

VISUALIZATION OF THE WEALTH OF NATIONS DATA USING EXCEL

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TASK 1

POLICIES AND PROCEDURES WHEN WORKING WITH DATA

Data protection is **the process of safeguarding important information from corruption, compromise or loss**. The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. It is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called data protection principles. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

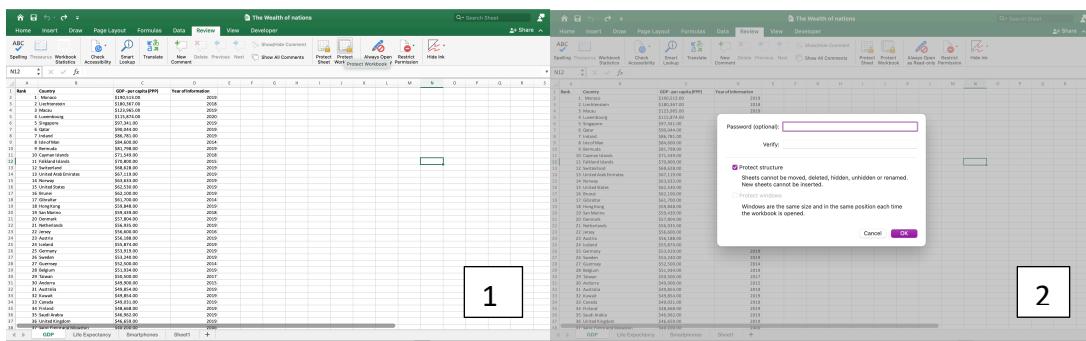
TASK 2

GDP TASK

1. PROTECTING THE WORKBOOK

This process was done by;

- Go to Review
- Click Protect Workbook
- Dialog box pops up
- Choose and modify password
- Select ok



2. HIGHLIGHT COLUMN C AND CHANGE THE DATA TO DISPLAY IN BRITISH POUND SYMBOL

This was done by;

- Highlight column c.

- b. Go to the currency symbol under accounting.
c. Choose £ English.

3. TURNING THE GDP SHEET INTO A TABLE

- Select the cells within data.
- Select Home > Format as Table.
- Choose a style for the table.
- In the format as table dialog box, tick on my table has a header and press ok with the cell range selected.
- Select ok.

4. FILTER THE TABLE TO DISPLAY ONLY THE INFORMATION FOR 2019 AND TOP 20 COUNTRIES

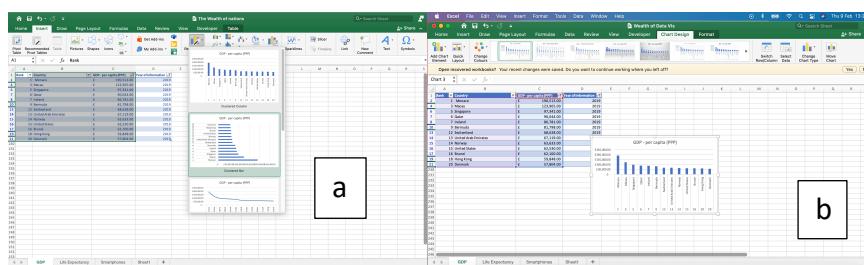
- Select the dropdown from column D (year of information).
- Untick select all.
- Scroll down and tick 2019.
- Click on an empty cell to see the changes apply.
- Select dropdown from column B (country) the dialog box will pop up then select the option that says choose one.
- Select Top 10.
- Edit the 10 to 20.
- Click on an empty cell to see the changes apply.

The figure consists of five screenshots of Microsoft Excel, labeled 1 through 5, illustrating the use of the Filter feature on the 'The Wealth of nations' dataset.

