

Regional Capacity Building and Knowledge Institute, Nagpur

Course Name : Course on Data Analytics with Tableau

Duration : 19-01-2026 to 21-01-2026 (3 Days)

Target Group : Group B and C

Learning objectives : After attending this training programme, participants will be able to use Tableau tool for importing, analysing and creating different visualizations, dashboards and story.

Pre Requisite : Participants should be familiar with MS Access, MS Excel and IDEA.

Prior Reading : C&AG's Guidelines on Data Analytics
<https://cag.gov.in/uploads/guidelines/Guidelines-on-Data-Analytics-book-05de4f7fd52e565-67820093.pdf>

Course Co-ordinator:- Y. Siril Paul Bob, Sr.AO, CF (IS) (C)

Day/Date	Session I 10.00 to 11.15	Session II 11.30 to 12.45	Session III 14.15 to 15.30	Session IV 15.45 to 17.00
Day –I 19-01-2026 Monday	Inaugural address Shri Dattaprasad Shirsat Principal Director	Principles of Visualisation- <ul style="list-style-type: none">Consolidation of ConceptsData Analytic Principles and ApproachesDifferent type of charts their usage Shri Venkatesh Jinukala AAO/eHRMS	Data analysis through Tableau <ul style="list-style-type: none">Tableau- IntroductionTableau- Importing Excel FileTableau – Dimensions and measuresDifferent Visualisations (ShowMe)Understanding discrete and continuous data Shri L. G. Bhute SAO (Retd.)	
	Entry Knowledge Test Introduction to Data Analytics: Basic Concepts of Data, Types of data, Types of analytics, CAG’s guidelines on Data Analytics Y. Siril Paul Bob, Sr.AO, CF (IS) (C)			
Day –II 20-01-2026 Tuesday	Tableau: <ul style="list-style-type: none">Different Products: Creator, Explorer and Viewer licenses.Using Pages, Filters and Marks cardCreating Groups and SetCreating Parameter Shri L. G. Bhute SAO (Retd.)		Tableau: <ul style="list-style-type: none">Importing Text/CSV data andCreating Calculated fieldsCreating HierarchyCreating Dashboard and Story Y. Siril Paul Bob Sr. AO, CF (IS) (C)	
Day-III 21-01-2026 Wednesday	Tableau Exercise/ Case Study: Analysing data, Deriving Insights, Identifying risk areas; building dashboards. Y. Siril Paul Bob, Sr.AO, CF (IS) (C)		End Course Evaluation Test Y. Siril Paul Bob, Sr.AO, CF (IS) (C)	Feedback and Valediction Shri Dattaprasad Shirsat Principal Director

Time Schedule: Session I – 10.00 AM to 11.15 AM, Session II- 11.30 AM to 12.45 PM

Session III – 02.15 PM to 03.30PM, Session IV – 03.45 PM to 05.00 PM

Tea breaks: 11.15 AM to 11.30 AM and 03.30 PM to 03.45 PM.

Lunch Break : 12.45 PM to 02.15 PM