

# Zoho Analytics for Beginners



## About

Learn Zoho Analytics from anywhere with our live online training. Our instructor-led programs will help you get the most out of your subscription. Whether you're just getting started or been with us for a while, our training programs will help you grow your skills and become a data and analytics expert.

## Zoho Analytics for Beginners

---

This course is designed to help you quickly kick-start your analytics journey & gain expertise in Zoho Analytics. We will walk you through the basics of Zoho Analytics, end-to-end, starting from data import and modeling, creating reports & dashboards, Ask Zia, sharing & publishing insights, user management, & more

### Module 1: Introduction

- What is BI?
- Getting started with Zoho Analytics - Terminologies & Workflows

### Module 2: Importing Data

- From Files, Feeds, and Cloud Storage
- From Local and Cloud databases
- From Zoho Applications
- From other Business Applications

### Module 3: Data Modeling

- Building powerful Formulas
- Formatting Tables & Custom Sorting
- Lookups & Data Blending



## Module 4: Creating Reports

- Building Charts, Pivot Tables, Tabular Views, and Summary Tables
- Applying Filters
- Customizing Reports
- Chart picker guide
- Ask Zia

## Module 5: Creating Dashboards

- Creating a Dashboard
- Adding KPI Widgets
- Adding User Filters
- Customizing Dashboards
- Timeline Filter and Merging User Filters

## Module 6: Sharing and Publishing

- Sharing Reports and Dashboards
- Publishing Embedded Views
- Generating a Permalink
- Creating a Slideshow
- Commenting
- Exporting and Emailing

## Module 7: Exporting and Emailing

- Exporting and Emailing a view
- Exporting and Emailing multiple views
- Exporting and Emailing a dashboard



## Module 8: User Roles and Organization

- Adding Users
- Managing Users
- Roles in Zoho Analytics





Trusted by more than  
**50 million** users globally,  
in **180+ countries**

**Zoho Corporation**

4141 Hacienda Drive  
Pleasanton, CA 94588

[support@zohoanalytics.com](mailto:support@zohoanalytics.com)

**Zoho Corporation**

6800 Burleson Rd,  
Building 310, Suite 200,  
Austin, TX 78744

Call us at: **+1 888 900 9646**