



# WORKSHOP ON TABLEAU ONLINE – THE BASICS OF BUSINESS REPORTING



**Date:** October 19 & 20, 2023 (Thursday & Friday)  
**Time:** 09:00 a.m. – 05:00 p.m.  
**Venue:** AICB Centre of Excellence, Kuala Lumpur  
**Total CPD Hours:** 16 hours



**Fee:** MICPA & CAANZ Members / Approved Training Employer (ATE): - **RM800.00**  
 Non-Members: - **RM1,000.00**

## ▶ INTRODUCTION ◀

Tableau is an easy-to-use BI tool, this class Suitable for Participant wish to explore new BI tool and its feature, explore faster method to create Report and dashboard. Participant should be comfortable handling excel formula.

### ▶ MINIMUM SYSTEM REQUIREMENTS

- Laptop / Notebook with a minimum of 16GB RAM
- Installation of Tableau Public Desktop (most updated version)

### ▶ WORKSHOP OBJECTIVES

Participants will be able to:

- Explain Tableau License Type
- Import data into Tableau desktop.
- Perform data cleansing.
- Create Report, Dashboard and Publish to Tableau Public

## PROGRAMME OUTLINE

09:00 AM - 05:00 PM

### DAY 1

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| <ul style="list-style-type: none"> <li>▶ <b>Registration</b></li> <li>▶ <b>Basic Tableau Features</b> <ul style="list-style-type: none"> <li>• Overview of Tableau</li> <li>• Explore Tableau Interface</li> <li>• Dimension and Measure</li> <li>• Continuous and Categorical Data</li> <li>• Create Folder and Hierarchy</li> </ul> </li> <li>▶ <b>Data Modelling</b> <ul style="list-style-type: none"> <li>• Data Sources &amp; Extract</li> <li>• Relationship vs Data Join vs Blending</li> <li>• Create Views from Data</li> <li>• Aggregations</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▶ <b>Data Transformation</b> <ul style="list-style-type: none"> <li>• Data Interpreter</li> <li>• Split &amp; Merge Fields</li> <li>• Pivot Data</li> <li>• Data Source Filter</li> <li>• Organize Data by Group &amp; Set</li> </ul> </li> <li>▶ <b>Calculation &amp; Parameter</b> <ul style="list-style-type: none"> <li>• Create Calculated Fields</li> <li>• Filter By Parameter</li> <li>• Add Calculation to Parameter</li> <li>• Dynamic View</li> </ul> </li> </ul> |
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### DAY 2

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| <ul style="list-style-type: none"> <li>▶ <b>Data Analytics</b> <ul style="list-style-type: none"> <li>• Reference Line</li> <li>• Average Line</li> <li>• Trend Line</li> <li>• Forecast</li> <li>• Clustering</li> </ul> </li> <li>▶ <b>Level of Expression</b> <ul style="list-style-type: none"> <li>• Level of Expression (LOD)</li> <li>• Fixed LOD</li> <li>• Include LOD</li> <li>• Exclude LOD</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▶ <b>Dashboard and Story</b> <ul style="list-style-type: none"> <li>• Create a Dashboard</li> <li>• Add Dashboard Actions</li> <li>• Create a Story</li> </ul> </li> <li>▶ <b>Q &amp; A &amp; End of Session</b></li> </ul> |
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## SPEAKER'S PROFILE



**Mr. Jack Lee Cheong Loong**, equipped with 23 years of working experience in multiple roles and departments, is actively delivering high-demand courses and training for Microsoft Power Platform, which encompasses Power Apps, Power Automate and Power BI. Mr. Lee specializes in R & Python programming, Excel Dashboard for Business analysis, Data Visualization with Tableau, and Citizen Data Scientist (OpenCertHub). Professionally, Mr. Lee has been certified in Train The Trainer program recognized by HRDF, accredited in the Citizen Data Scientist Trainer program recognized by CPFA, qualified with a Professional Certificate in Big Data & Analytics, endorsed by Microsoft Office as an

Excel 2016 Specialist and a verified Tableau Desktop Specialist. Also, he possesses a wide range of project management experience through diversified projects and industries at domestic and international locations.