

ASSIGNMENT: THE WEALTH OF NATIONS EXCEL & TABLEAU

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 POLICIES AND PROCEDURE

When working with any kind of data, including 'The Wealth of Nations' data, several policies and procedures need to be adhered to. These policies ensure that data is handled ethically, securely, and accurately. Here are some key policies that need to be followed, along with explanations for why they are important:

1. Data privacy and protection policy: Data analysts must comply with data privacy laws like GDPR (General Data Protection Regulation) in Europe, CCPA (California Consumer Privacy Act) in the U.S., and other applicable privacy regulations. These laws are designed to protect individuals' personal data. It is important to know and apply privacy principles when working with data. Mishandling or misidentifying data that contains sensitive information can lead to privacy violations, legal repercussions, and damage to a company's reputation.

2. Data security policy: This policy mandates that data should be secured from unauthorized access, breaches, or leaks. It includes encryption, access control, and secure storage protocols. Security breaches can lead to data theft, manipulation, or loss, which could undermine the credibility of the analysis and expose sensitive information. As a data analyst, safeguarding the data from unauthorized access is a core responsibility.

3. Data Quality and Integrity Policy: Analysts must ensure that data used is accurate, complete, and consistent. There should be protocols for data cleaning, validation, and verification to maintain the quality of the data. Data integrity is crucial to produce valid insights. Poor-quality data can lead to faulty conclusions, which could misguide decisions. Ensuring data integrity helps maintain the reliability of analytical results.

4. Compliance with Ethical Guidelines: Ethical guidelines cover the fair use of data and ensure that data is not manipulated, misrepresented, or used in misleading ways. Ethical use of data fosters trusts in the data analyst's work. Misleading reports or improper use of data can harm individuals, businesses, or entire economies. Adhering to ethical guidelines ensures responsible use of data for analysis and decision-making.

5. Copyright and Intellectual Property Rights (IPR): Data analysts must ensure that the data they use is legally acquired and that they respect the intellectual property rights of the data owners. This may include getting licenses, citing sources, and complying with fair use policies. Unauthorized use of copyrighted data can lead to legal action against the analyst or their organization. Ensuring the proper use of licensed data and crediting sources correctly prevents infringement and promotes ethical data usage.

6. Data Retention and Disposal Policy: Organizations and data analysts need to define how long data will be retained and how it will be securely disposed of when no longer needed. Retaining data for too long can create unnecessary risks of breaches or leaks, while improper disposal can expose sensitive data. Following these policies helps mitigate risks and ensures compliance with data retention laws.

7. Data Usage and Sharing Policy: This policy outlines who can access or share the data, under what circumstances, and for what purposes. It defines data ownership and the roles of stakeholders. As a data analyst, understanding who has the rights to access or share the data prevents unauthorized usage and ensures compliance with company guidelines. It also avoids any conflicts regarding data ownership.

8. Bias and Fairness in Data Analysis: It is important to ensure that the data and methods used are free from bias and that the outcomes of analysis are fair and objective. Bias can distort results and lead to unethical conclusions. As a data analyst, promoting fairness in data analysis ensures that results are equitable and do not disproportionately affect certain groups or entities.

WHY IT’S IMPORTANT FOR DATA ANALYSTS TO BE AWARE OF THESE RULES

Legal Compliance: Adhering to these policies ensures that the analyst and their organization comply with legal regulations. Failure to follow these rules can result in fines, legal action, or sanctions.

Reputation Management: By following data governance policies, analysts protect their own reputation and the reputation of their organization. Mismanagement of data can result in public mistrust.

Accuracy and Reliability: Following data quality and integrity policies ensures that the analysis produces accurate, reliable, and trustworthy results. Without proper governance, the conclusions drawn from the data could be incorrect or misleading.

Ethical Responsibility: Data analysts have a moral responsibility to use data in a way that does not harm individuals, organizations, or society. Ethical guidelines help ensure that data is handled responsibly.

Data Security: Protecting data from breaches or leaks is critical in preventing misuse of sensitive information. Analysts must follow security protocols to protect data from internal and external threats.

By adhering to these policies and procedures, data analysts can responsibly and effectively work with data, ensuring ethical, accurate, and lawful analysis.

SET PASSWORD TO PROTECT THE WORKBOOK

A screenshot of a computer

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**HIGHLIGHT COLUMN C AND CHANGE THE DATA TO DISPLAY IN BRITISH POUND SYMBOL**A screenshot of a computer

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**TURN THE GDP SHEET INTO A TABLE**

A screenshot of a computer

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FILTER THE TABLE TO DISPLAY ONLY THE INFORMATION FOR 2019

A screenshot of a computer

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**CREATE A CHART THAT WILL ONLY DISPLAY THE FOLLOWING DATA ‘RANK, COUNTRY AND GDP**

A graph of a country gdp per capital/major city

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Move the chart to a new sheet tab and label with a suitable name

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CREATE A SORT FOR THE TOP 20 HIGHEST RANKING COUNTIES

A table with numbers and a green and white background

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CREATE A NEW BAR CHART TO DISPLAY THE 20 HIGHEST RANKING COUNTRIES

**A screenshot of a spreadsheet

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THE BACKGROUND COLOUR OF THE AREA UNDERNEATH THE TABLE

**A graph of the top ranking country

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**IMPORT DATE**

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**SET RELATIONSHIP**

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**A screenshot of a computer screen

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