

JustIT Bootcamp

Excel & Tableau Assignment

Data Technician

Link to Dashboard:

https://public.tableau.com/app/profile/chi.kwok4309/viz/TableauAssignment_17239988157450/Dashboard?publish=yes

Chi Kwok

8-18-2024

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POLICIES AND PROCEDURES

Depending on the country, there are multiple policies and procedures to adhere when working with data. These policies serve multiple purposes in order to protect and keep accountability. One of the most well-known data protection policies is the General Data Protection Regulation (GDPR). There are 7 main principles to follow:

Lawfulness, fairness and Transparency

To process data in a fair manner and to be transparent with the use of the data. Intentions of a company should be easily identified when either asked for or searched for.

Purpose Limitation

Data was collected with a legitimate purpose. This may be to analyse performance of a business or to predict future outcomes for better adjustment for a company.

Data Minimisation

Only needed data should be collected and no data collected is redundant or that serves no purpose. Reducing variables will ensure proper use for the data and reduces risks of attaining personal data that may not be needed for a legitimate use.

Accuracy

Data should be accurately recorded. For example, personal data collected should not be forged, and if found any inaccuracies are present, they should be removed from the dataset.

Storage Limitation

Companies should have limitations on how much data they can store to prevent

Integrity and Confidentiality

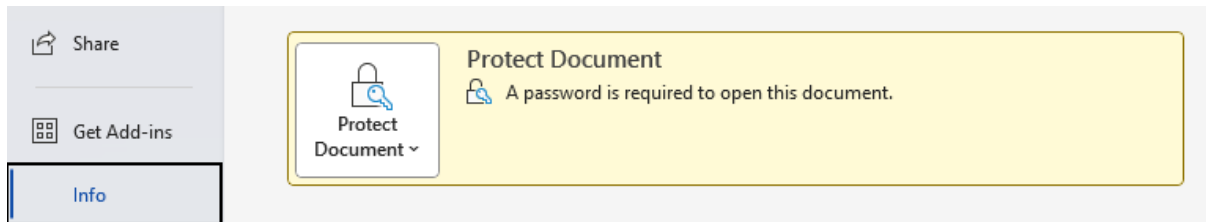
Data stored should be protected with encryption and can only be accessed by employees/employers who require it. Data stored should also be removed once a certain time limit has reached.

Accountability

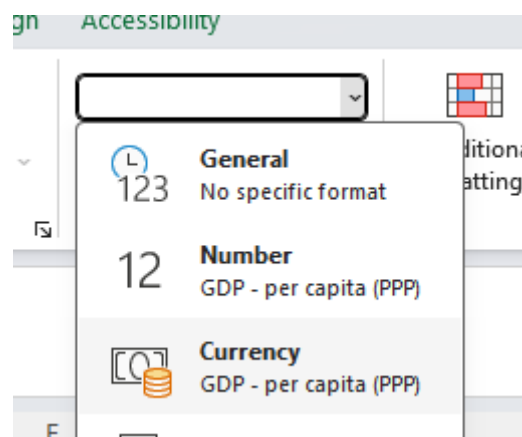
Companies must take responsibility in protecting and processing of data and must comply to these policies.

EXCEL TASK

1.) Set a Password

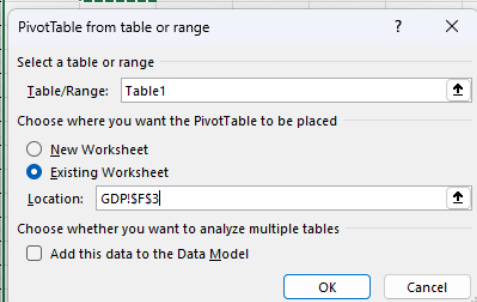


2.) Set GDP to currency (to pounds)

