

**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