

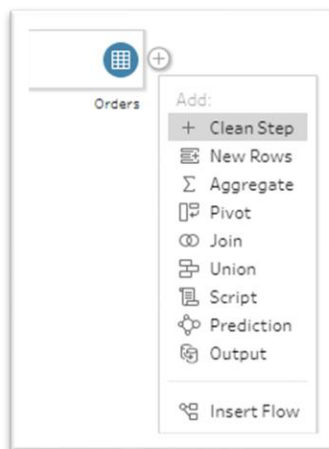
Our Customers Get their Computer Work Done in Less than Half the Time!
Feel in control * Get better looking results * Feel less frustrated * Get it done right * Save money

Learn more at LaunchTraining.com or call 781-395-9565.

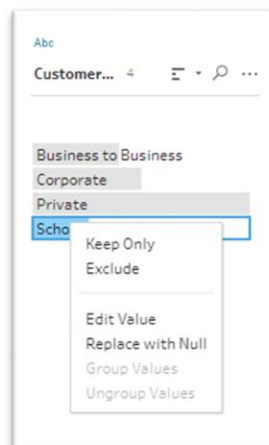
Launch Tip of the Month November 2021

Tableau offers us many filtering options to limit the data we use in a visualization. But what if we want an easy way to bring only the needed information into Tableau in the first place? That's where Tableau Prep Builder comes to the rescue. It's a standalone program that users automatically get when they purchase a license for Tableau Desktop.

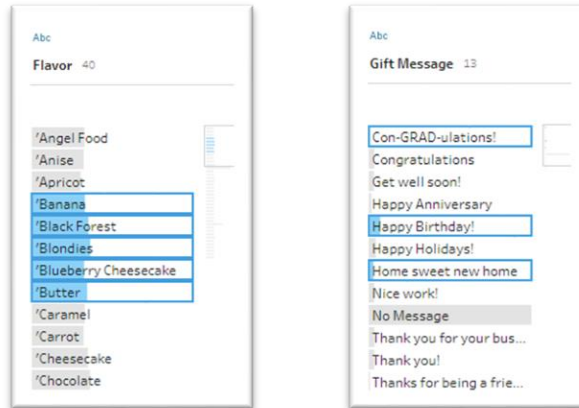
Once you have connected to a data source, you can add a Clean Step by clicking the plus (+) next to the Input Step.



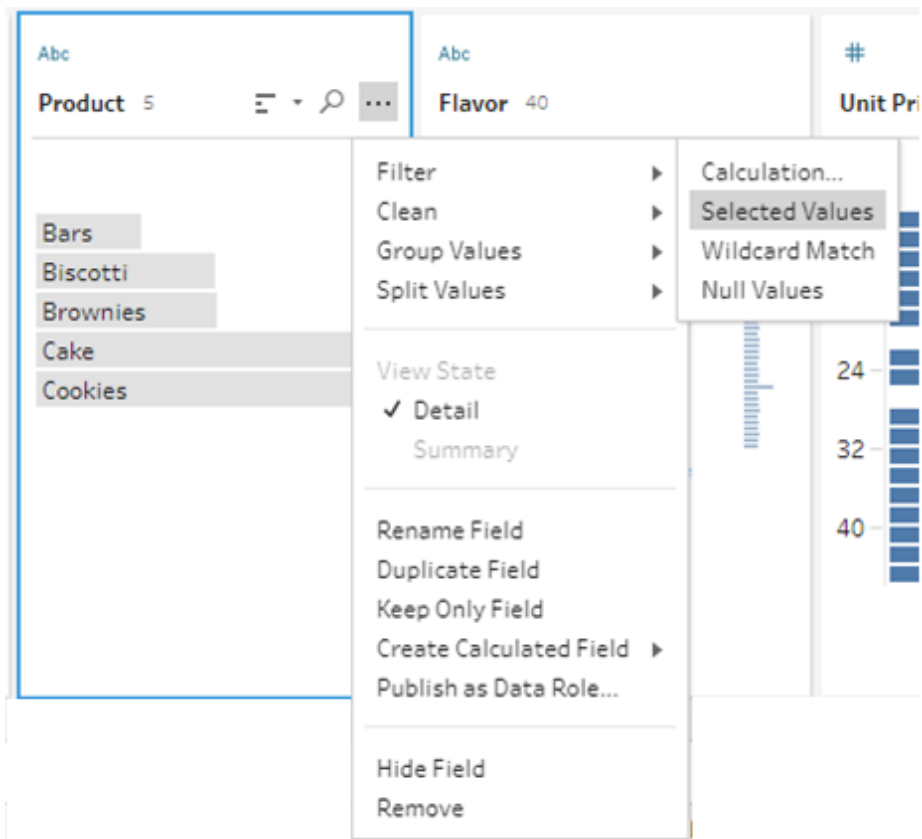
You can then easily keep or exclude records that contain certain values. If you want to keep/exclude a single value, simply right-click a value and select the appropriate choice.



