

## Week 4: Verifying & Reporting

### Verification

A process to confirm that a data-cleaning effort was well executed and the resulting data is accurate & reliable.

Involves:-

- Rechecking the work (cleaning work)
- Doing some MANUAL cleanups
- Taking a moment to sit back & think about the original purpose of data.

"Verification lets you catch the mistakes before you begin analysis"

The other part of this process is "Reporting".

"Reporting can show your teammates that you are 100 percent transparent about your data cleaning"

Impresses  
SK!

# Change Log:

A file containing a chronological ordered list of modifications made to a project.

"Don't rush! Be accurate."

Take pauses. Be Accurate."

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The **First Step** is to going back to the original dataset (unclean) and compare it with what you have now.

- Like in the unclean data, there were nulls... see are they now?
- Like you corrected some spelling... are all spelling corrected now?

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The **Second Step** is to take a

Big-Picture View of the project.

○ Taking a big picture view of your project ~~lets~~ lets you to confirm you're actually focusing on the business problem

& your data is capable of solving that problem.

### What to do for Big Picture?

1. Consider the business problem.
2. Goal of the project.
3. Consider if data is capable.

Tip:

Ask your teammate about review of the data & get fresh feedback.

"Like testing on whether the car is safe before letting it to run on the road".



When the error can't be fixed manually  
Create Pivot table

Use ~~COUNT~~ COUNTA function which is  
value counts of  
 Parameter

Use CASE SELECT

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CASE

WHEN col = " "

THEN " "

ELSE " "

END

from here the same week-4 is  
 continued in another book.

Ayush & Shresh

# Google Data Analyst

Page No.

Date

Part - 2

week 4 is continued from course 4.

So, what is overall included in Data Verification?

CHECKLIST.

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Make sure you identified the most common problems and corrected them following:

- Source of errors:
- NULL Data: Did you search NULLs with CF and filtering bar?
- Misspelled Word: Did you locate misspellings?
- Mistyped numbers: Check numbers by visualizing and sorting
- Extra spaces & characters:
- Duplicates:
- Mismatched Datatype:
- Inconsistent Strings: Make sure cell strings are consistent and meaningful?



- Inconsistent Date format. : . .
- Misleading column names : Oh, I do it first!
- Truncated data : ?
- Business Logic : Did you check that whether your data makes sense given your business logic?

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Now, that we have corrected everything we need ~~to~~ to address what we corrected.

## Through - Documentation

The process of tracking changes, additions, deletions and errors involved in your data cleaning effort.

Because Documentation  
lets us to see :

- ~~Recover~~ Recover data-cleaning errors  
(Instead of searching head to  
try to recall ...)
- Lets you inform others of changing
- Determine quality of data

### Change Log :

A file containing a chronologically  
ordered list of modifications made to the  
project.

Sheets : Version History  
SQL : Query History

Make a file - Write changes there.