

# Week1: Organizing data in spreadsheet and SQL

GRIT!



## Analysis

- the process used to make sense of the data collected.
- Goal: identify trends and relationships within data, so that you can accurately answer to questions you are asking.
- "\* The 4 Phases of Analysis" → make it easier to search, understand, e.g. organize data into a table, hide / show column
  - ① Organize data → observing and organizing data in a way that's easy to reference.
  - ② Format & Adjust data → adjusting, make it more easy to digest like SORT & FILTER
  - finding outliers (data points that are very different from similarly collected data & might not be reliable values.)



- \* Sort → arrange data into meaningful order (ASC, DESC), group similar data
- \* Filter → seeing data that meets a specific criteria

- ③ Get input from others → checking others' analysis e.g. who experiences on this.
- ④ Transform data → identify patterns, calculations (e.g. correlation relationships between 2 variables),

## Spreadsheet Workshop Commands →

- Sort
  - ✓ Sort sheet → all of the data in a spreadsheet is sorted by the ranking of a specific sorted column - data across rows is kept together.
  - ✓ Sort Range → Nothing else on the spreadsheet is rearranged besides the specified in a column.
- ✓ Sort Function → =SORT(A2:D6, sorted\_by-column, asc/desc)
- ✓ Customized Sort Order → Sort data in a spreadsheet using multiple conditions:  
on Data → Sort range > Advanced Range sorting ops.

Get to know  
Sort  
&  
Order By

## SQL Workshop Commands →

- ✓ WHERE clause → to filter only values that meet a specific criteria.
- ✓ SORT BY (ASC by default) → ASC or DESC

## Week2: Convert and Format Data Combine multiple datasets

### Incorrectly formatted data can:

- Lead to mistakes ✗
- Take time to fix 🕒 ...
- Affect stakeholder's decision-making 😬

## Spreadsheet Workshop →

- ✓ Typecast numbers
  - (Unit Conversion)  
tab above (Format > Number)  
=CONVERT(E2, "mph", "mls")  
=CONVERT(E2, "C", "F")  
(Convert cell E2 from Celsius to Fahrenheit)
- ✓ LEN, LEFT, RIGHT, FIND
  - Find position of text/string in a cell

## v Data Validation (Module 4 Process)

### In Spreadsheet:

- \* Add dropdown lists with predefined options.
- Create custom checkboxes
- \* Protect structured data & formulas (Reject input) will protect from mistyping e.g. valid
- \* Conditional Formatting highlight cells when matches the condition

## SQL Workshop →

- \* CONCAT
  - CONCAT("google", ".com")
  - CONCAT()
  - CONCAT\_ws(" ", "www", "google", ".com")
  - CONCAT\_WSC()
  - CONCAT with +
- CASTC ~ AS int64)

Get support during analysis  "W3"

- Encounter error when calculating time (start time is greater than end time)  
change start-end to =IF(end>start, end-start, 1-start+end)
- ASK team
- ★ - ASK/FIND questions online
  - > Best Practices for searching online
    - Thinking Skills  (mental model: your thought process & the way you approach a problem)
    - Data Analytics terms (use the right terms when searching) 
    - Basic knowledge tools (can apply new with old knowledge) 

Week 3 : Aggregate data for analysis  
(VLOOKUP, JOINS, Subqueries)