

**International Centre for Information Systems and Audit (iCISA)  
A-52, Sector-62 Institutional Area, Noida**



**Training Programme on “Data Analytics Software – Tableau Desktop”**

**( 24.07.2014 & 25.07.2014) – 2 days**

<b>Date/Day</b>	<b>I Session (1000 to 1115 Hours)</b>	<b>II Session (1130 to 1300 Hours)</b>	<b>III Session (1400 to 1515 Hours)</b>	<b>IV Session (1530 to 1700 Hours)</b>
<b>24.07.2014 Thursday</b>	<b>Getting started</b> <ul style="list-style-type: none"> <li>• What is Tableau? What does the Tableau product suite comprise of? How Does Tableau Work?</li> <li>• Tableau Architecture</li> <li>• What is My Tableau Repository?</li> <li>• Connecting to Data and introduction to data source concepts</li> <li>• Understanding the Tableau workspace</li> <li>• Dimensions and Measures</li> <li>• Data Types and properties</li> <li>• Tour of Shelves (How shelves and marks work)</li> <li>• Marks Card</li> <li>• Using Show Me!</li> <li>• Building Basic Views</li> <li>• Saving and Sharing your work-overview</li> <li>• Discrete vs Continuous</li> </ul>	<b>Analysis – 1</b> <ul style="list-style-type: none"> <li>• Date Aggregations and Date parts</li> <li>• Cross tab</li> <li>• Totals &amp; Subtotals</li> <li>• Bar Charts &amp; Stacked Bars</li> <li>• Line Graphs</li> <li>• Tree Map, Packed Bubble &amp; Word Cloud</li> <li>• Scatter Plots</li> <li>• Blended Axis</li> <li>• Dual Axis</li> <li>• Edit axis</li> <li>• Parts of Views</li> <li>• Sorting</li> <li>• Reference lines &amp; Trend lines</li> <li>• Forecasting</li> </ul>	<b>Analysis – 2</b> <ul style="list-style-type: none"> <li>• Filters</li> <li>• Context filters</li> <li>• Sets In/Out Sets Combined Sets</li> <li>• Grouping</li> <li>• Bins/Histograms</li> <li>• Hierarchies</li> </ul>	<b>Maps</b> <ul style="list-style-type: none"> <li>• Explain latitude and longitude</li> <li>• Default location/Edit locations</li> <li>• Custom Geo Coding</li> </ul>

<p><b>25.07.2014</b> <b>Friday</b></p>	<p><b>Calculated Fields</b> Working with aggregate versus disaggregate data</p> <ul style="list-style-type: none"> <li>• Explain - #Number of Rows</li> <li>• Basic Functions (String, Date, Numbers etc)</li> <li>• Usage of Logical conditions</li> </ul> <p>Table Calculations</p> <ul style="list-style-type: none"> <li>• Explain scope and direction</li> <li>• % total, running calculations etc</li> </ul>	<p><b>Parameters</b></p> <ul style="list-style-type: none"> <li>• Using Parameters in</li> <li>• Calculated fields</li> <li>• Bins</li> <li>• Top/Bottom N Display Options (Dynamic Dimension/Measure Selection)</li> </ul> <p>Building Interactive Dashboards</p> <ul style="list-style-type: none"> <li>• Combining multiple visualizations into a dashboard (overview)</li> <li>• Making your worksheet interactive by using actions <ul style="list-style-type: none"> <li>o Filter</li> <li>o URL</li> <li>o Highlight</li> </ul> </li> </ul>	<p><b>Formating</b></p> <p>Options in Formatting your Visualization</p> <ul style="list-style-type: none"> <li>• Working with Labels and Annotations</li> <li>• Effective Use of Titles and Captions</li> </ul> <p>Saving and Sharing your work</p>	<p><b>Working with Data</b></p> <ul style="list-style-type: none"> <li>• Multiple Table Join</li> <li>• Data Blending</li> <li>• Difference between joining and blending data, and when we should do each.</li> <li>• Working with the Data Engine / Extracts</li> <li>• Working with Custom SQL</li> <li>• Toggle between to Direct Connection and Extracts</li> </ul> <p>Working with Tableau Server</p>
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**Tea Break: 1115 to 1130 hours**

**Lunch Break: 1300 to 1400 hours**

**Coffee Break: 1515 to 1530 hours**

