

Data Technician

Week 1

Introduction to Data & Excel

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Course Date: 27/01/2025 to 30/01/2025

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Day 1: Task 1

Please complete the below boxes on common laws and regulations that must be followed when working with customer data, use the below bulleted list to support your answers.

- What is it
- Why is it important
- Provide a real-world example of how you can follow it
- How does it impact working with data
- What could happen if you breached it

Data Protection Act

The Data Protection Act (DPA) is a law that regulates the processing of personal data, ensuring that individuals' information is handled fairly, lawfully, and securely. It protects people and lays down rules about how data about people can be used by organisations, businesses or the government.

Importance of Data Protection Act:

1. Protects individuals' rights and freedoms, particularly their right to privacy.
2. Promotes transparency and accountability in data handling practices.
3. Helps prevent data breaches and cyber-attacks.
4. Ensures that organizations handle personal data in a responsible and secure manner.

Real-world example how to follow Data Protection Act:

Suppose you're a marketing manager at a company, and you're collecting email addresses from customers to send newsletters. To follow the DPA, you would:

1. Clearly inform customers that you're collecting their email addresses and explain how you'll use them.
2. Obtain explicit consent from customers before sending them newsletters.
3. Provide an easy way for customers to opt-out of receiving newsletters.
4. Store the email addresses securely and only share them with authorized personnel.



GDPR

Impact on working with data:

The DPA has a significant impact on working with data, as it requires organizations to:

1. Implement robust data protection policies and procedures.
2. Conduct regular data audits and risk assessments.
3. Train employees on data protection best practices.
4. Use secure technologies and encryption methods to protect personal data.
5. Respond promptly to data breaches and notify affected individuals.

Consequences of breaching the DPA:

If an organization breaches the DPA, it can face:

1. Significant fines: Up to £17 million or 4% of the organization's global annual turnover.
2. Reputation damage: Loss of customer trust and damage to the organization's reputation.
3. Legal action: Individuals can take legal action against the organization for damages.
4. Regulatory action: The relevant data protection authority can take enforcement action, including audits and inspections.

The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information from individuals who live in and outside of the European Union (EU). Although the UK has left the EU, the GDPR has been incorporated into UK law as the UK GDPR.

Importance of GDPR:

1. Protects individuals' personal data and rights.
2. Promotes transparency and accountability in data handling practices.
3. Helps prevent data breaches and cyber-attacks.
4. Ensures that organizations handle personal data in a responsible and secure manner.

Real-world example how to follow GDPR:

Suppose you're a UK-based charity that collects donations and stores donor information. To follow UK GDPR, you would:

1. Clearly inform donors about the personal data you collect (e.g., names, addresses, phone numbers) and explain how you'll use it.
2. Obtain explicit consent from donors before collecting and processing their personal data.



3. Provide donors with easy access to their personal data and allow them to correct or delete it.
4. Implement robust security measures to protect donor data, such as encryption and secure payment processing.

Impact on working with data:

UK GDPR has a significant impact on working with data, as it requires organizations to:

1. Conduct data protection impact assessments to identify and mitigate data protection risks.
2. Implement data protection by design and by default, ensuring that data protection is integrated into all processes and systems.
3. Appoint a Data Protection Officer (DPO) to oversee data protection compliance.
4. Establish clear data retention and deletion policies.
5. Use secure technologies and encryption methods to protect personal data.

Consequences of breaching UK GDPR:

If an organization breaches UK GDPR, it can face:

1. Significant fines: Up to £17 million or 4% of the organization's global annual turnover.
2. Reputation damage: Loss of customer trust and damage to the organization's reputation.
3. Legal action: Individuals can take legal action against the organization for damages.
4. Regulatory action: The Information Commissioner's Office (ICO) can take enforcement action, including audits and inspections.
5. Suspension or ban on data processing: In severe cases, the ICO can suspend or ban data processing activities.

Freedom of Information Act

The Freedom of Information Act (FOIA) is a law that allows individuals to access information held by public authorities, such as government departments, local councils, and other public bodies. The FOIA aims to promote transparency, accountability, and openness in government.

Importance of Freedom of Information Act:

1. Promotes transparency: **FOIA** allows citizens to access information, enabling them to hold public authorities accountable for their actions.
2. Encourages accountability: By providing access to information, **FOIA** helps to prevent corruption, mismanagement, and abuse of power.
3. Supports informed decision-making: **FOIA** enables citizens to make informed decisions by providing access to relevant information.