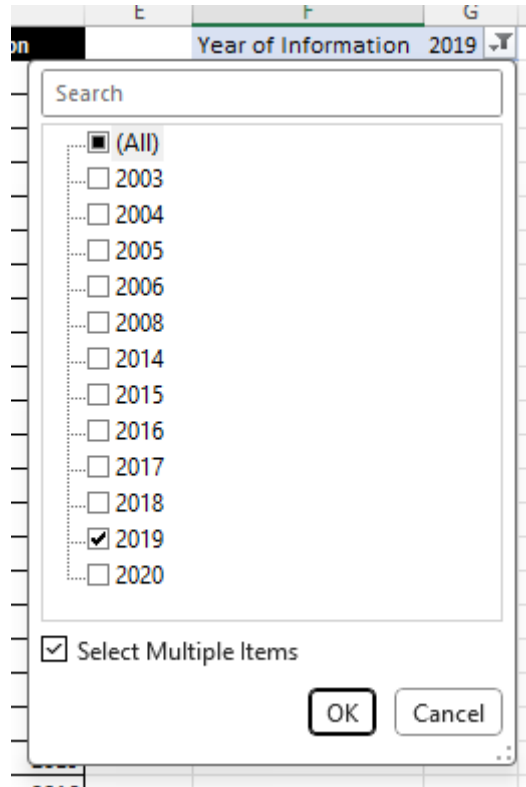


3.) Turn sheet into a Pivot Table

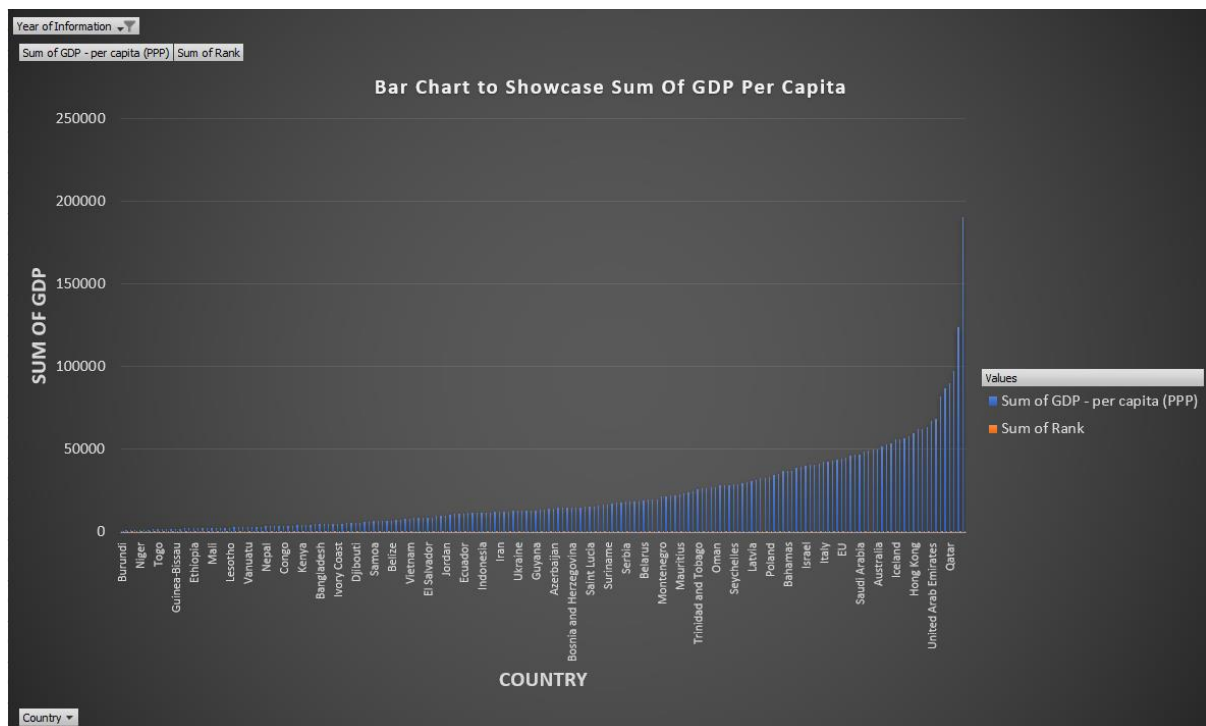
Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	£190,513.00	2019
2	Liechtenstein	£180,367.00	2018
3	Macau	£123,965.00	2019
4	Luxembourg	£115,874.00	2020
5	Singapore	£97,341.00	2019
6	Qatar	£90,044.00	2019
7	Ireland	£86,781.00	2019
8	Isle of Man	£84,600.00	2014
9	Bermuda	£81,798.00	2019
10	Cayman Islands	£71,549.00	2018
11	Falkland Islands	£70,800.00	2015
12	Switzerland	£68,628.00	2019
13	United Arab Emirates	£67,119.00	2019
14	Norway	£63,633.00	2019
15	United States	£62,530.00	2019
16	Brunei	£62,100.00	2019
17	Gibraltar	£61,700.00	2014



