

# Week1: Organizing data in spreadsheet and SQL

GRIT!



## Analysis

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- 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 Phase of Analysis" → make it easier to search, understand, e.g. organize data into a table, hide / show column

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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.)



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

## ← Spreadsheet Workshop Commands →

### Sort

- call sheet) ✓ Sort Sheet → more often use \*
- all of the data in a spreadsheet is sorted by the ranking

of a specific sorted column - data across rows is kept together.

- (only the specified column) ✓ Sort Range → Nothing else on the spreadsheet is rearranged besides the specified in a column.

only specified cell area and create sorted range in a new cell <sup>range)</sup> TRUE / FALSE ;

- ✓ Sort Function → = SORT(A2:D6, sorted\_by-column, asc/desc) ;  
(Sort by the specified conditions/columns)

- ✓ Customized Sort Order → Sort data in a spreadsheet using multiple conditions:  
on Data → Sort range > Advanced Range setting ops.

## ← SQL Workshop Commands →

- ✓ WHERE clause → to filter only values that meet a specific criteria.

- ✓ SORT BY (ASC by default) → ASC or DESC