

Data Technician

Name:

Course Date:

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Day 1: Task 1

Please research the different versions of Tableau, compare and contrast them below and explain the limited functionality on 'Tableau Public'.

Different Tableau versions	Tableau Versions Overview			
	Version	Primary Use	Key Features	Limitations
	Tableau Desktop	Data analysis & dashboard creation	- Full data connectivity- Advanced analytics- Local saves- Primary tool for analysts	- Licensed software- No built-in collaboration (requires Tableau Server/Cloud to share)



Tableau Server	Self-hosted sharing & collaboration	- Enterprise deployment- User access control- Dashboard sharing- Automation	- Requires infrastructure & IT setup- Higher maintenance burden
Tableau Cloud	Cloud-hosted sharing & collaboration	- Fully managed by Tableau (Salesforce)- Similar features as Server- Scalable, no hosting needed	- Subscription pricing- Data residency concerns (for regulated industries)
Tableau Prep	Data cleaning & preparation	- Easy drag-and-drop data transformation- Integrates with Desktop/Server	- Not for visualization- Requires separate install or license
Tableau Public	Free data visualization (public only)	- Free version- Publish to Tableau Public gallery- Great for learning, blogging	- Only public dashboards- Limited data source support- No automation or security

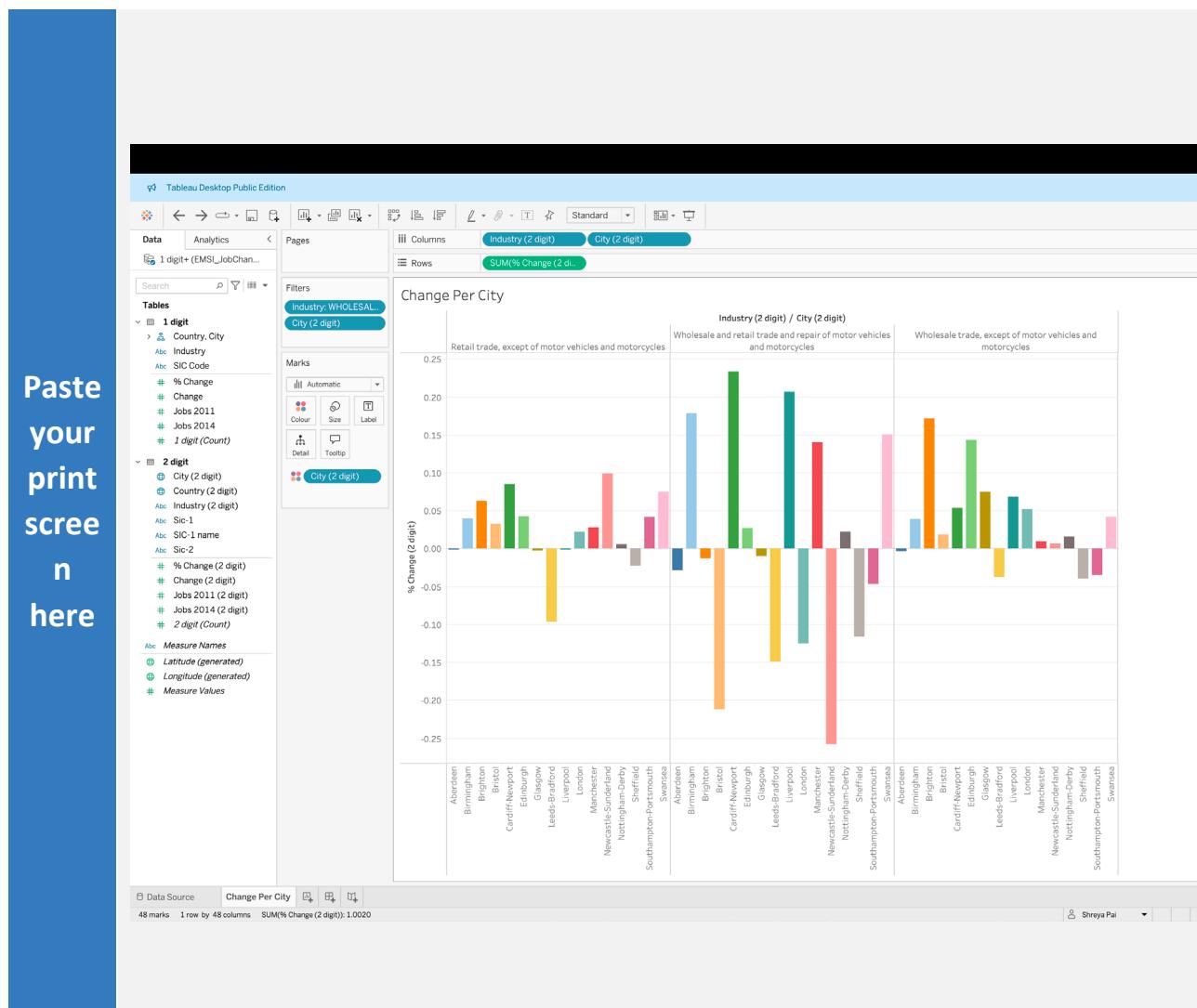