If you want to select multiple values, use the Shift key to select contiguous values and the Ctrl key to select non-contiguous values.



Another option is to click the More ellipsis (...) in the right corner of the profile card and select Filter>Selected Values.



The dialog box that appears offers checkboxes to make it easy to find and choose which values to keep/exclude.

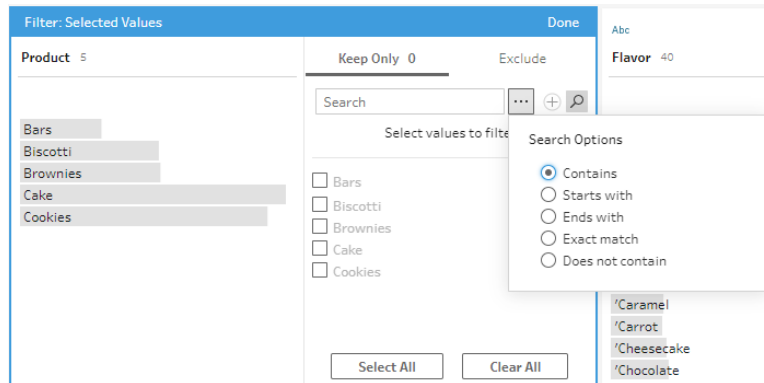


Tableau Prep Builder's Range of Dates and Relative Dates tools make it a breeze to focus on the date range you care about.

