

**Introductory Training for Tableau Desktop Pro  
Hosted by OCTO**

**Class Agenda**

***Day 1***

*9:00 to 10:30*

Introduction and Overview

- OCTO Data Team
- Class introductions
- Course overview and objectives

Getting Started

- Quick Dashboard Demonstration
- Key Tableau Concepts

Connecting to Your Data

- Navigating the Data Source Area
- Connection Options

Preparing Your Data

- Metadata Preparation

*10:30 to 10:35*

Break

*10:35 to 12:00*

Creating Simple Views

- Navigating the Worksheet Area
- Data Exploration and Preparation

*12:00 to 1:00*

Lunch

*1:00 to 2:30*

Tableau Analysis Tools

- Enhancing Views
- Tableau Analysis Tools

*2:30 to 2:35*

Break

*2:35 to 4:30*

Self-guided exercises

*4:30 to 4:35*

Feedback form

## ***Day 2***

*9:00 to 10:30*

Tableau Analysis Tools

- Detailed Agency Analysis
- Geographic Maps

*10:30 to 10:35*

Break

*10:35 to 12:00*

Creating Dashboards

- Building Interactive Dashboards
- Formatting and Visual Best Practices

*12:00 to 1:00*

Lunch

*1:00 to 2:00*

Sharing Dashboards and Workbooks

- Tableau Server
- Sharing workbooks internally and externally

*2:00 to 2:05*

Break

*2:05 to 4:00*

Self-guided exercise

*4:00 to 4:05*

Feedback Form