



# Learning Log: Organize your data in a table

## Instructions

You can use this document as a template for the learning log activity: Organize your data in a table. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: [Learning Log: Organize your data in a table](#).

<b>Date:</b> <enter date>	<b>Course/topic:</b> Course 1: Foundations: Data, Data Everywhere			
	<b>Learning Log:</b> Organize your data in a table			
<b>Now it's your turn!</b>	Now, you can create a table for your data. You can use Google Docs, Microsoft Word, or draw a table with pen and paper. To create your table, follow the instructions for your preferred method:			
	<b>How to create a table in Google Docs</b> To create a table in a Google Doc, navigate to the toolbar at the top of the document. Click Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want. For step by step directions visit: <a href="#">Add and edit tables</a>			
	<b>How to create a table in Microsoft Word</b> To create a basic table in Microsoft Word, navigate to the toolbar at the top of the document. Click Insert > Table and move the cursor over the grid until you highlight the number of columns and rows you want. For step by step directions visit: <a href="#">Microsoft Word Insert a Table</a>			
	<b>A third option: pen and paper!</b> If you want to create your learning log using pen and paper, that's just fine! You can draw your table manually, and fill in the data. You can consider adding extra empty rows for future data, if you decide to continue recording data.  After you create your table you can move on to the reflection.			
	DATE	UNLOCK SCREEN	COLD DAY	DRUNK COFFEE



	19	7	0	0
	20	20	1	1
<b>Reflection:</b>	Write 3-5 sentences (60-100 words) in response to the question below.			
<b>Question and response:</b>	Reflect on, and address, the opportunities in your personal life or current job to organize data into tables. <i>By organizing, all the information that I currently produce will give me the opportunity to analyze it in the future. Also, I think that the most important stage in the data process is the Prepare phase. Because the data is the heart of all this operation, if the data is badly organized, protected, generated it will contain bias and unstructured, types, and formats.</i>			