- Screenshot 1:** Shows the initial dataset with a filter applied to the 'Year of information' column, displaying data for 2003, 2004, 2005, 2006, and 2014.
- Screenshot 2:** Shows the dataset with a filter applied to the 'Year of information' column, displaying data for 2012, 2013, 2014, 2015, and 2016.
- Screenshot 3:** Shows the dataset with a filter applied to the 'GDP per capita (PPP)' column, displaying data for countries where GDP per capita is less than \$1000.
- Screenshot 4:** Shows the dataset with a filter applied to the 'GDP per capita (PPP)' column, displaying data for countries where GDP per capita is between \$1000 and \$2000.
- Screenshot 5:** Shows the dataset with a filter applied to the 'GDP per capita (PPP)' column, displaying data for countries where GDP per capita is above the average.

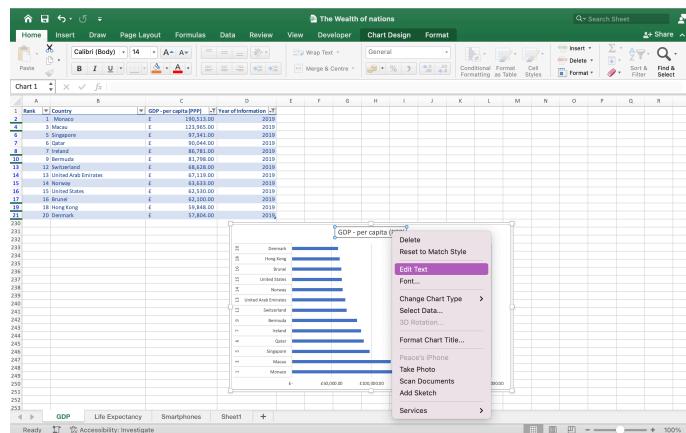
5. A CHART DISPLAYING THE FOLLOWING DATA 'RANK, COUNTRY AND GDP-PER CAPITA (PPP)

- Select the data for which you want to create a chart.
- Click INSERT > Recommended Charts.
- On the Recommended Charts tab, scroll through the list of charts that Excel recommends for your data, and click any chart to see how your data will look.
- When you find the chart you like, click it > OK.