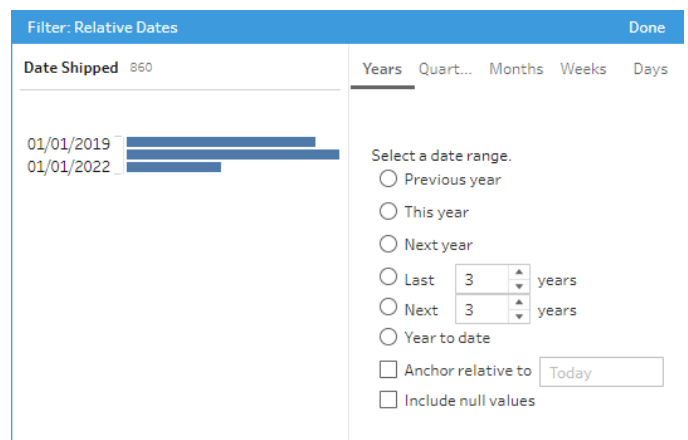
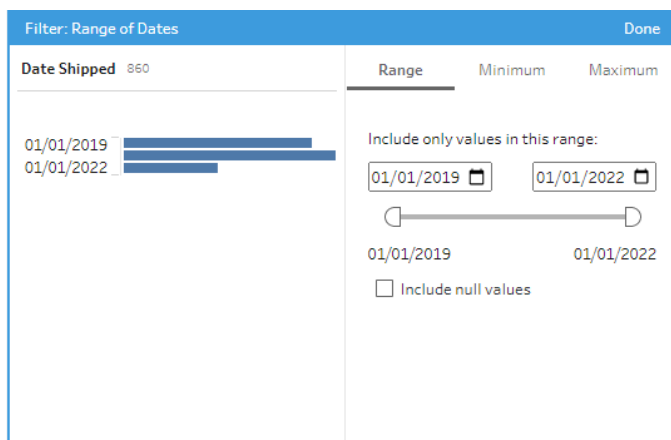
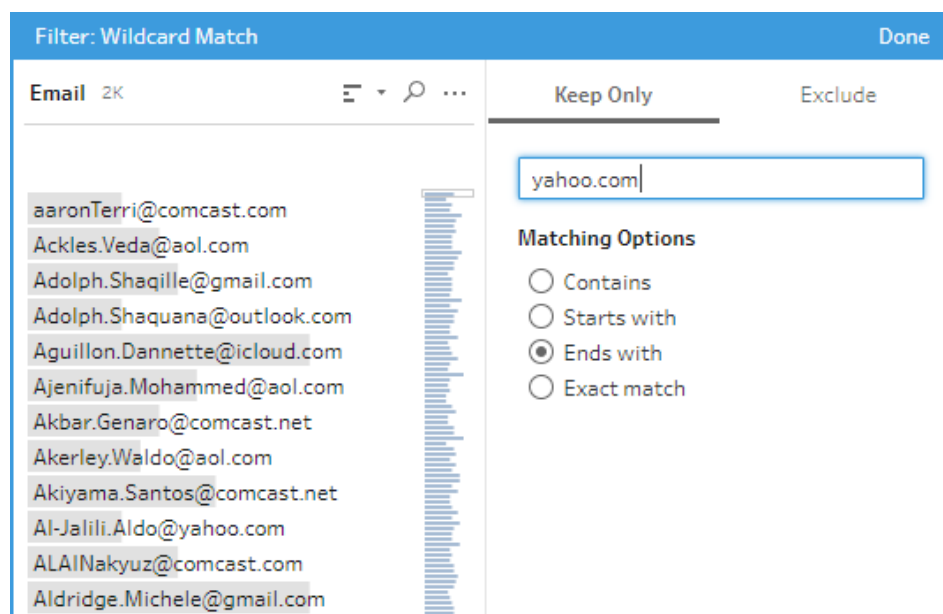


Tableau Prep Builder's Wildcard Match tool makes it easy to keep/exclude records that have values that follow a pattern. Need to only view the records of customers that have a Yahoo email address? No problem!



Want to learn more about Tableau Prep Builder?

Featured Course: Tableau Prep Builder

- Introduction to Tableau Prep Builder
- Why Use Tableau Prep Builder?
- Things You Can Do with Tableau Prep Builder
- Where Does Prep Builder Fall in the Business Analytics Process?
- The Tableau Prep Builder Interface
- Connecting to Data Sources and Learning about Your Data
 - Connecting to Data
 - Using the Data Interpreter
 - Modifying Fields and Settings in the Input Pane
 - Learning about Your Data and Accessing the Tools to Fix It
 - Pausing Updates
- Cleaning Data
 - Filtering Values
 - Changing Text to Uppercase/Lowercase
 - Removing Letters and Numbers from a Field
 - Removing Punctuation from a Field
 - Removing Extra Spaces from a Field
 - Grouping Values (Manually, by Pronunciation, by Common Characters, by Spelling)
 - Splitting Data in One Field into Multiple Fields
 - Creating Calculated Fields
 - Reusing Cleaning Steps or Changing Which Field They Apply To
- Combining Data
 - Using Unions to Append Data
 - Dealing with Mismatched Fields after Creating a Union
 - Using Wildcards to Select Which Files to Union
 - Using Joins to Combine Data
 - Selecting Join Types
 - Viewing Join Type Results
 - Fixing Mismatched Fields
- Shaping Data
 - Pivoting Data
 - Aggregating Data to Blend with a Data Source at a Different Level of Detail
 - Previewing Data in Tableau Desktop
- Using Data Sampling
 - Selecting the Amount of Data to Work with In Tableau Prep Builder
 - Planning to Use Tableau Prep Builder

Visit <https://www.launchtraining.com/outlines> to view all of our class outlines.