Tableau

Connect, prepare and visualise data in Tableau, and build interactive dashboards and stories.

DURATION	FORMAT	LEVEL	LABS
45 hours	Onsite, online or hybrid	Foundation	Cloud sandbox included

About this programme

Builds practical Tableau skills from data connection and Tableau Prep through calculations, LOD expressions and parameters to interactive dashboards, data stories and publishing, with hands-on projects throughout.

Who it is for: Business analysts, BI developers and anyone who presents data

What your team will be able to do

- Connect to databases and cloud sources using live or extract connections
- Clean and shape data with Tableau Prep Builder
- Write calculated fields, table calculations and LOD expressions
- Design interactive dashboards and stories with actions and parameters
- Publish and manage workbooks and data sources on Tableau Server or Cloud

Before you start

- Comfortable with Excel or another spreadsheet
- No programming needed

Course outline

1. Tableau and data connections

- The product family: Desktop, Prep, Server, Cloud, Public and Reader
- Connecting to spreadsheets, databases and cloud sources
- Live versus extract connections
- Joins, unions and blending

2. Data preparation

- Cleaning and shaping with Tableau Prep Builder
- Data Interpreter, pivots and splits
- Data types, hierarchies, groups and source filters

3. Building visualisations

- Bar and line charts, pie charts and text tables
- Heat maps, tree maps, scatter plots, bubble charts and maps
- Colour, labels, tooltips and annotations

4. Calculations and parameters

- Calculated fields with string, date, logical and aggregate functions
- Table calculations: running totals, moving averages and percent of total
- LOD expressions: FIXED, INCLUDE and EXCLUDE
- Parameters for what-if analysis and dynamic values

5. Dashboards, stories and sharing

- Dashboard layout, objects and containers
- Filter, highlight and URL actions
- Storytelling with story points
- Publishing workbooks and data sources; comments and subscriptions

6. Best practice and projects

- Performance optimisation and troubleshooting
- Visual best practice and accessibility
- Hands-on business projects
- Tableau certification preparation

Sample schedule

6 days onsite, or 12 half-day sessions online. We fit days and session lengths to your team's calendar.

Day 1	8 h	Tableau and data connections
Day 2	8 h	Data preparation; Building visualisations
Day 3	8 h	Building visualisations (continued); Calculations and parameters
Day 4	8 h	Calculations and parameters (continued); Dashboards, stories and sharing
Day 5	8 h	Dashboards, stories and sharing (continued); Best practice and projects
Day 6	5 h	Best practice and projects (continued)

Assessment and certification

How learning is checked

- A short knowledge check on day one and again at the end, so you can see each person's progress
- Graded hands-on labs in every module, reviewed by the trainer
- A final exercise that applies the programme to a problem like your team's own

Certificate and exams

- Participants who complete the programme receive a Cognitive Networks AI certificate of completion.

Formats and cohort size

- Onsite: At your office or a venue you choose, in full days.
- Online, live: Instructor-led over video, usually in half-day sessions so people can keep up with work.
- Hybrid: Some days in a room together, the rest online. Useful when a team works across cities.

Cohort size: 15 to 25 people per trainer. Larger teams run as parallel cohorts on the same outline, so everyone learns the same thing.

Pricing: We quote per cohort, based on duration, format and number of cohorts. There is no per-seat price list: tell us your team and we send a proposal within one business day.

Bring this programme to your team

Request a proposal at cognitivenetworks.ai/contact?programme=tableau

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