




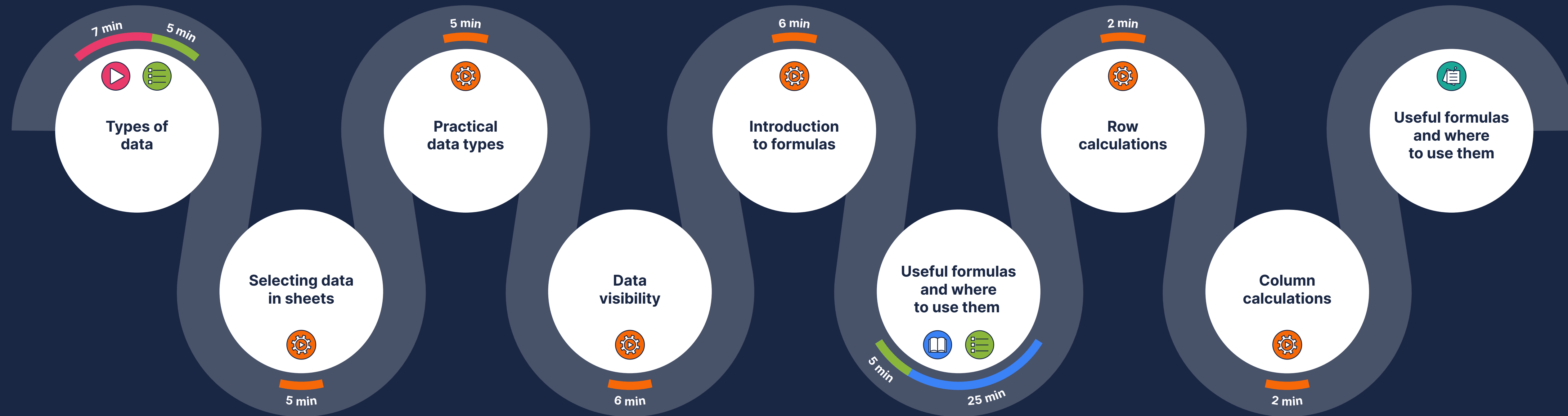


An introduction to using data

To be able to draw meaningful insights from a spreadsheet dataset, we need to understand **how to use data**. This helps us transform our dataset from **raw, unprocessed data** to **information** that can be used to make decisions.

In this lesson, we will **be introduced to using data in spreadsheets** as we look into **why** it is necessary. By the end of this lesson, you will be able to **identify the different data types** in spreadsheets, know **when and how to make data visible**, as well as know how to **use a few functions** in spreadsheets.

 Slide deck	 Knowledge questions
 Video	 Reference card
 Walk-through	



Learning objectives

- List the different types of data and be able to describe them.
- Understand how to select data in spreadsheets.
- Understand how to format data in spreadsheets.
- Identify and use a few spreadsheet functions.
- Do row and column calculations in spreadsheets.