Real-world example how to follow FOIA:

Suppose you're a journalist investigating a local council's decision to develop a new housing project. To follow the FOIA, you would:

1. Submit a written request to the council, specifying the information you're seeking.
2. Clearly state your name and contact details.
3. Be prepared to pay a fee (if applicable) for the council to process your request.
4. Receive a response from the council within 20 working days, either providing the requested information or explaining why it cannot be disclosed.

Impact on working with data:

1. Data disclosure: Public authorities must disclose information upon request, unless exemptions apply.
2. Data management: Public authorities must maintain accurate and up-to-date records to facilitate information disclosure.
3. Transparency: **FOIA** promotes a culture of transparency, encouraging public authorities to be more open and accountable.

Consequences of breaching the FOIA:

1. Financial penalties: Public authorities may face fines or penalties for failing to comply with **FOIA** requests.
2. Reputation damage: Non-compliance can damage the reputation of public authorities and erode trust.
3. Investigations and enforcement: The Information Commissioner's Office (ICO) can investigate and enforce compliance with the **FOIA**.
4. Court action: Individuals can take court action against public authorities for failing to comply with **FOIA** requests.

The Computer Misuse Act (CMA) is a law in the United Kingdom that makes it a criminal offense to access or modify computer systems or data without authorization. The **CMA** aims to prevent and punish unauthorized access, use, or interference with computer systems, networks, and data.

Importance of Computer Misuse Act (CMA):

1. Protects computer systems and data: The **CMA** helps prevent unauthorized access, theft, or damage to computer systems and data.
2. Deters cybercrime: By making unauthorized access a criminal offense, the **CMA** deters individuals and organizations from engaging in cybercrime.
3. Promotes cybersecurity: The **CMA** encourages organizations to implement robust security measures to protect their computer systems and data.

Real-world example how to follow CMA:

Suppose you're an IT administrator at a company, and you need to access a colleague's computer to troubleshoot an issue. To follow the **CMA**, you would:

Computer Misuse Act



1. Obtain explicit permission from your colleague or supervisor before accessing the computer.
2. Ensure you have the necessary authorization and credentials to access the computer.
3. Only access the computer for the specific purpose of troubleshooting and avoid accessing any unauthorized data.
4. Document the access and any actions taken, including the reason for access and the outcome.

Impact on working with data:

1. Authorization and access controls: Organizations must implement robust access controls and ensure that only authorized personnel can access computer systems and data.
2. Data protection: The **CMA** emphasizes the importance of protecting data from unauthorized access, theft, or damage.
3. Incident response: Organizations must have incident response plans in place to respond to unauthorized access or other security incidents.

Consequences of breaching the CMA:

1. Criminal prosecution: Individuals who breach the **CMA** can face criminal prosecution, fines, and imprisonment.
2. Civil liability: Organizations can face civil liability for damages resulting from unauthorized access or other security incidents.
3. Reputation damage: Breaches of the **CMA** can damage an organization's reputation and erode trust with customers and partners.
4. Regulatory action: Regulators can take enforcement action against organizations that breach the **CMA**, including fines and penalties.



Day 2: Task 1

Please research and complete the following tasks within the retail-sales_dataset.xlsx document, paste a print screen into the provided boxes below:

1. In the sheet 'retail_sales_dataset' add all available data between columns **A – H** into a 'table'
2. Using the 'filter' function, filter 'Age' to 'largest to smallest'
3. Using the 'SUM' function, show me the commission total in cell '**P10**'
4. Using the 'AVERAGE' function, show me the average commission in cell '**P11**'

