

**Tableau Workshop: Dashboard Design Tips and Tricks**

**Course Number:** TABWS-104  
**Duration:** 0.5 days

**Overview**

This half-day Tableau workshop, Dashboard Design Tips and Tricks, teaches participants how to leverage the formatting panes and dashboard objects to create visually appealing dashboards.

**Prerequisites**

All students must have experience building charts and dashboards in Tableau.

**Materials**

Attendees receive a copy of the instructor’s presentation in electronic format.

**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**

* Understand the different aspects of the formatting pane for worksheets and dashboards.
* Create and use custom shapes for icons
* Create and use custom shapes for dashboard elements
* Create custom color palettes
* Clean up the view and increase the data to ink ratio
* Use floating and tiled containers strategically
* Create a collapsible container for filters
* Use the layout tab for dashboard formatting
* Create a cleaner dashboard using your own data

**Outline**

* Introduction
* The Formatting Pane for Worksheets and Dashboards
  + Formatting the sheet versus the entire workbook
  + Fonts
  + Alignment
  + Shading
  + Borders
  + Lines
* Custom Shapes and Icons
* Custom Shapes and Dashboard Elements
* Custom Color Palettes
* Cleaning up the View
* Floating and Tiled Containers
* Collapsible Containers for Filters
* Dashboard Formatting
  + Borders
  + Padding
  + Sizing
  + Background
* Creating a Cleaner Dashboard
* Conclusion