

Basic Tableau - 40 academic hours

Course Overview:

The Tableau BI & Dashboards course is designed to equip participants with advanced skills for data analysis, report creation, and building interactive dashboards that effectively communicate business insights to decision-makers. Throughout the course, participants learn how to connect to multiple data sources, organize and model data, build advanced reports with calculations, metrics, and analytics, and design interactive dashboards that support data-driven decision-making. The course is highly hands-on and includes a final project that simulates real-world BI and analytics work.

What Participants Gain?

Graduates leave the course with hands-on experience connecting to diverse data sources, performing basic data modeling, building advanced reports and visualizations, creating calculated fields and analytics, designing interactive dashboards with filters and actions, and presenting business insights in a clear and professional manner. In addition, graduates complete a final project that demonstrates end-to-end BI capabilities—from data connection and modeling to insight-driven storytelling.

Target Audience

- Data analysts
- BI professionals
- Data practitioners in organizations
- Finance professionals interested in data-driven insights
- Marketing analysts and product managers
- Professionals responsible for reports, metrics, and KPIs

Prerequisites

- Basic understanding of data and analytics concepts
- Experience working with tabular data (Excel or similar)
- Basic understanding of KPIs and business metrics
- General familiarity with BI concepts (an advantage)

Workshop Syllabus

- Connecting to Data
 - Setting Up Connections and Data Sources
 - Organizing Your Data
 - Relationship Data Modeling
- Desktop Basics
- Creating a Report
 - Displaying your data
 - Understanding Fields
 - Chart types
 - Filtering & Sorting
 - Organizing Data: Groups, Sets and Bins
 - Parameters – Dynamic and Statics
- Advanced Reporting
 - Creating and Editing Calculated Fields
 - Aggregations, String Functions, Date Calculations
 - Table Calculations
 - Level of Detail
 - Data Blending
 - Advanced Charts
 - Analytics and Forecasting
 - Mapping Data Geographically
- **Advanced Formatting**
- **Dashboards**
 - Combining views into a dashboard
 - Sizing, Layout and Formatting
 - Interactivity: Filters and Actions
- **Final Project**