Print screen 1

Insaction ID	Date	Customer ID	Gender	Age	Product Category	Quantity	Price per Unit	Total Sales	Commission 2023
14	17/01/2023	CUST014	Male		64 Clothing	4	30	£120.00	£1.80
25	26/12/2023	CUST025	Female		64 Beauty	1	50	£50.00	£0.75
80	10/12/2023	CUST080	Female		64 Clothing	2	30	£60.00	£0.90
122	03/10/2023	CUST122	Male		64 Electronics	4	30	£120.00	£1.80
161	22/03/2023	CUST161	Male		64 Beauty	2	500	£1,000.00	£15.00
163	02/01/2023	CUST163	Female		64 Clothing	3	50	£150.00	£2.25
173	08/11/2023	CUST173	Male		64 Electronics	4	30	£120.00	£1.80
187	07/06/2023	CUST187	Female		64 Clothing	2	50	£100.00	£1.50
191	18/10/2023	CUST191	Male		64 Beauty	1	25	£25.00	£0.38
218	22/09/2023	CUST218	Male		64 Beauty	3	30	£90.00	£1.35
220	03/03/2023	CUST220	Male		64 Beauty	1	500	£500.00	£7.50
223	02/02/2023	CUST223	Female		64 Clothing	1	25	£25.00	£0.38
282	25/08/2023	CUST282	Female		64 Electronics	4	50	£200.00	£3.00
363	03/06/2023	CUST363	Male		64 Beauty	1	25	£25.00	£0.38
376	16/05/2023	CUST376	Female		64 Beauty	1	30	£30.00	£0.45
399	01/03/2023	CUST399	Female		64 Beauty	2	30	£60.00	£0.90
408	15/04/2023	CUST408	Female		64 Beauty	1	500	£500.00	£7.50
429	28/12/2023	CUST429	Male		64 Electronics	2	25	£50.00	£0.75
440	26/10/2023	CUST440	Male		64 Clothing	2	300	£600.00	£9.00
473	25/02/2023	CUST473	Male		64 Beauty	1	50	£50.00	£0.75
532	19/06/2023	CUST532	Female		64 Clothing	4	30	£120.00	£1.80
561	27/05/2023	CUST561	Female		64 Clothing	4	500	£2,000.00	£30.00
566	02/12/2023	CUST566	Female		64 Clothing	1	30	£30.00	£0.45
596	07/02/2023	CUST596	Female		64 Electronics	1	300	£300.00	£4.50
692	07/09/2023	CUST692	Female		64 Clothing	2	50	£100.00	£1.50
698	19/07/2023	CUST698	Female		64 Electronics	1	300	£300.00	£4.50
735	04/10/2023	CUST735	Female		64 Clothing	4	500	£2,000.00	£30.00
758	12/05/2023	CUST758	Male		64 Clothing	4	25	£100.00	£1.50
830	22/06/2023	CUST830	Female		64 Clothing	3	50	£150.00	£2.25
882	06/06/2023	CUST882	Female		64 Electronics	2	25	£50.00	£0.75
897	26/09/2023	CUST897	Female		64 Electronics	2	50	£100.00	£1.50
9	13/12/2023	CUST009	Male		63 Electronics	2	300	£600.00	£9.00
57	18/11/2023	CUST057	Female		63 Beauty	1	30	£30.00	£0.45
153	16/12/2023	CUST153	Male		63 Electronics	2	500	£1,000.00	£15.00
189	30/01/2023	CUST189	Male		63 Beauty	1	50	£50.00	£0.75
431	15/10/2023	CUST431	Male		63 Electronics	4	300	£1,200.00	£18.00