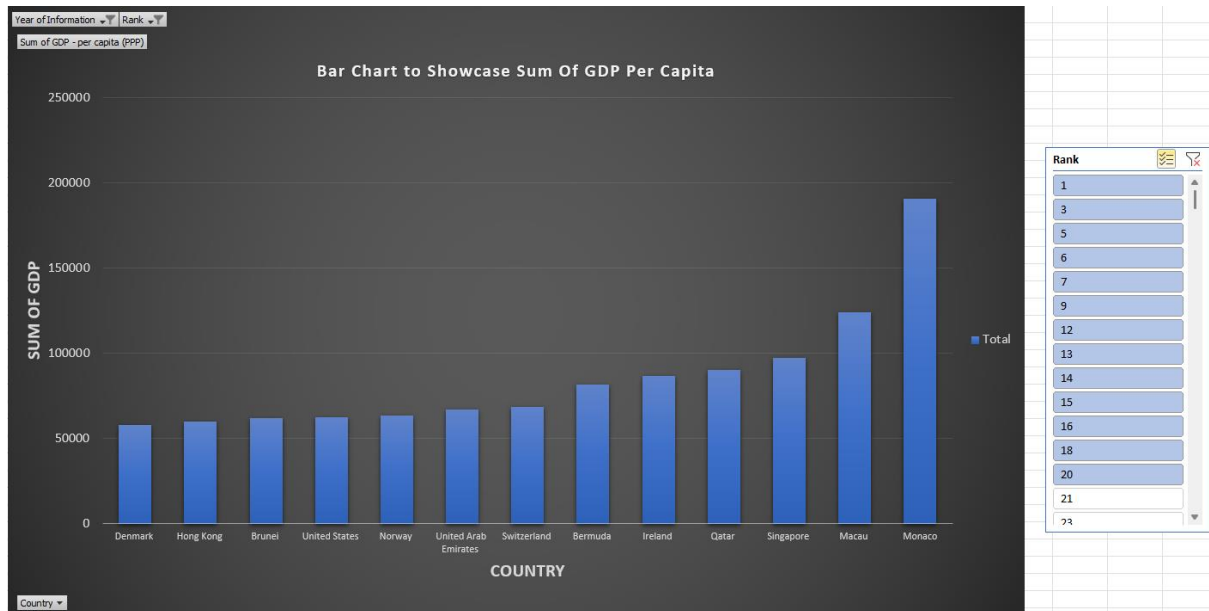
4.) Filter table to display 2019 information



5.) Display chart for Rank, Country and GDP and customise chart with titles and name axis.

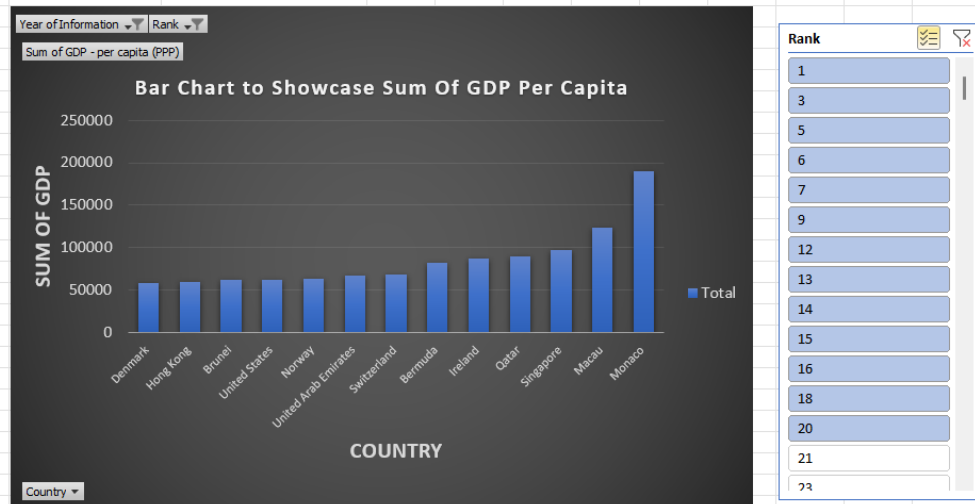


6.) Filter to only show top 20 highest ranking countries



7.) Move the chart below the pivot table

Year of Information	2019	▼
Rank	(Multiple Items)	▼
Row Labels	Sum of GDP - per capita (PPP)	
Denmark	57804	
Hong Kong	59848	
Brunei	62100	
United States	62530	
Norway	63633	
United Arab Emirates	67119	
Switzerland	68628	
Bermuda	81798	
Ireland	86781	
Qatar	90044	
Singapore	97341	
Macau	123965	
Monaco	190513	
Grand Total	1112104	



