GlobalPhoeniX Pvt Ltd, Bengaluru



鷱 Detailed Workshop Schedule on Tableau

Session 1: Introduction to Data Visualization & Tableau (60 mins)

- What is Data Visualization? Why is it important?
- Real-world applications of Tableau in business and analytics
- Tableau vs Power BI vs Excel comparison
- Tableau Product Suite: Tableau Public, Desktop, Server
- Setting up Tableau Public (Free version) *installation walk-through*

Session 2: Data Connection & Preparation (60 mins)

- Connecting to Excel, CSV, and web data sources
- Understanding Tableau's Data Pane and Workflow
- Data Types, Dimensions vs Measures
- Data Cleaning: Rename, Split, Filter, Create Groups
- Creating calculated fields *new*
- Hands-on: Connect a student or sales dataset and prepare it for analysis

• Session 3: Building Basic Visuals (60 mins)

- Bar Chart, Line Chart, Pie Chart, Maps, Tables
- Dual-Axis Charts and Combination Charts *new*
- Sorting, Filtering, Highlighting
- Using Show Me to auto-suggest charts
- Exercise: Visualize department-wise student performance / region-wise sales

Orgen Session 4: Interactive Dashboards & Stories (60 mins)

- Designing an interactive dashboard
- Adding Filters, Parameters, and Actions *new*
- Creating stories for presentations
- Formatting best practices for dashboards
- Mini Project: Build a mini dashboard on Sales or HR data

Orgonal Session 5: Advanced Features (60 mins)

- Working with Calculated Fields & Table Calculations new
- Using Level of Detail (LOD) Expressions intro only
- Custom Sorting, Sets, and Groups *expanded*
- Using Forecasting, Trend Lines, and Clustering (basic) new
- Mapping with Geographic Data (State/City/Country)

Session 6: Case Study + Career Guidance (45 mins)

- Real-life Tableau project walk-through: Sales/Marketing/HR dashboard
- Tableau in business decision-making
- Portfolio building tips publish dashboards on Tableau Public
- Tableau Certification Overview (DA, Specialist, Analyst)
- Resume tips + Interview questions



P Optional Add-ons (If time permits)

- Dashboard performance optimization
- Tableau Extensions & Tableau Public Gallery
- Exporting dashboards as PDF or embedding in websites
- Introduction to Tableau Prep for data shaping

XX Workshop Deliverables

- Certificate of Participation
- Dataset Files (Excel/CSV)
- Tableau Dashboard Template
- Best Practice Guide (Chart Selection, Color Use)
- Project Checklist PDF (for portfolio use)

@ Learning Outcomes

By the end of this workshop, students will:

- Understand how to connect, clean, and explore data in Tableau
- Build dashboards and visualizations to present insights
- Know how to publish and share Tableau dashboards online
- Be equipped to take the first step toward a career in BI or Data Analytics