Print screen 2

Insaction ID	Date	Customer ID	Gender	Age	Product Category	Quantity	Price per Unit	Total Sales	Commission 2023
14	17/01/2023	CUST014	Male		64 Clothing	4	30	£120.00	£1.80
25	26/12/2023	CUST025	Female		64 Beauty	1	50	£50.00	£0.75
80	10/12/2023	CUST080	Female		64 Clothing	2	30	£60.00	£0.90
122	03/10/2023	CUST122	Male		64 Electronics	4	30	£120.00	£1.80
161	22/03/2023	CUST161	Male		64 Beauty	2	500	£1,000.00	£15.00
163	02/01/2023	CUST163	Female		64 Clothing	3	50	£150.00	£2.25
173	08/11/2023	CUST173	Male		64 Electronics	4	30	£120.00	£1.80
187	07/06/2023	CUST187	Female		64 Clothing	2	50	£100.00	£1.50
191	18/10/2023	CUST191	Male		64 Beauty	1	25	£25.00	£0.38
218	22/09/2023	CUST218	Male		64 Beauty	3	30	£90.00	£1.35
220	03/03/2023	CUST220	Male		64 Beauty	1	500	£500.00	£7.50
223	02/02/2023	CUST223	Female		64 Clothing	1	25	£25.00	£0.38
282	25/08/2023	CUST282	Female		64 Electronics	4	50	£200.00	£3.00
363	03/06/2023	CUST363	Male		64 Beauty	1	25	£25.00	£0.38
376	16/05/2023	CUST376	Female		64 Beauty	1	30	£30.00	£0.45
399	01/03/2023	CUST399	Female		64 Beauty	2	30	£60.00	£0.90
408	15/04/2023	CUST408	Female		64 Beauty	1	500	£500.00	£7.50
429	28/12/2023	CUST429	Male		64 Electronics	2	25	£50.00	£0.75
440	26/10/2023	CUST440	Male		64 Clothing	2	300	£600.00	£9.00
473	25/02/2023	CUST473	Male		64 Beauty	1	50	£50.00	£0.75
532	19/06/2023	CUST532	Female		64 Clothing	4	30	£120.00	£1.80
561	27/05/2023	CUST561	Female		64 Clothing	4	500	£2,000.00	£30.00
566	02/12/2023	CUST566	Female		64 Clothing	1	30	£30.00	£0.45
596	07/02/2023	CUST596	Female		64 Electronics	1	300	£300.00	£4.50
692	07/09/2023	CUST692	Female		64 Clothing	2	50	£100.00	£1.50
698	19/07/2023	CUST698	Female		64 Electronics	1	300	£300.00	£4.50
735	04/10/2023	CUST735	Female		64 Clothing	4	500	£2,000.00	£30.00
758	12/05/2023	CUST758	Male		64 Clothing	4	25	£100.00	£1.50
830	22/06/2023	CUST830	Female		64 Clothing	3	50	£150.00	£2.25
882	06/06/2023	CUST882	Female		64 Electronics	2	25	£50.00	£0.75
897	26/09/2023	CUST897	Female		64 Electronics	2	50	£100.00	£1.50
9	13/12/2023	CUST009	Male		63 Electronics	2	300	£600.00	£9.00
57	18/11/2023	CUST057	Female		63 Beauty	1	30	£30.00	£0.45
153	16/12/2023	CUST153	Male		63 Electronics	2	500	£1,000.00	£15.00
189	30/01/2023	CUST189	Male		63 Beauty	1	50	£50.00	£0.75
431	15/10/2023	CUST431	Male		63 Electronics	4	300	£1,200.00	£18.00

Print screen 3

Total Commission £6,840.00

Print screen 4

Average Commission £6.84



Day 2: Task 2

Please research and complete the following tasks within the retail-sales_dataset.xlsx document in Task 2 worksheet, paste print screens into the provided box below:

Student name	English	Mathematic	Science	Average	Highest score
Carol	75	85	85		
Ted	80	75	90		
Khan	85	75	80		
Harry	80	70	80		
Sarah	80	70	80		
John	65	80	70		
Linda	90	50	70		
Edward	55	80	60		
Mary	55	70	65		
Thomas	55	30	65		

Task

- 1) Apply filter and sorting to show the best students in each subject.
- 2) Calculate the average for all students and fill into Column E. (Use formula)
- 3) Using the =MAX fuction, tell me what the students highest score was in column F.
- 4) Apply filter and sorting to show the best student in this classroom by average.
- 5) Apply filter and sorting to show the best student in this classroom by highest score.
- 6) Use conditional formatting to clearly identify the highest and lowest average scores

Print screen 1

Student name	English	Mathematic	Scienc	Average	Highest scor
Ted	80	75	90	81.67	90
Carol	75	85	85	81.67	85
Khan	85	75	80	80.00	85
Harry	80	70	80	76.67	80
Sarah	80	70	80	76.67	80
John	65	80	70	71.67	80
Linda	90	50	70	70.00	90
Edward	55	80	60	65.00	80
Mary	55	70	65	63.33	70
Thomas	55	30	65	50.00	65

Task

- 1) Apply filter and sorting to show the best students in each subject.
- 2) Calculate the average for all students and fill into Column E. (Use formula)
- 3) Using the =MAX fuction, tell me what the students highest score was in column F.
- 4) Apply filter and sorting to show the best student in this classroom by average.
- 5) Apply filter and sorting to show the best student in this classroom by highest score.
- 6) Use conditional formatting to clearly identify the highest and lowest average scores



