# Tableau® Desktop: Part 1 (Third Edition)
# Bridge Document
## (from Tableau® Desktop: Part 1 (Second Edition))

This bridge document is written for instructors who have used Logical Operations' *Tableau® Desktop: Part 1 (Second Edition)* courseware (product number 095209), and who wish to come up to speed on the new *Tableau® Desktop: Part 1 (Third Edition)* courseware (product number 095215) quickly and efficiently.

Our instructional designers work to retain sequencing and activities wherever possible, while revising course content and flow to align with current data analysis practices and technology and creating material that provides for an excellent class experience.

## Overview of Changes

The following sections describe the substantive changes that have been made to this version of the course.

## Updated content to reflect new certification exam objectives

Since the release of the Second Edition of the *Tableau® Desktop: Part 1* course, Tableau has revised the associated certification exams, retiring the Tableau Desktop Certified Associate exam, revising the Certified Tableau Desktop Specialist exam, and adding the Certified Tableau Data Analyst exam. The Third Edition course aligns with the most recent versions of the Certified Tableau Desktop Specialist and Certified Tableau Data Analyst exams. For details about the certification exams, visit **https://www.tableau.com/learn/certification**, and use the **EXAM DETAILS** links to view the Exam Guides.

## Updated content to reflect UI changes

Tableau has introduced significant changes to the user interfaces of their products since the release of the Second Edition course. The Third Edition course was developed with the most recent releases of Tableau Desktop and Tableau Prep Builder available, and all content has been updated to reflect the changes to the user interfaces, including graphics, slides, procedures, and activities.

## Updated content to reflect new or changed features

Numerous sections contain new or revised content to cover features that either:

- Were not covered in the Second Edition of the course, or
- Have significant changes to their functionality.

Details of these changes are noted below in the structural and content change sections of this document.

## Updated slides and screenshots

All screenshots have been updated. Slides have been updated to the current Logical Operations' slide format, with topic titles and other supporting slides added as well.

## Lesson-Level and Topic-Level Structural Changes

The following table compares the lesson-level and topic-level outline of the *Tableau® Desktop: Part 1 (Third Edition)* course to the *Tableau® Desktop: Part 1 (Second Edition)* course.

Change color key:

- A. Topics with minor updates
- B. Topics with significant updates
- C. New topics
- D. Topics updated and moved, possibly from a different lesson/course

| Tableau® Desktop: Part 1 | | |
|---|---|---|
| **Lesson** | **095209: Tableau® Desktop: Part 1 (Second Edition)** | **095215: Tableau® Desktop: Part 1 (Third Edition)** |
| **1** | Tableau Fundamentals<br>  A. Overview of Tableau<br>  B. Navigate and Configure Tableau | Tableau Fundamentals<br>  A. Overview of Tableau<br>  B. Navigate the Tableau Desktop Interface |
| **2** | Connecting to and Preparing Data<br>  A. Connect to Data<br>  B. Build a Data Model<br>  C. Save Workbook Files<br>  D. Prepare Data for Analysis | Connecting to and Preparing Data<br>  A. Connect to Data<br>  B. Save Workbook and Extract Files<br>  C. Build a Data Model<br>  D. Prepare Data for Analysis |
| **3** | Exploring Data<br>  A. Create Views<br>  B. Customize Data in Visualizations | Exploring Data with Views and Visualizations<br>  A. Create Views and Visualizations<br>  B. Edit Visualizations to Support Data Analysis<br>  C. Create and Use Hierarchies<br>  D. Perform Quick Table Calculations |
| **4** | Managing, Sorting, and Grouping Data<br>  A. Adjust Fields<br>  B. Sort Data<br>  C. Group Data | Managing, Sorting, and Grouping Data<br>  A. Manage Fields<br>  B. Sort Data<br>  C. Group Data |
| **5** | Saving, Publishing, and Sharing Data<br>  A. Save Data Sources<br>  B. Publish Data Sources and Visualizations<br>  C. Share Workbooks for Collaboration | Saving, Publishing, and Sharing Data<br>  A. Save Data Sources<br>  B. Publish Data Sources<br>  C. Share and Publish Workbooks |
| **6** | Filtering Data<br>  A. Configure Worksheet Filters<br>  B. Apply Advanced Filter Options | Filtering Data<br>  A. Configure Basic Filters<br>  B. Configure Advanced Filter Options |

| | | |
|---|---|---|
| | C. Create Interactive Filters | C. Create Interactive Filters |
| **7** | Customizing Visualizations<br>   A. Format and Annotate Views<br>   B. Emphasize Data in Visualizations<br>   C. Create Animated Workbooks<br>   D. Best Practices for Visual Design | Customizing Visualizations<br>   A. Format and Annotate Views<br>   B. Emphasize Data in Visualizations<br>   C. Create Animated Workbooks<br>   D. Best Practices for Visual Design |
| **8** | Creating Dashboards in Tableau<br>   A. Create Dashboards<br>   B. Enhance Dashboards with Actions<br>   C. Create Mobile Dashboards | Creating and Enhancing Dashboards<br>   A. Create Dashboards<br>   B. Enhance Dashboards with Actions<br>   C. Create Mobile Dashboards |
| **9** | Creating Stories in Tableau<br>   A. Create Stories<br>   B. Enhance Stories with Tooltips | Creating and Enhancing Stories<br>   A. Create Stories<br>   B. Enhance Stories with Tooltips |

## Content-Level Changes

In addition to the changes noted above, the following changes were made at the content level:

- Lesson 1:
  - Topic A: Moved content on the Viz, VizQL, and types of data connections to other parts of the course; removed content on Tableau certifications
  - Topic B: New content for content organization, content on views (was the Viz) and VizQL moved here
- Lesson 2:
  - Topic A: New emphasis on connecting via Tableau Desktop; new content for data sources, guidelines for selecting live connection or extract, multiple data sources; new activity for creating a live connection; content on types of data connections moved here
  - Topic B: Was Topic C; new content for bookmarks and for saving extract files
  - Topic C: Was Topic B; new content for guidelines for building data models; removed content explaining the "old" and "new" models
  - Topic D: New content for data quality, data types, and renaming fields; removed content on examining and searching data
- Lesson 3:
  - Topic A: No new content or removed content
  - Topic B: New content for totals and subtotals; moved content on highlight actions, hierarchies, and quick table calculations to separate topics
  - Topic C: Hierarchies content moved here
  - Topic D: Quick table calculations content moved here
- Lesson 4:
  - Topic A: New content for aliases; content on combined fields moved here

- o Topic B: New content for guidelines for sorting data; moved content on combined fields to Topic A
  - o Topic C: No new content or removed content
- Lesson 5:
  - o Topic A: No new content or removed content
  - o Topic B: New content for collaboration in data analysis; moved content on publishing visualizations to Topic C
  - o Topic C: Publishing visualizations content incorporated here
- Lesson 6:
  - o Topic A: No new content or removed content
  - o Topic B: New content for best practices for using filters
  - o Topic C: No new content or removed content
- Lesson 7:
  - o Topic A: No new content or removed content
  - o Topic B: No new content or removed content
  - o Topic C: No new content or removed content
  - o Topic D: No new content or removed content
- Lesson 8:
  - o Topic A: No new content or removed content
  - o Topic B: No new content or removed content
  - o Topic C: New optional activity for using Tableau Mobile
- Lesson 9:
  - o Topic A: No new content or removed content
  - o Topic B: No new content or removed content