

Tableau Desktop & Data Analyst

Turn raw data into clear, interactive Tableau dashboards that decision-makers actually use.

DURATION

3 days · 24 hours

LEVEL

Intermediate

CURRICULUM

10 modules · 6 labs

DELIVERY

Live online, Onsite,
Corporate

Course overview

Tableau is one of the most widely used analytics tools in Indian and Gulf organisations, and analysts who can build trustworthy, well-designed dashboards are in steady demand. This three-day course takes you from connecting to data through to publishing polished, interactive dashboards.

Day one covers connecting to and preparing data: data sources, relationships and joins, unions, extracts versus live connections, data interpreter and cleaning flows in Tableau Prep. You will then build core charts and learn how dimensions, measures, discrete and continuous fields shape every view.

Day two focuses on analysis: calculated fields, logical and date functions, table calculations, level of detail expressions, parameters, sets, groups, bins and filters, including the order of operations that often confuses learners. You will also add trend lines, reference lines and forecasts.

Day three is about communicating: dashboard layout, actions, interactivity, accessibility, colour and storytelling, followed by publishing and sharing content on Tableau Cloud or Server, permissions and refresh schedules. It ends with an exam readiness session.

This course is aligned to the Tableau Certified Data Analyst exam. Tableau certifications are now managed through Salesforce and have changed in recent years, so please confirm the current exam on the official site before booking.

Highlights

- 24 hours of live, trainer-led sessions
- Hands-on in Tableau Desktop and Tableau Prep
- Calculations, LOD expressions and table calculations
- Dashboard design and storytelling principles
- Practice questions with review

What's included

- Tableau Desktop and Tableau Prep labs
- LOD expressions and table calculations explained clearly
- Dashboard design principles and critique
- Publishing and permissions on Tableau Cloud
- Realistic business datasets
- Course completion certificate from Ace Skills Consulting
- Post-training doubt support

Who this course is for

Who should attend

- Data and business analysts
- MIS and reporting professionals
- Excel power users moving to visual analytics
- Managers who build or review dashboards

Prerequisites

- Comfort working with spreadsheets and tabular data
- Basic understanding of joins and aggregations is helpful
- A laptop able to run Tableau Desktop (trial guidance provided)

Detailed curriculum — 3 days, 24 hours, 10 modules, 6 hands-on labs

Day 1 Connecting, Preparing and Visualising Data

8 hours

1.1 Connecting to data

- Data sources and connectors
- Unions
- Data interpreter
- Relationships vs joins
- Live connections vs extracts

LAB Connect and relate three sales tables · 40 min

1.2 Tableau Prep

- Flows and steps
- Aggregating and joining
- Cleaning and pivoting
- Outputs

LAB Clean and shape a messy dataset in Tableau Prep · 50 min

1.3 Building views

- Dimensions and measures
- Core chart types
- Hierarchies and drill-down
- Discrete and continuous fields
- Maps

Day 2 Calculations and Analysis

8 hours

2.1 Calculated fields

- Logical, string and date functions
- Handling nulls
- Aggregate vs row-level calculations

LAB Build KPI calculations for a sales review · 40 min

2.2 Advanced calculations

- Table calculations
- Parameters
- Level of detail expressions: FIXED, INCLUDE, EXCLUDE

LAB Cohort analysis with LOD expressions · 50 min

2.3 Organising and filtering

- Groups, sets and bins
- Context filters
- Filter types and order of operations

2.4 Analytics pane

- Reference lines and bands
- Forecasting
- Trend lines
- Clustering

3.1 Dashboard design

- Layout and containers
- Parameter actions
- Stories
- Filter, highlight and URL actions
- Colour, accessibility and mobile layouts

LAB Build an interactive executive dashboard · 60 min

3.2 Publishing and sharing

- Publishing to Tableau Cloud or Server
- Extract refresh schedules
- Permissions
- Subscriptions and alerts

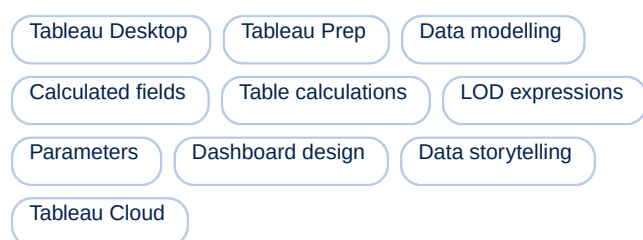
LAB Publish and secure a dashboard · 30 min

3.3 Exam readiness

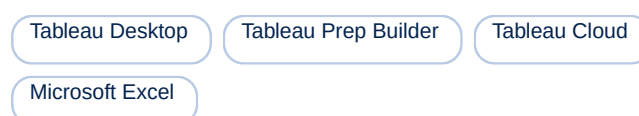
- Domain review
- Question styles
- Practice questions with review

Skills and tools

Skills you will build



Tools used in class



Certification exam

This course is aligned to the exam below and prepares you for it. The exam itself is booked and taken with the vendor.

Exam	Tableau Certified Data Analyst
Exam code	Tableau Data Analyst
Official page	https://www.tableau.com/learn/certification

Exam skill areas covered

Includes all exam areas: data data
Preparation and maintenance content

Exam details are pending verification. Confirm the current exam code, format and fee on the official vendor page before booking.

Frequently asked questions

Which Tableau certification does this prepare for?

It is aligned to the Tableau Certified Data Analyst exam. Tableau credentials have changed in recent years, so we confirm the current exam with you before booking.

Do I need a Tableau licence?

No. We help you set up a trial or free edition for the course.

Is this suitable for beginners?

Yes, if you are comfortable with spreadsheets. The course builds from basic charts to advanced calculations.

Can we use our own data?

For corporate batches, yes — we can build exercises around anonymised internal data.

Book a batch or talk to an advisor

Course page: aceskillsconsulting.com/course/tableau-desktop-and-data-analyst · Email: info@aceskillsconsulting.com

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