Day 2: Task 3

Using the skills developed today, have some fun with the data set you have imported.
Paste your work below and enjoy! Pivot Table and Slicers

Print screen 1

Title	Price	Column3	Column4
A Light in the ...	51.77	In stock	Add to basket
Tipping the Velvet	53.74	In stock	Add to basket
Soumission	50.1	In stock	Add to basket
Sharp Objects	47.82	In stock	Add to basket
Sapiens: A Brief History ...	54.23	In stock	Add to basket
The Requiem Red	22.65	In stock	Add to basket
The Dirty Little Secrets ...	33.34	In stock	Add to basket
The Coming Woman: A ...	17.93	In stock	Add to basket
The Boys in the ...	22.6	In stock	Add to basket
The Black Maria	52.15	In stock	Add to basket
Starving Hearts (Triangular Trade ...	13.99	In stock	Add to basket
Shakespeare's Sonnets	20.66	In stock	Add to basket
Set Me Free	17.46	In stock	Add to basket
Scott Pilgrim's Precious Little ...	52.29	In stock	Add to basket
Rip it Up and ...	35.02	In stock	Add to basket
Our Band Could Be ...	57.25	In stock	Add to basket
Olio	23.88	In stock	Add to basket
Mesaerion: The Best Science ...	37.59	In stock	Add to basket
Libertarianism for Beginners	51.33	In stock	Add to basket
It's Only the Himalayas	45.17	In stock	Add to basket

Day 3: Task 1

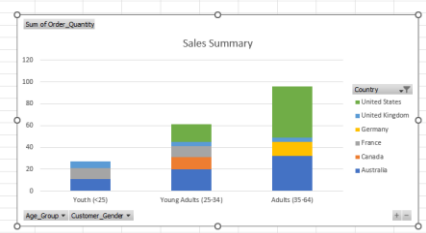
Please download the dataset 'Day_3_Task_1_Bike_Sales_Pivot_Lab.xlsx' from [here](#).

The lab instructions can be found [here](#). Do not worry if you do not complete the lab, just working with data and playing with the pivot table will be good experience.

Please paste your final pivot table below and complete the reflection questions:

Print screen 1

Sum of Order_Quantity	Column Labels	Australia	Canada	France	Germany	United Kingdom	United States	Grand Total
Row Labels								
Youth (<25)		11	0	10	0	6	0	27
Young Adults (25-34)		20	11	10	0	4	16	61
Adults (35-64)		32	0	0	13	4	47	96
Grand Total		63	11	20	13	14	63	184



In which markets does Germany have customers?

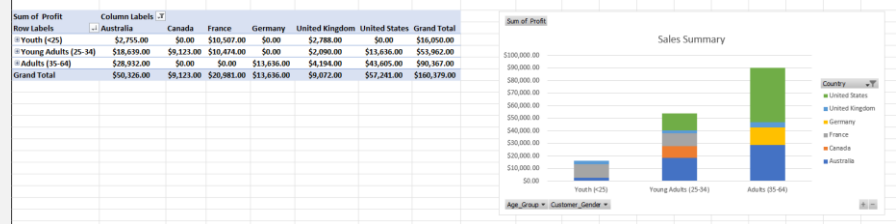
Adults



What country has sales in all markets?

Australia & United Kingdom

What are the most profitable markets by country, age group, and gender?



Most Profitable market by country- United States

Most Profitable market by age group – Adults (35-64)

Most Profitable market by gender - Female

Any other findings?

In Canada, Germany and United States there was no bike sales on Youth group.

In Canada and France there was no bike sales on adult female group.

In Germany bike sales only on Adult group.

Day 3: Task 2

The dataset below tracks the sales performance of different products in various counties in England. Please paste the dataset into a blank Excel workbook. Your task is to:

- **Create a Pivot Table** to summarise the data by county and product.
- **Use the SWITCH function** to categorise products based on their sales volume.

Dataset:

County	Product	Sales Volume
Yorkshire	Laptops	500
Yorkshire	Smartphones	200
Cornwall	Laptops	700
Cornwall	Printers	400
Lancashire	Smartphones	150
Lancashire	Laptops	600
Essex	Printers	800
Essex	Smartphones	300
Durham	Laptops	250
Durham	Printers	300
Greater Manchester	Smartphones	600
Greater Manchester	Laptops	400



Step 1: Create a Pivot Table

- Select the dataset (columns A to C).
- Insert a Pivot Table to summarise the data by **County** in the rows and **Products** in the columns. Use **Sales Volume** as the value to be summarised.

