

# Alteryx Core Concepts Training Course Outline

*Audience: Beginner Users with 0 to 3 months of experience with Alteryx*

*Time Frame: 2 Days (may be customized to 1 Day)*

*Recommended class size: 12 students*

*Schedule: 9:00 a.m. to 4:00 p.m., 1-hour lunch and 15-minute breaks, morning and afternoon*

*Instructor: Courses are taught by a Certified Alteryx Professional*

*Price: \$4,000*

This introductory course is designed for students who are new to Alteryx and beginning their data analytics journey. The virtual classroom environment provides a hands-on experience in building Alteryx workflows using easy to follow step-by-step instructions, along with provided datasets. Upon completion of the course, students will be familiar with all the most frequently used tools in the Favorites Toolbar!

Topics include:

- **Intro to Alteryx:**
  - Explore the Alteryx Designer Interface
  - Navigate the Designer User and Workflow Settings
  - Learn the Alteryx Designer terminology
  - Use Browse Anywhere to view data throughout the workflow
- **Input Data:**
  - Connect to multiple data sources
  - Modify data inputs
  - Input Excel, .csv and more file formats
  - Manually input Excel sheets, data ranges and list of sheet names
  - Dynamically input Excel sheets
  - Use wildcards to input numerous .csv and text files
- **Data Prep:**
  - Learn about field data types and how to optimize them
  - Select, change data types and size, and rename fields
  - Remove fields from the data stream
  - Add a Record ID
  - Sort data and learn about Dictionary order
  - Sample data: Find the top records, skip records, random samples
  - Filter records based on criteria
  - Formula tool expressions
- **Data Blending:**
  - Transpose and Cross-Tab tools to pivot data
  - Summarize, Group, calculate Average and more
  - Join data on a shared key field
  - Union data from numerous inputs
- **Data Parsing (basic):**
  - Parse data into separate fields based on delimiters
  - Understand and convert date and time formats
- **Data Output:**
  - Output data to Excel, .csv and other file formats
  - Generate multiple Excel spreadsheets within a single Excel file
  - Create attractive reports with charts and tables
  - Share workflows with other Alteryx Designer users
- **Workflow documentation:**
  - Insert documentation and custom notes when sharing workflows
  - Utilize tool containers to enable or disable portions of workflows
- **Achieve Goals:**
  - Utilize every tool in the Favorite Tools toolset
  - Advance to Intermediate Alteryx User Level

Note: Client data may be utilized in place of Alteryx datasets; an additional 8 hours of paid preparation time is required prior to the course for this option



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