|  |  |
| --- | --- |
| A picture of a winding road and trees  DATA VISUALISTION  Excel &Tableau | **ASSIGNMENT**  The graphical representation shows the data collection of weather from different countries. The visualisation displays the data type, design with analysis of currency and rank in respective order.  Nimotalai Fasola  **April 27 2023** |

Contents

Assignment Requirements..........................................................................2

* Cover page...........................................................................................2
* Table of Contents.................................................................................2
* Main body.............................................................................................2
* A reflective...........................................................................................2

*Assignment 1 Data Story Telling*................................................................3

Scenario....................................................................................................3

First Task......................................................................................................3

Policies and Procedures.........................................................................3

Second task..................................................................................................3

Excel..........................................................................................................3

The data.....................................................................................................3

Third Task.....................................................................................................6

Tableau......................................................................................................6

**POLICIES AND PROCEDURES**

Consumers are increasingly concerned about the privacy and security of their personal data. International transfers of data are a serious topic of discussion between governments and multinational tech companies. It has never been more important to have the right tools to help you achieve and maintain data privacy compliance with the GDPR.

**Encryption policies;** According to Rickard, most companies lack policies around [data encryption](https://www.itgovernance.co.uk/blog/the-gdpr-requirements-for-encryption). That will need to change now that the GDPR is in effect, because one of its key tenets is that organisations should secure data with “appropriate technical and organisational measures”. Current guidance states that encryption is central to this.

Although encryption won’t stop malicious actors accessing an organisation’s information, it will prevent them from being able to use it. It works by obscuring information and replacing identifiers with something else, meaning it is only accessible or understandable to approved users. Organisations might also choose to pseudonymise data, either instead of or alongside encryption.

**Acceptable use policies:** Your acceptable use policy should also tell employees how the organisation monitors them to ensure the policy is being followed. The ECHR states that monitoring activities should be deliberate and unobtrusive. Under no circumstances should organisations use exhaustive or automated measures, such as spyware, nor should they use any method that leaves no trace of the monitoring.

**Password policies:** They should also implement systems that prompt staff to change their password at least every six months. Rickard adds that password policies should also warn employees about writing their passwords down. “One of the easiest ways to breach a company is to put somebody on the janitorial staff and go looking at desks. People often have post-it notes on monitors with passwords on them.

## ****Email policies.****

## Scam emails often look legitimate enough to bypass spam filters, meaning the only thing standing between an organisation and a data breach is the employee’s ability to recognise the threat.

## ****Data processing policies**;** [map the way data flows through organisation](https://www.itgovernance.co.uk/gdpr-data-mapping) to see what data is being processed, how it’s being used and who is receiving it, said Rickard, so a policy is required to ensure this happens.

## Policies and procedures need to be adhered to because of the data protection law sets out what should be done to make sure everyone's data is used properly and fairly. You probably have personal data about your customers and clients such as names, addresses, contact details. You might even have sensitive information such as medical data.

## A data policy is a policy that describes how a business handles personal data. A data policy's primary function is to create transparency for the consumer about how data is processed, protected, and shared.

**2.GDP TASK**

1. Set a password.

Graphical user interface, application

Description automatically generated

1. Highlight column C and change the data to display in British Pound symbol.

Table

Description automatically generated

1. **Turn the GDP sheet into a table**.

Table

Description automatically generated

1. Filter the table to display only the information for 2019.

Table

Description automatically generated

1. Next create a chart that will only display the following data ‘Rank, Country, and GDP - per capita (PPP).

The chart can be anything as long as it is suitable.

Chart, bar chart, histogram

Description automatically generated

1. Using your creative skills edit the chart.
2. Add a title.
3. Add X and Y axis labels.
4. Make the chart visually pleasing.

Chart, bar chart

Description automatically generated

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

Chart, bar chart

Description automatically generated

1. **Create a sort for the top 20 highest ranking countries.**

Table

Description automatically generated

1. Next create a new Bar chart to display the 20 highest ranking countries.

from your sort and then move the chart to be underneath the table, as shown below.

Table

Description automatically generated

1. **Colour the background by highlighting the area underneath the table as shown below**.

**Find the add a fill colour icon and select a colour.**

Table

Description automatically generated

Part 3

Day 2

1. **The next task is to create 3 macro buttons, print the sheet, Save the file and copy the sheet**

Chart, bubble chart

Description automatically generated

1. **using the copy macro, copy the sheet and then paste it into a new word document keeping the formatting. Give the page a title ‘GDP (Gross domestic product**

Chart, bubble chart

Description automatically generated

1. **save your document as ‘Word Gross domestic product report 1’’**

Graphical user interface, application

Description automatically generated

1. **Before we finish with our excel table ‘Gross domestic product’ sheet, we will add a header and footer to our table. Select the ‘View’ tab from the top and find the ‘workbook views’ area, as seen below:**

Graphical user interface, diagram, application

Description automatically generated with medium confidence

* **Select the ‘Page Layout’ icon. This will then display the screen with a header and footer as seen below. Note that there are three boxes for you to enter information in to.**

Graphical user interface, text

Description automatically generated

1. **In the header enter your name and GLA DATA 1 in the three boxes**



1. **In the footer add todays date then Assignment 1 and lastly Data Visualisation**



1. **Return your view to normal.**

Graphical user interface, application, table

Description automatically generated

1. **Save your table as ‘Excel Gross domestic product report.**

Graphical user interface, application, Word

Description automatically generated

1. **Close your word document only.**

Graphical user interface, application

Description automatically generated

**PART 4**

Graphical user interface

Description automatically generated with medium confidence

Graphical user interface, application

Description automatically generated

**You are now ready to create charts. Please make sure to create at least 4 visuals. There is no upper limit.**

Timeline

Description automatically generated

Chart, pie chart

Description automatically generated

Map

Description automatically generated

Chart, bar chart

Description automatically generated

Chart, bar chart

Description automatically generated

**Reflective**

During my learning on booth camp. It was unfortunate enough to have no experience first-hand and learned, many different sides of what goes into data life cycle of how data is initially identify, acquire, Understand and Visualise. As well as how much data and details goes into every stage. Another lesson I learnt during these 12weeks, were different types of tools used to develop a dashboard, data structure, types of data, Macros, VLOOKUP and many more. Which in turns have provided me with more insight into data protections.

Reflecting to my first day on booth camp, it was one of the memorable days of my time on booth camp, after being introduced to data life cycle and recommendation on workshop. This instantly made me feel comfortable and made me feel as though I was part of the team.

Learning on booth camp help me to develop a little understanding on dashboard build, I was able to clean data and set relationships between data for better understanding of Non data technician but a lot needs to be learn and study for better understanding.