Dear Candidate

Please follow the instructions as closely as possible.

Test conditions apply, you may not ask anyone for assistance. You may use the internet (as you would have access to this under normal working conditions). Remember to save regularly to ensure no work is lost.

Test paper = 7 pages

GOOD LUCK!

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BI COMPETENCY ASSESSMENT

SECTION A - THE BASICS

PART 1 – CREATE A PIVOT TABLE AND COPY AND PASTE IT.

1. Save the data set provided as your name & date,

   e.g. **RBlue 22032022 BI Test**

2. Take the data set shared and place it into a pivot table on a new sheet/tab.
3. Copy and paste this pivot table onto two more tabs and label each tab: Test 1/ Test 2 / Test 3, colour each tab differently.

INSERT PIVOT TABLE

SAVE YOUR WORK!

SECTION B
 On THE TAB LABELLED Test 1:

      a. Group and present the data from the oldest to most recent date (group for days).

SAVE YOUR WORK!

SECTION C

On Test 2 (TAB/SHEET):

    b. Group the pivot table by year and category.
    c. Sort the data in descending order, using the Feb column.
    d. Using the data from the pivot table, work out the % difference /movement of the different categories from Jan 2020 to Feb 2020.

SAVE YOUR WORK!

SECTION D – Create an Excel Report

On Test 3 (TAB/SHEET):

    e. Take the copy and pasted pivot table and present the data as you would expect in a excel report sent to client. (This means copy and pasting the pivot table more than once on the same tab). We are looking for the following key information:

- **Total cases logged per month**
- **Total cases logged per month per restaurant (i.e. 1,2 etc.)**
- **Complaint Category Count per Month (excluding compliments) per restaurant (i.e. 1,2 etc.)**
- **Region Complaint Count Per Month (excluding compliments)**
- **Anything else you deem necessary to include in the report – impress us! ☺**

    f. Report to include:
       i. Headings
      ii. Hypothetical client logo
     iii. Pie Chat
     iv. Bar Graph
      v. At least one block with come commentary (3 – 4 sentences) about what you believe the data is presenting.

SAVE YOUR WORK!

SECTION E

Take the data presented in the report (SECTION D / TAB 3) and place in a power point (per the supplied template) with headings, cover page, back page. Max 5 slides.

- **A PowerBi dashboard/ report link, with requisite information and insights will also be accepted.**

SAVE YOUR WORK!

SAVE THE POWERPOINT AS YOUR NAME AND DATE, I.E. RBLUE 22032022 BI TEST

SECTION B - IMPRESS US!

Take the data shared and provide us with any insights you are able to derive from the data set. You may use any formulas, programme(s), algorithms or method you deem appropriate to achieve this.

Please update the slide deck per section A to include these findings and level of detail with commentary/recommendations.

The goal is to tell us something we don't know about the data and to present it in a power point.

DOUBLE CHECK ALL YOUR WORK AND THEN SUBMIT BOTH THE POWERPOINT AND EXCEL TO LISA@DSG.CO.ZA

SUBMISSION: 28 MARCH 2022 - MIDDAY
(Anything later will not be accepted).