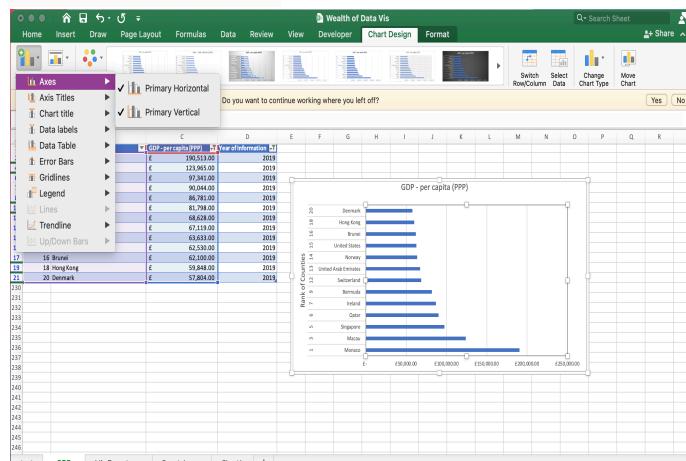


6. USING YOUR CREATIVE SKILLS EDIT THE CHART

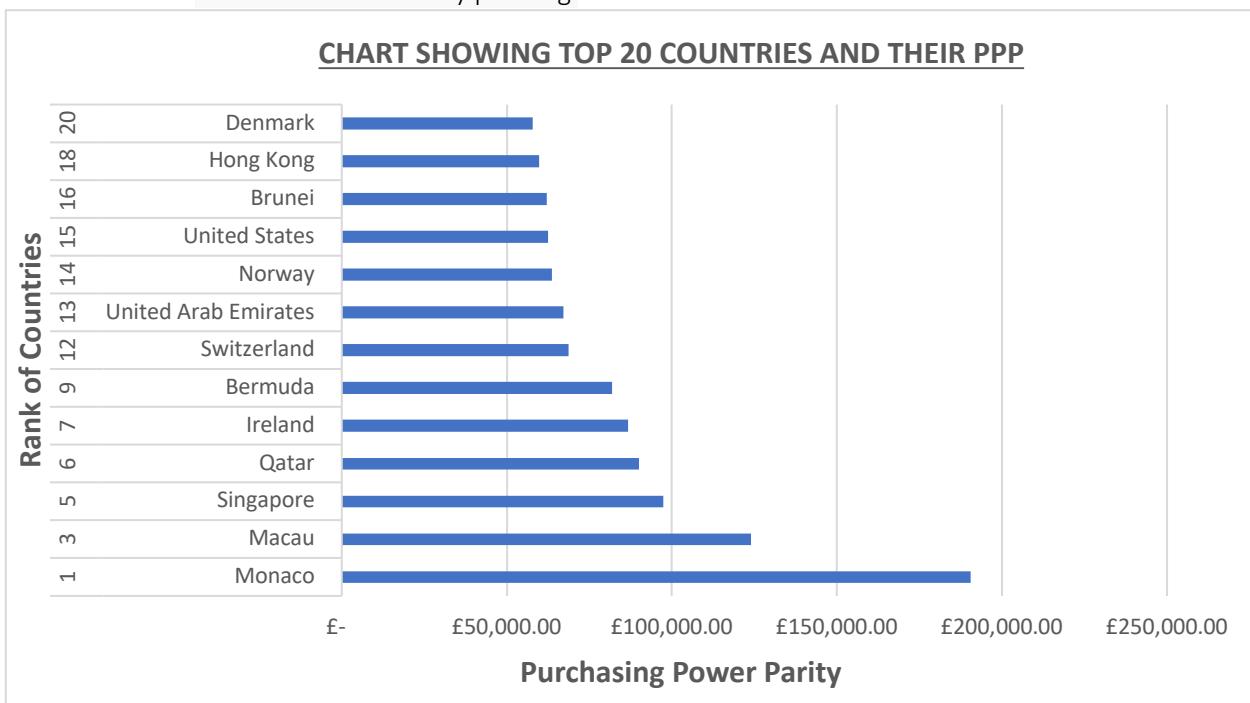
- a. Add a title.



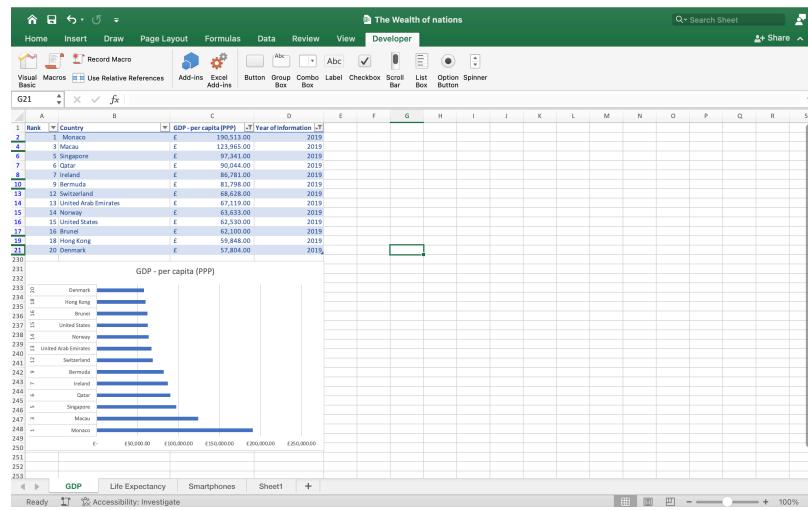
- b. Add X and Y axis labels.



