

**Tableau for Advanced Dashboard Design**

**Course Number:** TAB-116  
**Duration:** 2 days

**Overview**

This live, private Tableau for Advanced Dashboard Design training course teaches attendees how to create attractive and user-friendly charts, infographics, and dashboards in Tableau. If desired, we can workshop with your team's own data.

Note: for added modules on interactivity, this course may be extended to 3 days.

**Prerequisites**

Students must have taken Accelebrate's [Intermediate Tableau course](file:////training/tableau-intermediate) or have the equivalent experience. Having at least 3 months of experience using the tool (including writing calculations) is strongly recommended.

**Materials**

All Tableau training students receive comprehensive courseware.

**Software Needed on Each Student PC**

* Tableau Desktop
* Microsoft Excel 2016 or later
* Internet access
* Related data and lab files that Accelebrate would provide

**Objectives**

* Format Worksheets
* Create Dashboards
* Create and import custom shapes, color palettes, and charts
* Produce templates for seamless consistency across an organization
* Create Content

**Outline**

* Introduction
* Entire Workbook vs. One Sheet
* Navigation Pane
* Formatting Pane
  + Fonts
  + Alignment
  + Shading
  + Borders
  + Lines
* Marks Card
  + Text
    - Using fields for dynamic text
    - Dummy fields for static text
  + Shapes
    - Custom shapes
  + Color
    - Custom color palettes
    - Adding borders
  + Size
* Titles and Captions
  + With static and dynamic text
  + Instead of color legends
* Cleaning up the View
* Annotations
* Leveraging Dual-Axis and Dummy Fields
  + Custom charts
  + Customized text
* Reference Lines
* Duplicating sheets
* Objects
  + Containers
    - Show/Hide
    - Selecting and formatting
  + Custom images
    - Background
    - Foreground
  + Text
  + Blank Pieces
  + Floating vs Tiled
* Custom Shapes
  + Using PPT
  + Icons
* Layout Tab
  + Custom Size
  + Borders
  + Background
  + Padding
* Bring in Own Data and Big Ideas (Optional)
  + Sketch out Ideas
  + Design Elements
    - outside images/shapes
* Conclusion