TABLEAU

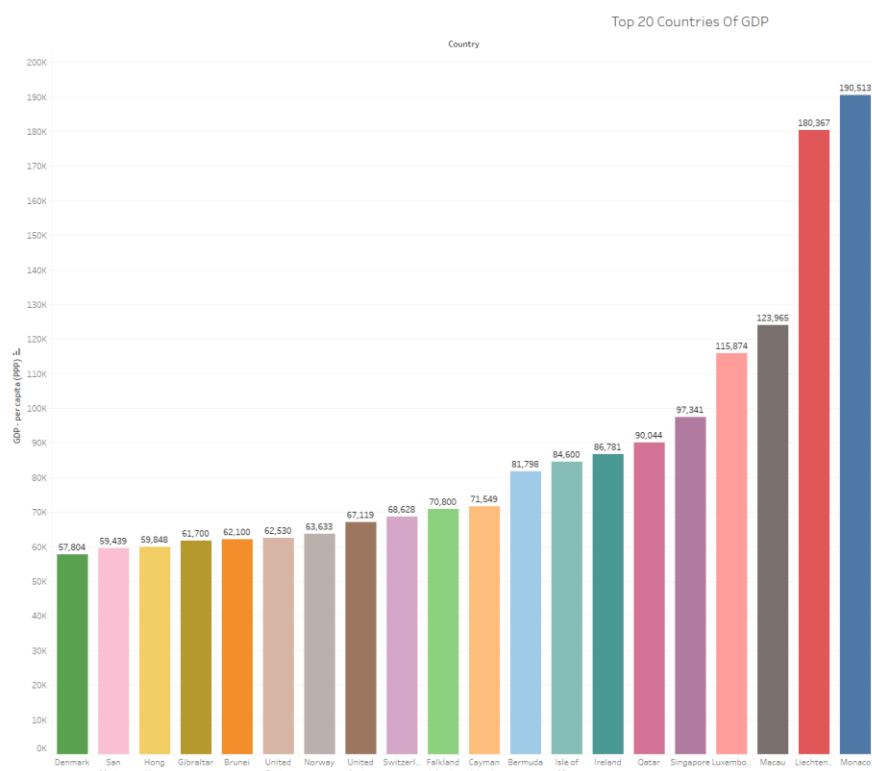
Life Expectancy

Smartphones

GDP

# Life Expectancy Rank (Life Expectancy)	🌐 Life Expectancy Country (Life Expectanc...	# Life Expectancy Life expectancy at birth	# Life Expectancy Date of Information
1	Hong Kong	84.9000	2.020

TOP 20 COUNTRIES OF GDP



Pages

Filters

AVG(Rank)

