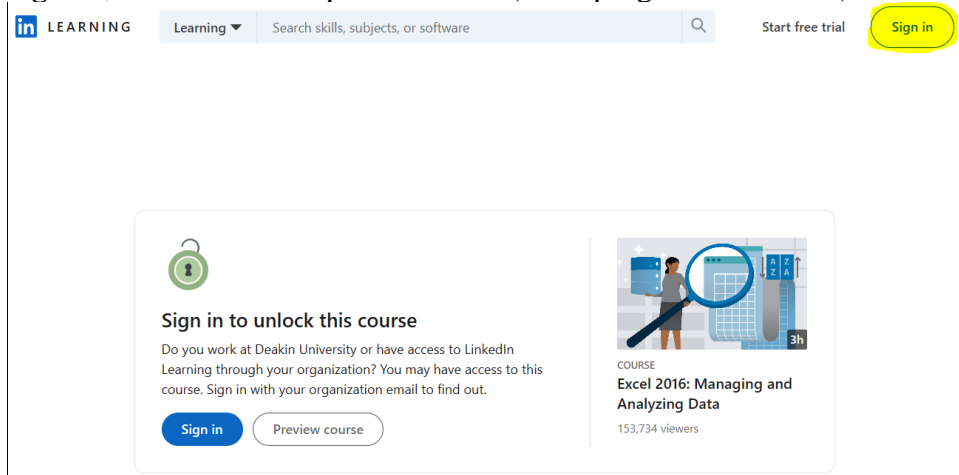
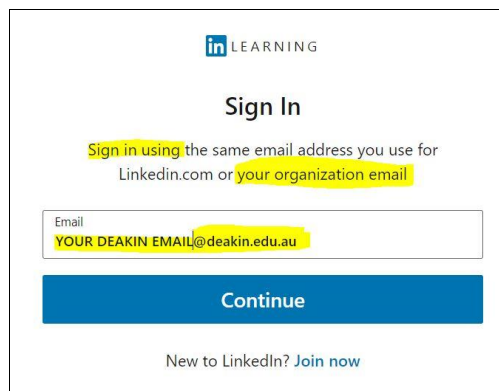


# Data Skills Practical Instruction

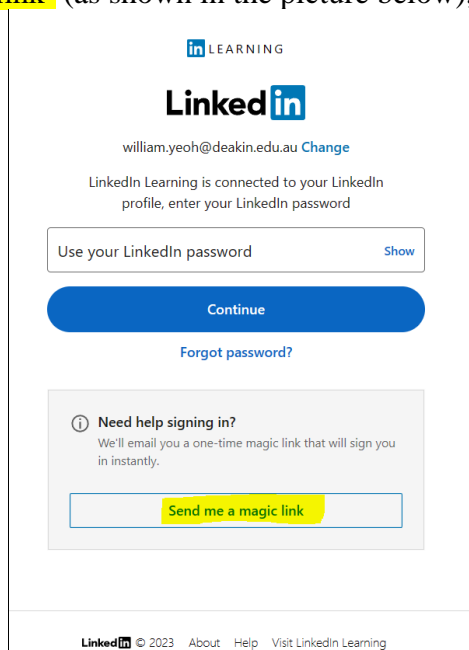
1. Go to: <https://www.linkedin.com/learning/excel-2016-managing-and-analyzing-data/welcome?u=2104084>
2. Click **Sign In**, as shown in the picture below (see top right-hand corner).



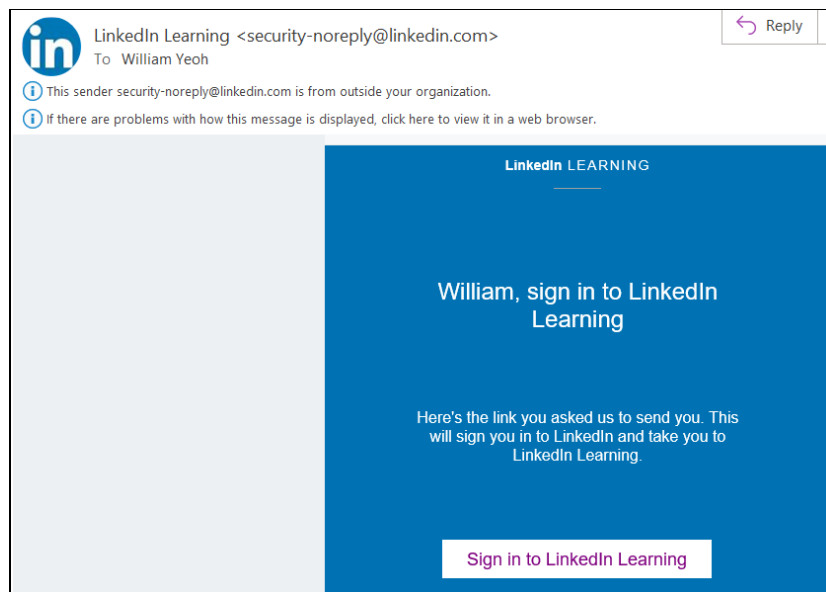
3. Sign in with your **Deakin student email account** only, as shown in the picture below.