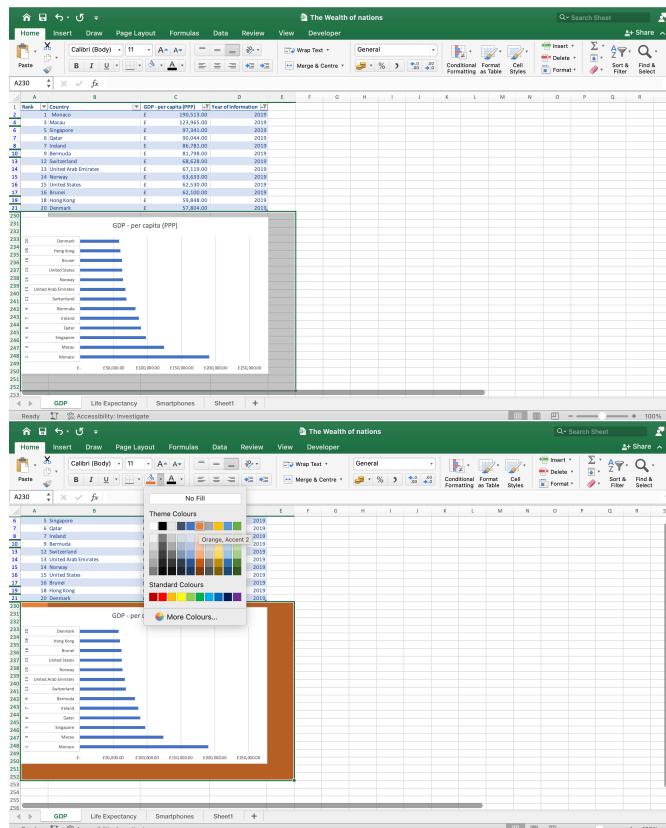
- c. Make the chart visually pleasing.



7. 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.



8. COLOUR THE BACKGROUND BY HIGHLIGHTING THE AREA UNDERNEATH THE TABLE. FIND THE ADD A FILL COLOUR ICON AND SELECT A COLOUR.



9. THE NEXT TASK IS TO CREATE 3 MACRO BUTTONS, PRINT THE SHEET, SAVE THE FILE AND COPY THE SHEET.

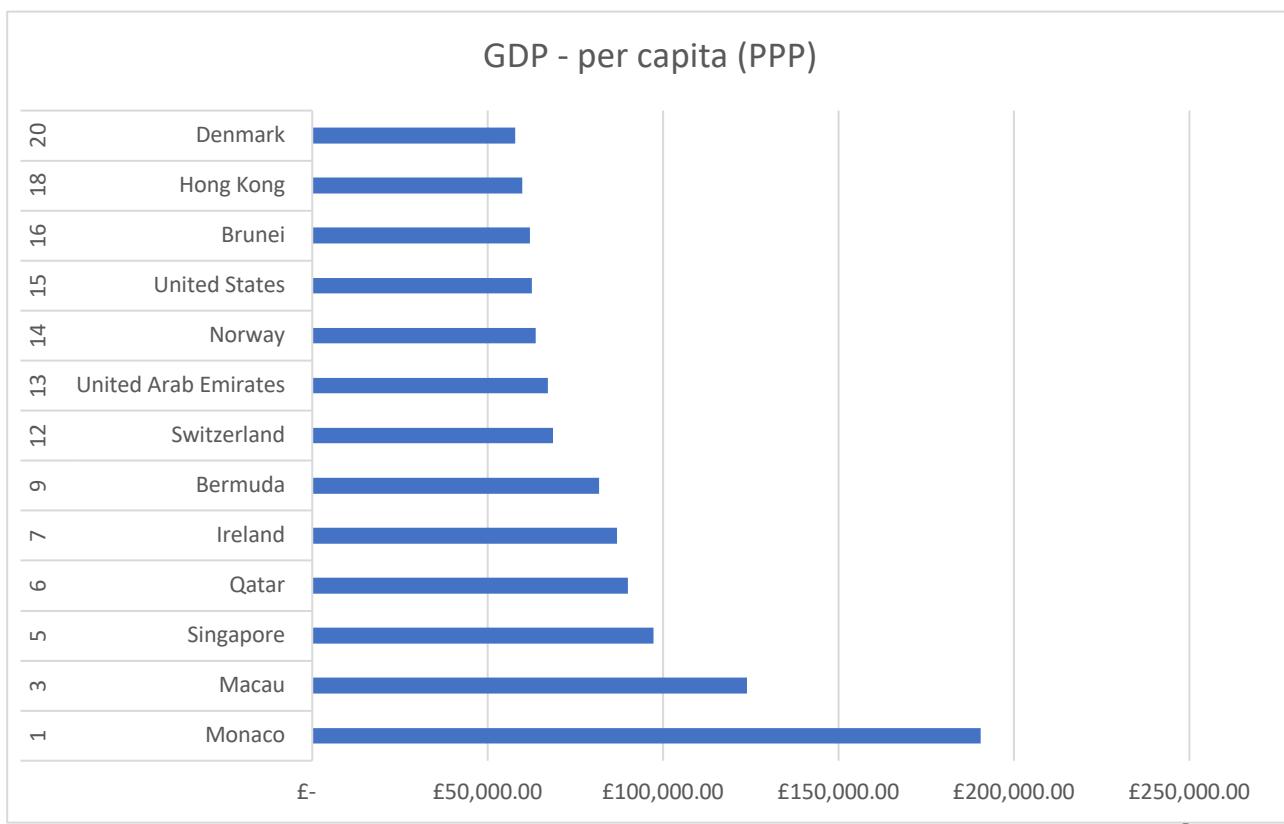
- Highlight the area to be copied.
- Then go to developer
- Select record macro
- Then copy
- Stop macro
- Select button
- Assign macro to button

