GETIN TECHNOLOGIES

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COURSE NAME: TABLEAU TRAINING

Module 2

[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 MODULE 2 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
- DROP TABLE

TABLEAU:

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, SumIfs**

- **CountIf, CountIfs**

- **AverageIf, AverageIfs**

- **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 is 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**

Python

Introduction to Python

- **What are Python and the history of Python?**
- **Unique features of Python**
- **Python-2 and Python-3 differences**
- **Install Python and Environment Setup**
- **First Python Program**
- **Python Identifiers, Keywords, and Indentation**
- **Comments and document interlude in Python**
- **Command-line arguments**
- **Getting User Input**
- **Python Data Types**
- **What are the variables?**
- **Python Core objects and Functions**
- **Math Module**

Control Statements

- **If**
- **If-elif-else**
- **while loop**
- **for loop**
- **Break**
- **Continue**
- **Assert**
- **Pass**
- **return**

List, Ranges & Tuples in Python

- **Introduction**

- **Lists in Python**

- **Generators and Yield**

- **Generators Comprehensions and Lambda Expressions**

- **Next() and Range()**

- **Understanding and using Range**

Python Dictionaries and Sets

- **Introduction to the section**

- **Python Dictionaries**

- **More on Dictionaries**

- **Sets**

- **Python Sets Examples**

Input and Output in Python

- **Reading and writing text files**

- **Writing Text Files**

- **Appending to Files and Challenge**

- **Writing Binary Files Manually**

Python built-in function

- **Python Modules & Packages**

- **Python User defined functions**

- **Defining and calling Function**

- **The anonymous Function**

Python Object Oriented

- **Overview of OOP**

- **Creating Classes and Objects**

- **Constructor**
- **The self variable**
- **Types Of Variables**
- **Namespaces**
- **Inheritance**
- **Types of Methods**
- **Instance Methods Static Methods Class Methods**
- **Accessing attributes**
- **Built-In Class Attributes**
- **Destroying Objects**
- **Abstract classes and Interfaces**
- **Abstract Methods and Abstract class**
- **Interface in Python**
- **Abstract classes and Interfaces**

Errors and Exceptions

- **Errors in Python**
- **Compile-Time Errors**
- **Runtime Errors**
- **Logical Errors**
- **What is Exception?**
- **Handling an exception**