Marks

Automatic

Colour

Size

Label

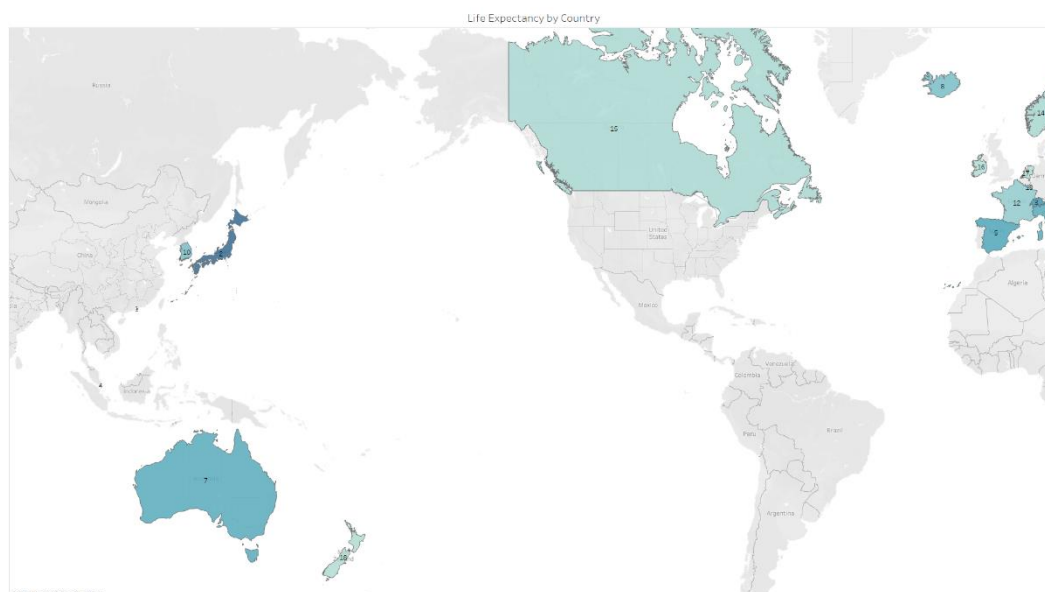
Detail

Tooltip

Country

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LIFE EXPECTANCY



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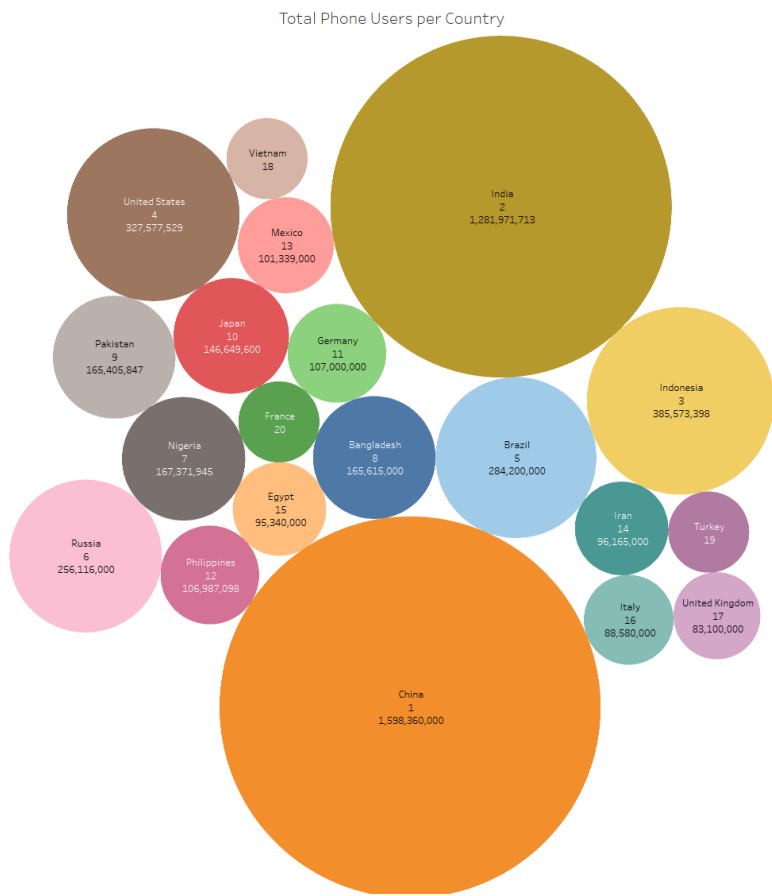
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PHONE USERS PER COUNTRY



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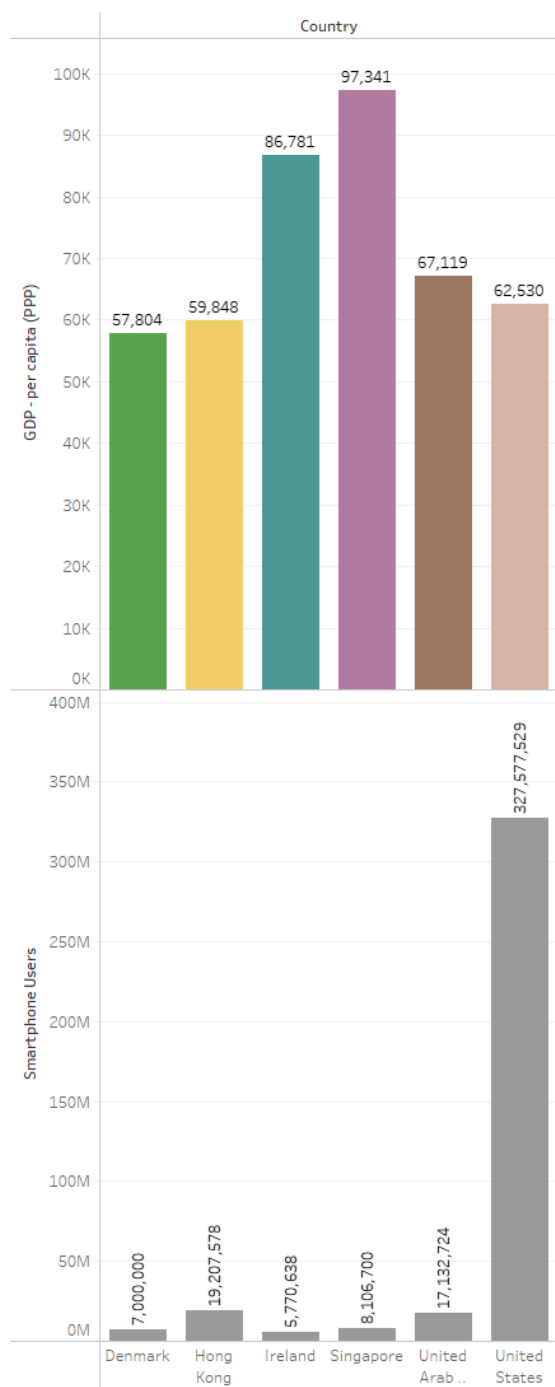
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SMARTPHONE USERS BY GDP