The screenshot shows two Microsoft Excel sheets. The top sheet, titled 'The Wealth of nations', contains a table of GDP per capita data for 2019. The table has columns for Rank, Country, GDP - per capita (PPP), and Year of Information. A bar chart is embedded in the sheet, showing GDP per capita for the top 20 countries. The bottom sheet also contains the same table and bar chart. Three macro buttons are placed on the bottom sheet: 'copy' (in cell K243), 'save' (in cell K244), and 'print' (in cell K245). The 'Developer' tab is selected in both sheets, and the ribbon shows various developer tools like Record Macro, Add-ins, and Button.

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	190,513.00	2019
2	Macau	123,965.00	2019
3	Singapore	97,341.00	2019
4	Qatar	90,044.00	2019
5	Ireland	86,781.00	2019
6	Bermuda	81,798.00	2019
7	Brunei	68,628.00	2019
8	Denmark	68,628.00	2019
9	Hong Kong	63,633.00	2019
10	United States	62,530.00	2019
11	Brunel	62,100.00	2019
12	United Arab Emirates	59,848.00	2019
13	Switzerland	57,804.00	2019
14	Norway	57,804.00	2019
15	United States	57,804.00	2019
16	Denmark	57,804.00	2019
17	Hong Kong	57,804.00	2019
18	Brunei	57,804.00	2019
19	United Arab Emirates	57,804.00	2019
20	Switzerland	57,804.00	2019
21	Norway	57,804.00	2019
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GDP

Rank	Country	GDP - per capita (PPP)	Year of Information
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9	Bermuda	£81,798.00	2019
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
18	Hong Kong	£59,848.00	2019
20	Denmark	£57,804.00	2019



A REFLECTION

THIS ASSIGNMENT HAS GIVEN ME MORE INSIGHT AND UNDERSTANDING. IT WAS INTERESTING GOING THROUGH EVERYTHING I HAVE LEARNT FROM DAY 1. I HAVE LEARNT TO PAY ATTENTION TO DETAILS AND INSTRUCTIONS. ONE MISSED STEP CAN CAUSE SEVERE CONFUSION ESPECIALLY WHEN USING TOOLS LIKE EXCEL AND TABLEAU.