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# Tableau Prep

**Course #:** TAB-100 **Duration:** 2 days

## Prerequisites

None.

## Details

Tableau Prep Builder provides a modern approach to data preparation, making it easier and faster to combine, shape, and clean data for analysis within Tableau. By providing a visual and direct path to prep your data, you can get your hands on quality data in just a few clicks.

In this course, you learn how to connect to data on-premises or in the cloud, whether it's a database or a spreadsheet, and how to access, combine, and clean disparate data without writing code.

## Software Needed

Tableau Prep

## Outline

**Introduction**

- **What is Tableau Prep?**
- **Tableau User Roles**
- **Installing Tableau Prep**
- **Tableau Prep Workspace**
- **Visual Dictionary**

**Connecting to Data**

- **Basics of Data Preparation**
- **Connecting to Data**
- **Data Connection Types**
- **Wildcard Unions**
- **Input Cleaning**
- **Text Configuration**
- **Data Sampling**

- **Refreshing Data**

**Examining & Filtering**

- **Data Types & Sizes**
- **Value Distribution**
- **Finding Fields & Values**
- **Sorting & Moving Profile Cards**
- **Highlighting**
- **Filtering Methods**

**Operations & Calculations**

- **Value & Field Operations**
- **Clean Step Layouts**
- **Value Operations**
  - Clean
  - Manual Grouping
  - Automatic Grouping
  - Split Values
  - Edit
  - Convert Dates
  - Field Types
  - Data Roles
  - Cleaning
- **Calculated Fields**
- **Level of Detail Calculations**
- **Analytic Calculations**
  - Rank

**Combining & Pivoting**

- **Combine Data**
  - Union
  - Aggregate
  - Join
- **Pivot**

**Sharing & Updating**

- **Saving Flows**
- **Creating Local Extracts**
- **Saving to External Databases**
- **Creating Published Data Sources**

**Recap: Creating Data Flows**

- **The Input Step**
- **The Profile Pane**
- **The Cleaning Step**
- **Group & Replace**
- **The Output Step**

- **The Pivot Step & Calculated Fields**
- **The Aggregate Step**
- **The Union Step**
- **The Join Step**