Step 2: Use the SWITCH Function

In a new column next to your data, use the SWITCH function to categorise products based on **Sales Volume** as follows:

- For sales greater than 600: **"High"**
- For sales between 300 and 600: **"Medium"**
- For sales less than 300: **"Low"**

SWITCH Function Example:

=SWITCH(TRUE, C2 > 600, "High", C2 >= 300, "Medium", "Low")
Apply this formula to each row, and check if the products are categorised correctly.

Submission:

- A completed Pivot Table summarising sales by county and product.
- A new column in the dataset categorising products by sales volume using the SWITCH function.
 - Please paste your completed work below

Print screen 1

Sum of Sales Volume				
Column Labels				
Row Labels	Laptops	Printers	Smartphones	Grand Total
Cornwall	700	400	0	1100
Durham	250	300	0	550
Essex	0	800	300	1100
Greater Manchester	400	0	600	1000
Lancashire	600	0	150	750
Yorkshire	500	0	200	700
Grand Total	2450	1500	1250	5200

A	B	C	D
County	Product	Sales Volume	Sales Classification
Yorkshire	Laptops	500	Medium
Yorkshire	Smartphones	200	Low
Cornwall	Laptops	700	High
Cornwall	Printers	400	Medium
Lancashire	Smartphones	150	Low
Lancashire	Laptops	600	Medium
Essex	Printers	800	High
Essex	Smartphones	300	Medium
Durham	Laptops	250	Low
Durham	Printers	300	Medium
Greater Manchester	Smartphones	600	Medium
Greater Manchester	Laptops	400	Medium



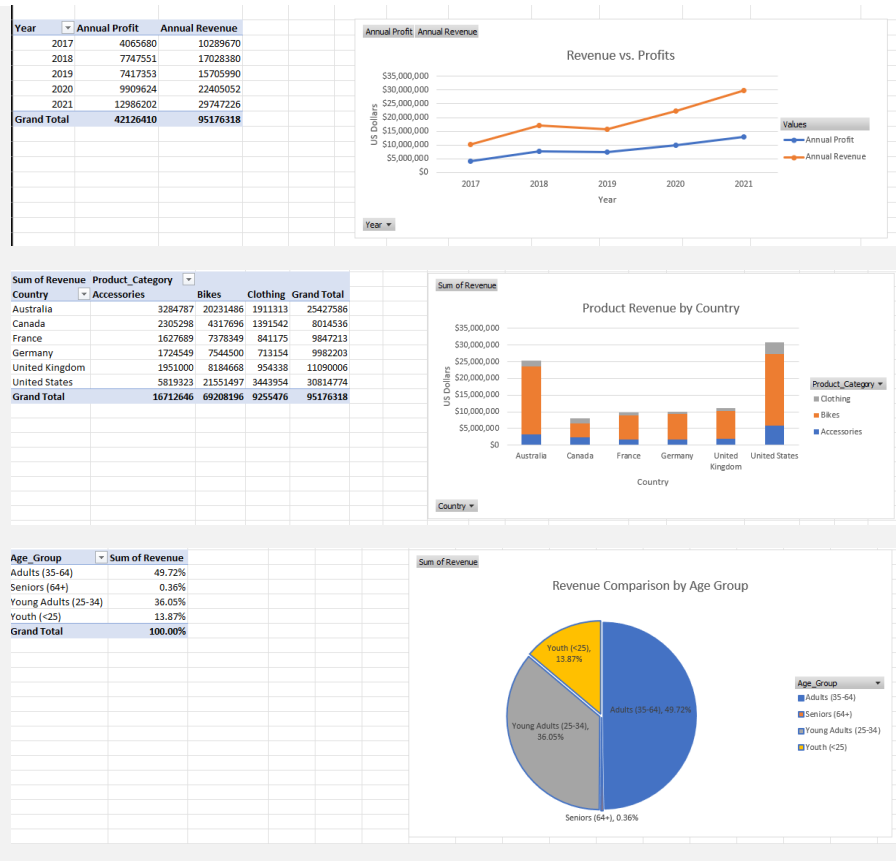
Day 3: Task 3

Please download the dataset 'Day_3_Task_3_Bike_Sales_Visualisations_Lab.xlsx' from [here](#).