Tableau Public Limitations

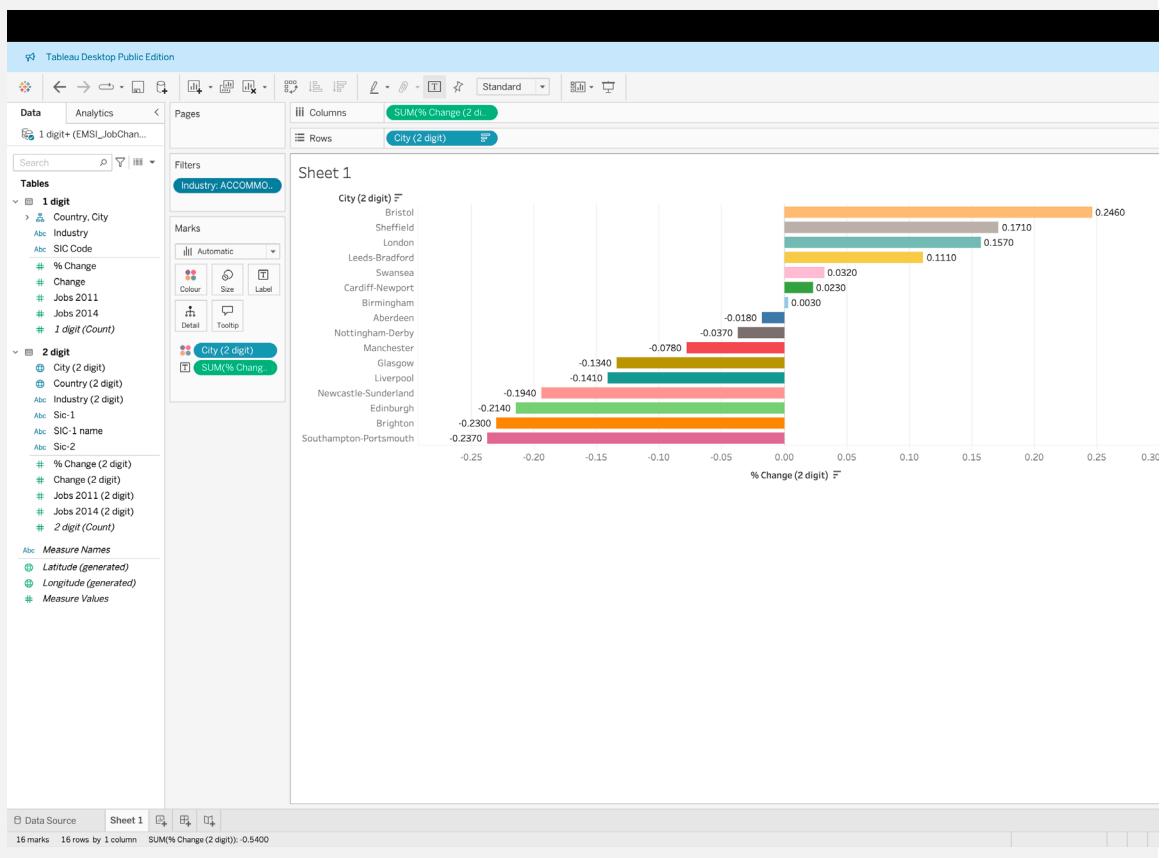
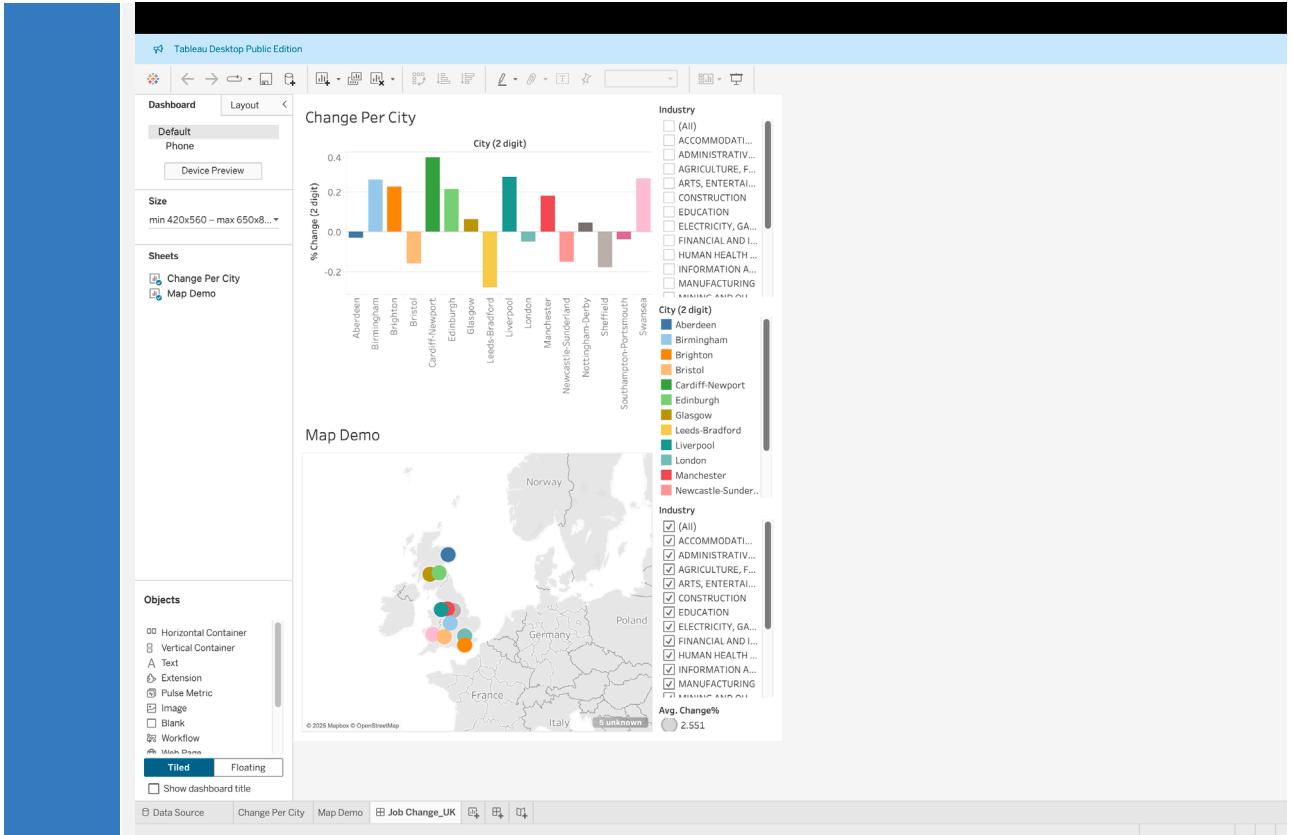
- **Only public dashboards** (no private saves)-can't handle **sensitive or proprietary data**.
- **Limited data sources** (e.g. Excel, CSV, Google Sheets)- (Dependability) Need for **database connectivity**, cloud platforms, or live data sources beyond Google Sheets.
- **No database/cloud connections**
- **No user access control or collaboration**-Require **collaboration tools, version control, user-based access permissions**, or enterprise governance.
- **No scheduling or automation**-Require **automated refresh**, scheduling of dashboards, or live connections.
- **Limited storage (~10 GB)**



