

Helpful resources and tips

As a learner, you can choose to complete one or multiple courses in this program. However, to obtain the Google Cloud Data Analytics Certificate, you must complete all the courses.

Course completion to obtain a certificate

To submit graded assignments and be eligible to receive a Google Cloud Data Analytics Certificate, you must do the following:

- Pass all graded assignments in the certificate with at least an 80% score. Each graded quiz in a course is part of a cumulative grade for that course.

Healthy habits for course completion

Here is a list of best practices that will help you complete the courses in the program in a timely manner:

- **Plan your time:** Setting regular study times and following them each week can help you make learning a part of your routine. Use a calendar or timetable to create a schedule, and list what you plan to do each day in order to set achievable goals. Find a space that allows you to focus when you explore video content, review the readings, and complete the activities.
- **Explore supplemental content:** This certificate builds on familiarity with foundational data analytics concepts, skills, and tools, including a basic understanding of SQL, data cleaning, analysis and visualization, business intelligence, and a foundation in data communication via the design and interpretation of dashboards. The certificate includes optional, supplemental content on these concepts for you to explore if you do not have this prior knowledge.
- **Be curious:** If you find an idea that gets you excited, act on it! Ask questions, search for more details online, explore the links that interest you, and take notes on your discoveries. The steps you take to support your learning along the way will advance your knowledge, create more opportunities in this high-growth field, and help you qualify for jobs.
- **Take notes:** Notes will help you remember important information in the future, especially as you're preparing to enter a new job field. In addition, taking notes is an effective way to make connections between topics and gain a better understanding of those topics.
- **Review exemplars:** Exemplars are completed assignments that fully meet an activity's criteria. Many activities in this program have exemplars for you to validate your work or

check for errors. Although there are often many ways to complete an assignment, exemplars offer guidance and inspiration about how to complete the activity.

- **Open links in a new tab:** In order to avoid leaving the Google Skills platform, open all hyperlinks—such as for activity templates, activity exemplars, and external websites—in a new tab. To open links in a new tab:
 - Using your mouse, right click the link.
 - Using your keyboard and trackpad, press the *control* or *command* key and click.
 - In activities, look for a reminder like this:

 **RIGHT CLICK LINKS TO OPEN IN NEW TAB** 

- **Prepare for job interviews:** Practicing for interviews is an important skill for a career in cloud data analytics. [Interview Warmup](#) is a tool that can help you practice interview questions and receive feedback in real time to get more confident and comfortable with interviewing. Throughout this certificate, you'll have opportunities to learn interview tips and practice using the Interview Warmup tool to help prepare you for the next step on your career journey.

Documents, spreadsheets, presentations, and labs for course activities

To complete certain activities in the program, you will need to use digital documents, spreadsheets, presentations, and/or labs. Data professionals use these software tools to collaborate within their teams and organizations. If you need more information about using a particular tool, refer to these resources:

- [Google Docs](#): Help Center page for Google Docs
- [Google Sheets](#): Help Center page for Google Sheets
- [How to use Google Slides](#): Help Center page for Google Slides
- [Hands-on labs overview](#): Information for Google Skills activities

Module, course, and certificate glossaries

This program covers a lot of terms and concepts, some of which you may already know and some of which may be unfamiliar to you. To review terms and help you prepare for graded quizzes, refer to the following glossaries:

- **Module glossaries:** At the end of each module's content, you can access and download a glossary of terms from that module.
- **Course glossaries:** At the end of each course, you can access and download a glossary that covers all of the terms in that course.

- **Certificate glossary:** The certificate glossary includes all of the terms in the entire certificate program and is a helpful resource that you can reference throughout the program or at any time in the future.