The lab instructions can be found [here](#). Do not worry if you do not complete the lab, just working with data and playing with the charts will be good experience.

Please paste your results below:

Print screen 1



Day 4: Task 1

You have been asked to deliver your analysis findings to the board of directors, within your analysis you have identified that customers are leaving your company at the 12-month point, this is typically when they receive their renewal price.

Conduct research and complete the below questions:

How would you prepare for the delivery?	<ul style="list-style-type: none">-Clearly determine the purpose of your presentation.-Know your audience and their needs and interests.-Structure your presentation with logical flow.-Design clear, concise and visually appealing slides.-Practise your delivery, observe your body language and make adjustments.
What tools would you use for the delivery?	<ul style="list-style-type: none">-PowerPoint Slides-Simplified notes-Data visualisation charts-Interactive Quizzes
What is prospecting and why would you complete this before your delivery?	<p>Prospecting means process of identifying and qualifying potential customers or clients for a product, service or idea. Prospecting involves researching.</p> <p>Importance of Prospecting before delivery:</p> <ul style="list-style-type: none">-Understanding the audience, their needs and interests.-Develop a relevant and engaging message.-Build Credibility and trust.-Identify potential objection.-Personalize the presentation.



<p>Tell me best practices for public speaking and providing updates to senior leaders</p>	<ul style="list-style-type: none"> -Know your audience. -Define your objective. -Prepare your content. -Use visual aids. -Keep it simple. <p>Consider more when presenting to senior leaders</p> <ul style="list-style-type: none"> -Be respectful and professional. -Be prepared to address tough questions. -Show enthusiasm and passion. -Follow-up and Dissemination.
<p>What will you show the board in your delivery?</p>	<p>Key information that demonstrates your expertise, highlights the benefits of your proposal and address potential concerns.</p> <ul style="list-style-type: none"> -Introduction and Context -Key findings and insights. -Proposal and recommendation. -Implementation and timeline. -Conclusion and next steps
<p>How will you articulate the changes that are needed?</p>	<p>Clearly communicating the reasons, benefits and specifics of the proposed changes also taking structured approach to articulate the changes.</p>
<p>Provide a list of online resources and videos that will support your preparation for public speaking</p>	<ul style="list-style-type: none"> - Ted Talks -Free online textbook “The art of public speaking” -YouTube videos. -Public speaking simulator apps -Online courses “Coursera- Public speaking Specialization”

Evaluate tools that provide visualisation.

Tell me what they are.

Tell me what you would choose when delivering your presentation and why

Involves assessing their features, functionality and effectiveness in communicating insights and Data.

Data Connectivity: various data sources such as spreadsheets, databases.

Data visualisation: Charts, Table, Maps

Tableau is a leading data visualisation platform with strong data connectivity, customisation and interactivity features.

Power BI is a business analytics service by Microsoft offering strong data visualisation, reporting and business intelligence capabilities.

Excel is a powerful tool for data visualisations like charts, table, maps. Wide range of users are already familiar with Excel. Also, its cost effective.

I will choose PowerPoint for presentation.

-PowerPoint allows you to add images, videos, and animations to make your presentation more engaging and interactive.

PowerPoint helps you organize your thoughts and structure your presentation in a logical and coherent manner.

-PowerPoint enables you to break down complex information into easily digestible chunks, using charts, graphs, and other visual aids.

-PowerPoint offers a wide range of templates, themes, and design elements, allowing you to customize your presentation to suit your needs and brand.

-PowerPoint allows multiple users to collaborate on a presentation, making it easier to work with team members and stakeholders.

-PowerPoint presentations can be easily reused and updated, saving you time and effort.

-PowerPoint presentations can be easily shared and transported, making it easy to present on-the-go.

-A well-designed PowerPoint presentation can enhance your credibility and professionalism, making a positive impression on your audience.

Course Notes

It is recommended to take notes from the course, use the space below to do so, or use the revision guide shared with the class:

We have included a range of additional links to further resources and information that you may find useful, these can be found within your revision guide.

END OF WORKBOOK

Please check through your work thoroughly before submitting and update the table of contents if required.

Please send your completed work booklet to your trainer by submitting in MS Teams Assignment page.

