

Regional Capacity Building and Knowledge Institute, Nagpur

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| 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 |
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| Day –I 19-01-2026 Monday | <p>Inaugural address Shri Dattaprasad Shirsat Principal Director</p> <p>Entry Knowledge Test</p> <p>Introduction to Data Analytics: Basic Concepts of Data, Types of data, Types of analytics, CAG's guidelines on Data Analytics</p> <p>Y. Siril Paul Bob, Sr.AO, CF (IS) (C)</p> | <p>Principles of Visualisation-</p> <ul style="list-style-type: none"> • Consolidation of Concepts • Data Analytic Principles and Approaches • Different type of charts their usage <p>Shri Venkatesh Jinukala AAO/eHRMS</p> | <p>Data analysis through Tableau</p> <ul style="list-style-type: none"> • Tableau- Introduction • Tableau- Importing Excel File • Tableau – Dimensions and measures • Different Visualisations (ShowMe) • Understanding discrete and continuous data | Shri L. G. Bhute SAO (Retd.) |
| Day –II 20-01-2026 Tuesday | <p>Tableau:</p> <ul style="list-style-type: none"> • Different Products: Creator, Explorer and Viewer licenses. • Using Pages, Filters and Marks card • Creating Groups and Set • Creating Parameter <p>Shri L. G. Bhute SAO (Retd.)</p> | | <p>Tableau:</p> <ul style="list-style-type: none"> • Importing Text/CSV data and • Creating Calculated fields • Creating Hierarchy • Creating Dashboard and Story | Y. Siril Paul Bob Sr. AO, CF (IS) (C) |
| Day-III 21-01-2026 Wednesday | <p>Tableau Exercise/ Case Study:</p> <p>Analysing data, Deriving Insights, Identifying risk areas; building dashboards.</p> <p>Y. Siril Paul Bob, Sr.AO, CF (IS) (C)</p> | | 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