**Analytical skills:** Qualities and characteristics associated with using facts to solve problems

**Analytical thinking:** The process of identifying and defining a problem, then solving it by using data in an organized, step-by-step manner

**Attribute**: A characteristic or quality of data used to label a column in a table

**Business task:** The question or problem data analysis resolves for a business

**Context:** The condition in which something exists or happens

**Data:** A collection of facts

**Data analysis:** The collection, transformation, and organization of data in order to draw conclusions, make predictions, and drive informed decision-making

**Data analyst:** Someone who collects, transforms, and organizes data in order to draw conclusions, make predictions, and drive informed decision-making

**Data analytics:** The science of data

**Data design:** How information is organized

**Data-driven decision-making:** Using facts to guide business strategy

**Data ecosystem:** The various elements that interact with one another in order to produce, manage, store, organize, analyze, and share data

**Data science:** A field of study that uses raw data to createnew ways of modeling and understanding the unknown

**Data strategy:** The management of the people, processes, and tools used in data analysis

**Data visualization:** The graphical representation of data

**Database:** A collection of data stored in a computer system

**Dataset:** A collection of data that can be manipulated or analyzed as one unit

**Fairness:** A quality of data analysis that does not create or reinforce bias

**Formula:** A set of instructions used to perform a calculation using the data in a spreadsheet

**Function:** A preset command that automatically performs a specified process or task using the data in a spreadsheet

**Gap analysis:** A method for examining and evaluating the current state of a process in order to identify opportunities for improvement in the future

**Observation:** The attributes that describe a piece of data contained in a row of a table

**Query:** A request for data or information from a database

**Query language:** A computer programming language used to communicate with a database

**Root cause:** The reason why a problem occurs

**Stakeholders:** People who invest time and resources into a project and are interested in its outcome

**Technical mindset:** The ability to break things down into smaller steps or pieces and work with them in an orderly and logical way

**Visualization:** (Refer to data visualization)