCT and NOT DISTINCT

### Filtering Results with the Where Clause:

- WHERE Clause
- Boolean Operators
- The AND Keyword
- The OR Keyword
- Other Boolean Operators BETWEEN, LIKE, IN, IS, IS NOT

### Shaping Results with ORDER BY and GROUP BY:

- ORDER BY
- Set Functions
- Set Function And Qualifiers

- GROUP BY
- HAVING clause

## Matching Different Data Tables with JOINS:

- CROSS JOIN
- INNER JOIN
- OUTER JOINS
- LEFT OUTER JOIN
- RIGHT OUTER JOIN
- FULL OUTER JOIN
- SELF JOIN

## Creating Database Table stamp:

- CREATE DATABASE
- CREATE TABLE
- NULL Values
- PRIMARY KEY
- CONSTRAINT
- ALTER TABLE
- DROPTABLE

## TABLEAU: TECHNOLOGIES

### INTRODUCTION:

- Start Page
- Show Me
- Connecting to Excel Files
- Connecting to Text Files
- Connect to Microsoft SQL Server
- Connecting to Microsoft Analysis Services
- Creating and Removing Hierarchies

- Bins
- Joining Tables
- Data Blending

## Creating Your First visualization:

- Getting started with Tableau Software
- Using Data file formats
- Connecting your Data to Tableau
- Creating basic charts (line, bar charts, Treemaps)
- Using the Show me panel.

## Tableau Calculations:

- Overview of SUM, AVR, and Aggregate features
- Creating custom calculations and fields
- Applying new data calculations to your visualization

## Formatting Visualizations:

- Formatting Tools and Menus
- Formatting specific parts of the view
- Editing and Formatting Axes

## Manipulating Data in Tableau:

- Cleaning-up the data with the Data Interpreter
- Structuring your data
- Sorting and filtering Tableau data
- Pivoting Tableau data

## Advanced Visualization Tools:

- Using Filters
- Using the Detail panel
- Using the Size panels
- Customizing filters

- Using and Customizing tooltips
- Formatting your data with colors

## Creating Dashboards & Stories:

- Using Storytelling
- Creating your first dashboard and Story
- Design for different displays
- Adding interactivity to your Dashboard

## Distributing & Publishing Your Visualization:

- Tableau file types
- Publishing to Tableau Online
- Sharing your visualization
- Printing and exporting

## Advanced Excel:

### Excel Introduction:

- A overview of the screen, navigation and basic spreadsheet concepts
- Understanding workbooks, worksheets, rows, columns, cells
- Various selection techniques

### Entering Data:

- Entering, Editing and Deleting Text, Numbers, Dates
- Using Auto Lists
- Moving and Copying data
- Inserting, Deleting and Hiding Rows & Columns
- Inserting, Deleting, Moving and Copying Sheets
- Using navigation techniques

### Customizing Excel:

- Customizing the Ribbon

- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Excel's Default Options
- Creating a Custom AutoFill List
- Creating a Custom Number Format
- Customizing Excel Review

## Creating And Editing Formulae:

- Concept of Formulae
- Creating Formulae, Editing Formulae
- Bodmas : Mathematical Order
- Copying Formulae
- Using Functions - Sum, Average, Max,Min, Count, Counta
- Applying Absolute (Fixed) Referencing

## Formatting And Proofing:

- Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
- Basic conditional formatting
- Copying and Clearing Formats
- Working with Styles
- Spell Check, Find & Replace and AutoCorrect

## Mathematical Functions:

- SumIf, SumIifs
- CountIf, CountIifs
- Averagelf, Averagelifs
- SumProduct, Subtotal

## LookUp Functions:

- Vlookup / Hlookup
- Match

- Dynamic Two Way Lookup
- Creating Smooth User Interface Using Lookup
- Offset
- Index
- Dynamic Worksheet linking using Indirect

## **Text Functions:**

- Upper, Lower, Proper
- Left, Mid, Right
- Trim, Len
- Concatenate
- Find, Substitute

## **Advanced Paste Special Techniques:**

- Paste Formulas
- Paste Formats
- Paste Validations
- Paste Conditional Formats
- Add / Subtract / Multiply / Divide
- Merging Data using Skip Blanks
- Transpose Tables

## **Sorting:**

- Sorting on Multiple Fields
- Dynamic Sorting of Fields
- Bring Back to Ground Zero after Multiple Sorts

## **Filtering:**

- Filtering on Text, Numbers & Date
- Filtering on Colors
- Copy Paste while filter is on
- Advanced Filters

- Custom AutoFilter

## Printing Workbooks:

- Working with Themes
- Setting Up Print Area
- Printing Selection
- Branding with Backgrounds
- Adding Print Titles
- Fitting the print on to a specific defined size
- Customizing Headers & Footers

## Import & Export Of Information:

- From Web Page
- Exporting to XML
- Creating Dynamic Dashboards and Reports Using Data on Other Applications
- Using Text To Columns

## What If Analysis:

- Goal Seek
- Scenario Analysis
- Data Tables

## Logical Functions:

- Nested If ( And Conditions , Or Conditions )
- Alternative Solutions for Complex IF Conditions to make work simple
- And, Or, Not

## Data Validation:

- Number, Date & Time Validation
- Text Validation
- List Validation
- Handling Invalid Inputs



- **Dynamic Dropdown List Creation using Data Validation**

## **Pivot Tables:**

- **Creating Simple Pivot Tables**
- **Basic and Advanced Value Field Setting**
- **Sorting based on Labels and Values**
- **Filtering based on Labels and Values**
- **Grouping based on numbers and Dates**
- **Drill-Down of Data**
- **GetPivotData Function**
- **Calculated Field & Calculated Items**

## **Charts & Pivot Charts:**

- **Bar Charts / Pie Charts / Line Charts**
- **Dual Axis Charts**
- **Dynamic Charting**
- **Other Advanced Charting Techniques**

## **Excel Dashboard:**

- **Bar Charts / Pie Charts / Line Charts**
- **Planning a Dashboard**
- **Adding Tables to Dashboard**
- **Adding Charts to Dashboard**
- **Adding Dynamic Contents to Dashboard**

## **VBA Macro:**

### **Introduction to VBA:**

- **What Is VBA?**
- **What Can You Do with VBA?**
- **Recording a Macro**
- **Procedure and functions in VBA**

## Variables in VBA:

- What are Variables?
- Using Non-Declared Variables
- Variable Data Types
- Using Const variables

## Message Box and Input box Functions:

- Customizing MsgBoxes and Inputbox
- Reading Cell Values into Messages
- Various Button Groups in VBA

## If and select statements:

- Simple If Statements
- The Elseif Statements
- Defining select case statements

## Looping in VBA:

- Introduction to Loops and its Types
- The Basic Do and For Loop
- Exiting from a Loop • Advanced Loop Examples

## Mail Functions – VBA:

- Using Outlook Namespace
- Send automated mail
- Outlook Configurations, MAPI
- Worksheet / Workbook Operations
- Merge Worksheets using Macro
- Merge multiple excel files into one sheet
- Split worksheets using VBA filters
- Worksheet copiers