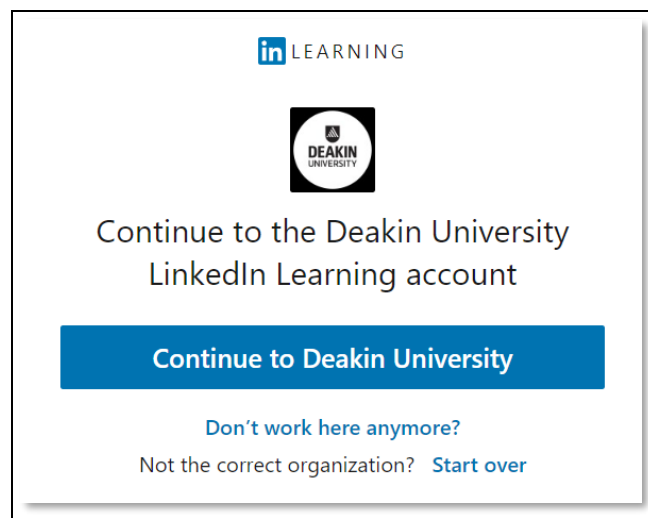
4. Click **'Send me a magic link'** (as shown in the picture below), check your Deakin email.



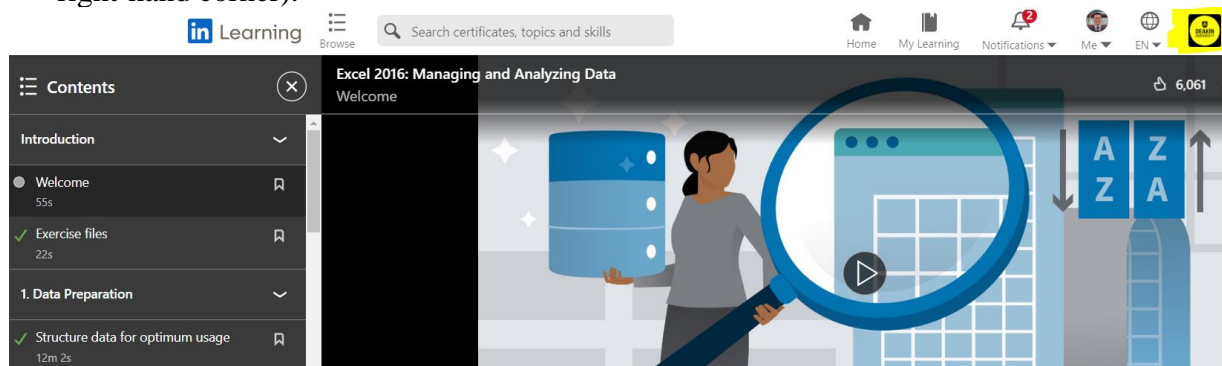
5. From your Deakin email, click ‘Sign in to LinkedIn Learning’, as shown in the picture below.



6. Click ‘Continue to Deakin University’ (as shown in the picture below) and then ‘Sign in with Single Sign-On’ (via Deakin Single Sign-On).



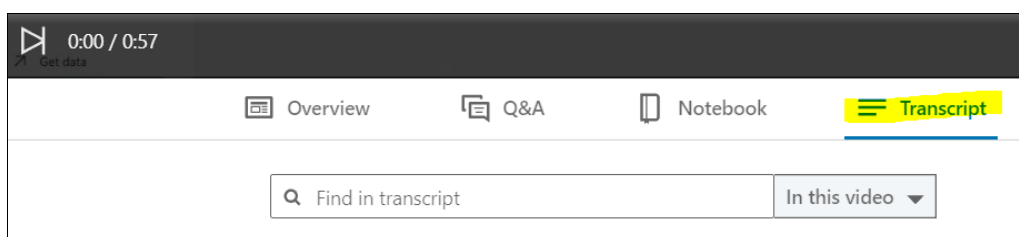
7. Now you have signed up for the ‘Excel 2016: Managing and Analyzing Data’ course paid by Deakin, as shown in the picture below (the Deakin logo should appear in the top right-hand corner).



8. Use these terms and definitions below to understand concepts taught in the course.

Term	Definition
<b>advanced filter</b>	Used in situations with complex criteria
<b>COUNTIF</b>	A function used to find cells within a specific range that match your specified data
<b>filter</b>	Allows you to hide data that you don't want to see
<b>multiple-key sorting</b>	The ability to sort multiple fields at one time
<b>outline symbols</b>	Symbols that show up on the left-hand side of the worksheet after creating subtotals
<b>sort</b>	A tool used to rearrange the order of rows or parts of rows

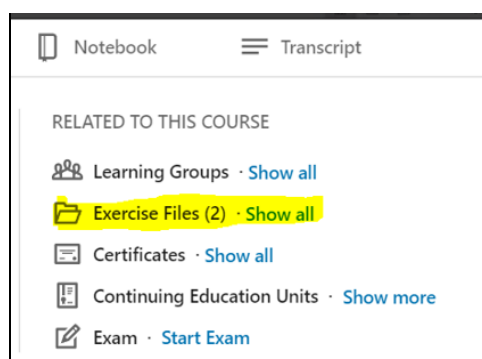
9. Transcript Search: note that you can search for terms directly within the course. To search video text, switch to the Transcripts tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.



10. Next, work on the **Data Skills - Part 1 exercises** (see **unit website-Practicals folder**).

**Note:**

- All datasets are provided on this online learning site (no external datasets are needed for the practical). See:



- You should watch the short videos the online learning site provides before doing the exercises.
- Feel free to do the practicals at your own pace, following the detailed instructions provided in the videos on the online training course site.
- Hence, practical attendance is not mandatory - practical attendance is meant for those who need assistance from the tutor.

--- End---