# 📊 1-Month Data Analyst Learning Checklist

## Week 1 – Foundations of Data Analysis 🧠

* ☐ Research “Day in the Life of a Data Analyst” (YouTube, blogs)
* ☐ Learn data types (structured/unstructured), file formats (CSV, JSON)
* ☐ Install tools: Excel/Google Sheets, Anaconda (Python), SQL environment (SQLite or online playgrounds)
* ☐ Enroll in an introductory course (e.g. Google Data Analytics Certificate, Coursera or Udemy equivalent)

## Week 2 – Excel + SQL Basics 📊

* ☐ Excel: Learn VLOOKUP / XLOOKUP
* ☐ Excel: Use Pivot Tables and Charts
* ☐ Excel: Clean data (remove duplicates, sort/filter, conditional formatting)
* ☐ Excel: Practice with sample datasets (e.g. sales, finance, HR)
* ☐ SQL: SELECT, WHERE, ORDER BY, LIMIT
* ☐ SQL: GROUP BY + HAVING
* ☐ SQL: JOINs (INNER, LEFT)
* ☐ SQL: Practice via LeetCode SQL or Mode Analytics tutorials (50questions)

## Week 3 – Python for Data Analysis 🐍

* ☐ Learn Python basics (loops, functions, lists, pandas)
* ☐ Use pandas to read, clean, aggregate datasets
* ☐ Create basic visualizations (line, bar, scatter) using matplotlib or seaborn
* ☐ Mini-project: Analyze a dataset (from Kaggle or data.gov) and derive insights

## Week 4 – Dashboarding + Portfolio 📁

* ☐ Learn Power BI or Tableau fundamentals via online tutorials
* ☐ Build an interactive dashboard with filters, KPIs, charts
* ☐ Compile two projects: Excel/SQL analysis and Python analysis + dashboard
* ☐ Document clearly: problem, methodology, key insights, screenshots/links
* ☐ Update resume with technical tools: Excel, SQL, Python, Power BI/Tableau
* ☐ Update LinkedIn headline: 'Aspiring Data Analyst | SQL • Excel • Python • Power BI'