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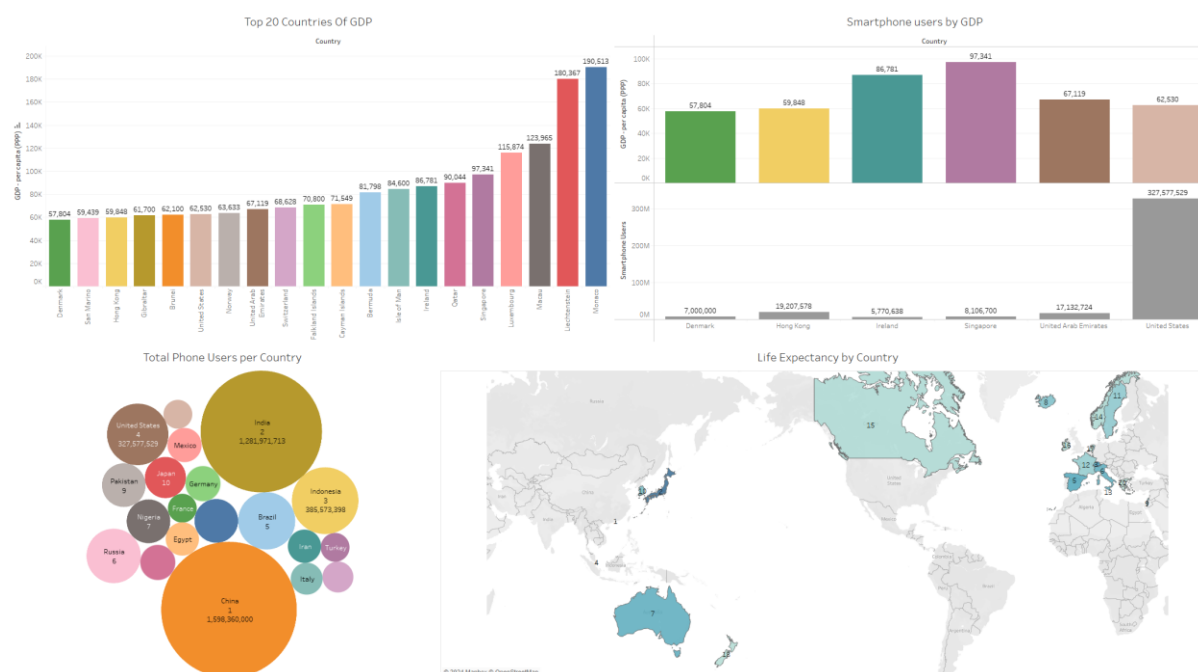


Tooltip



SUM(Smartph..

FINAL DASHBOARD



REFLECTIVE EVALUATION

I believe I have gained valuable insight utilising data to visualise patterns with Excel and Tableau. I feel much more confident in using the software to achieve any specific goal. In addition, I also have a lot more confidence in using Power BI not only for data analysis, but also data pre-processing.

However, I think I should improve on experimenting with more charts that may be more suited than the ones shown in this assignment. I would also like to improve my skills of Excel functions and memorise any available shortcuts. Finally, I want to work on Power BI DAX script tool to create and calculate any needed information from the data. Overall, I have learned a lot of new techniques for data analysis and I hope to carry this knowledge through the industry.