# Course syllabus

You will have hands-on practice organizing, sorting, filtering, formatting, converting, and combining data in spreadsheets. These are tasks you would complete in a real data analysis project. You will also learn how to sort and filter your data using SQL queries. You will be using functions and writing queries frequently as you continue your learning.

## C​ourse content

C​ourse 5 – Analyze Data to Answer Questions

1. O​rganizing data to begin analysis. Organizing data makes the data easier to use in an analysis. In this part of the course, you will learn the importance of organizing your data with sorting and filtering. You will explore organizing data in both spreadsheets and with SQL queries and temporary tables.
2. F​ormatting and adjusting your data. As you move closer to analyzing your data, you will want to have the data formatted and ready to go. In this part of the course, you will learn all about converting and formatting data, including how to use SQL queries to combine data. You will also discover the value of feedback and support from your colleagues and how it can lead to new insights that you can apply to your work.
3. A​ggregating data for analysis. During an analysis, you might need to combine data to gain insights and complete business objectives. In this part of the course, you will explore the functions, procedures, and syntax to combine, or aggregate data. You will learn how to combine data within multiple cells in spreadsheets, and within multiple database tables using SQL queries.
4. Performing d​ata calculations. Calculations are one of the more common tasks that data analysts perform during an analysis. In this part of the course, you will explore formulas, functions, and pivot tables in spreadsheets and SQL queries. All of these are used in data calculations. You will also learn about the benefits of using SQL to manage temporary database tables.
5. Completing the C​ourse Challenge. At the end of this course, you will be able to put everything you have learned into perspective with the Course Challenge. The Course Challenge will ask you questions about the main concepts and then give you an opportunity to apply what you have learned in three scenarios.