Day 1: Task 2

Using the *EMSI_JobChange_UK* dataset, create your own dashboard, I want to see a bar chart showing percentage change and a UK based map showing the key city locations impacted.

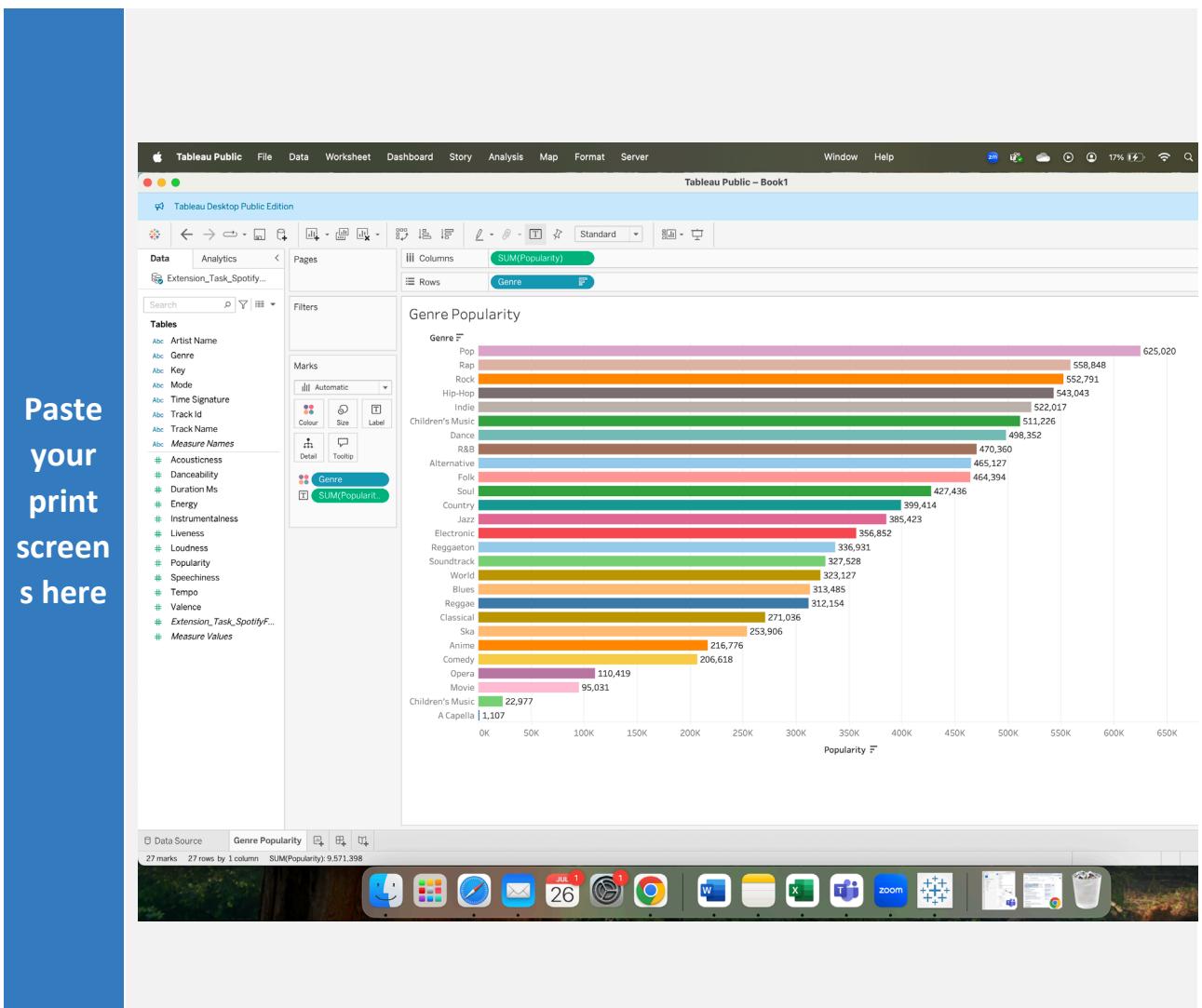


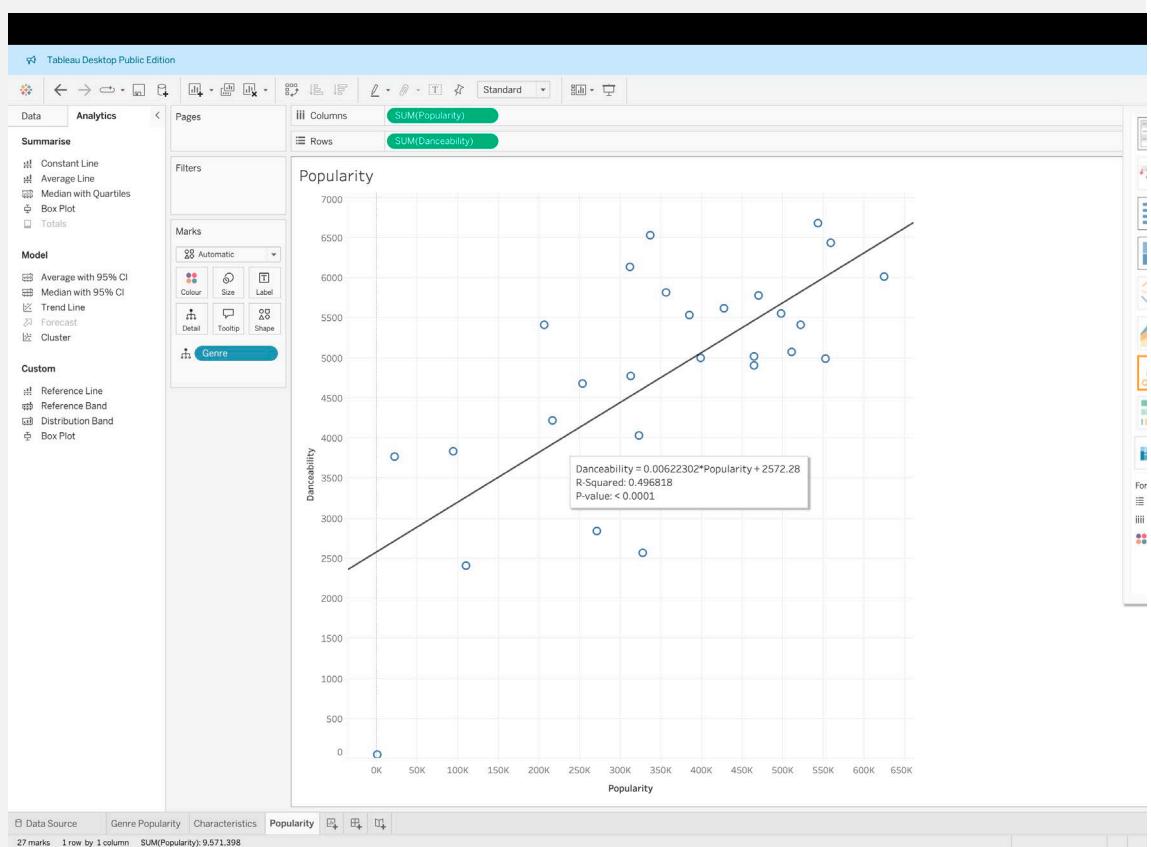
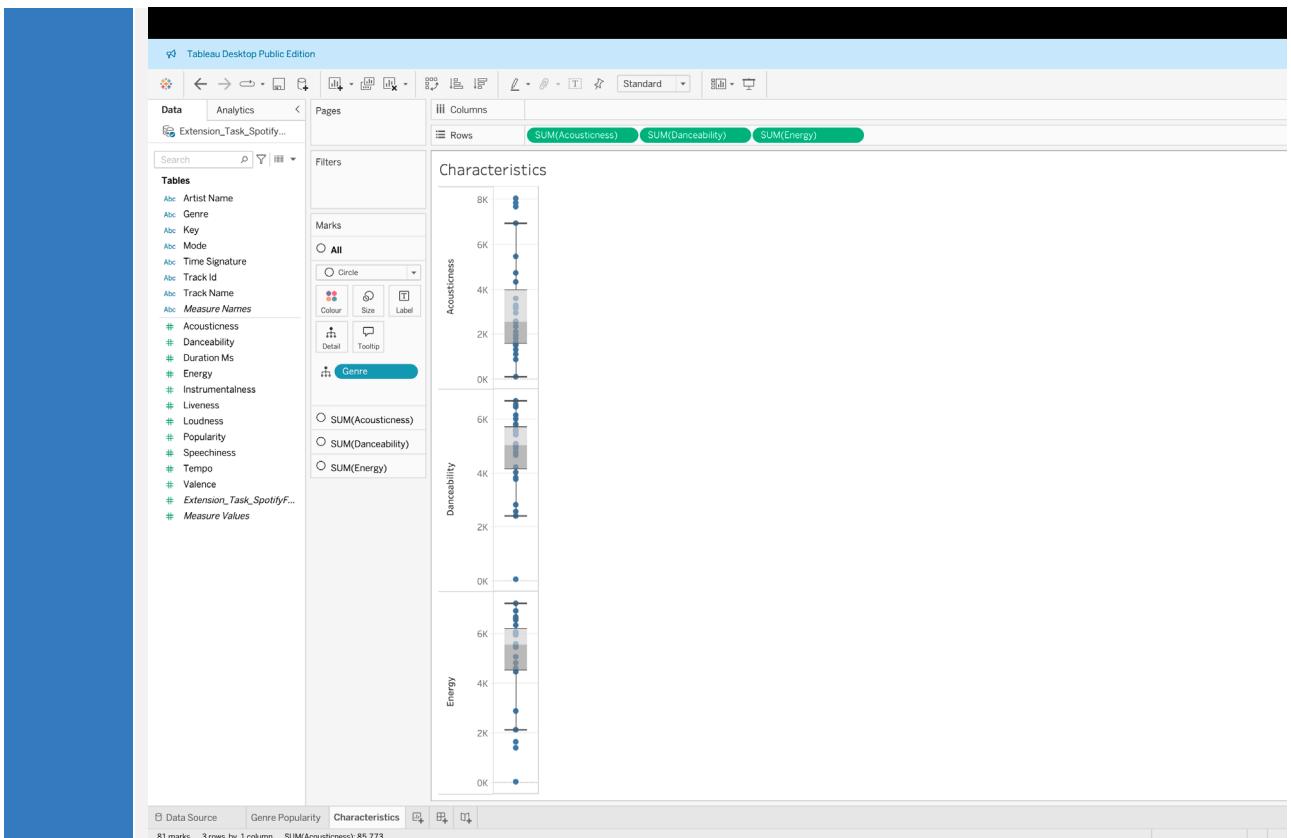


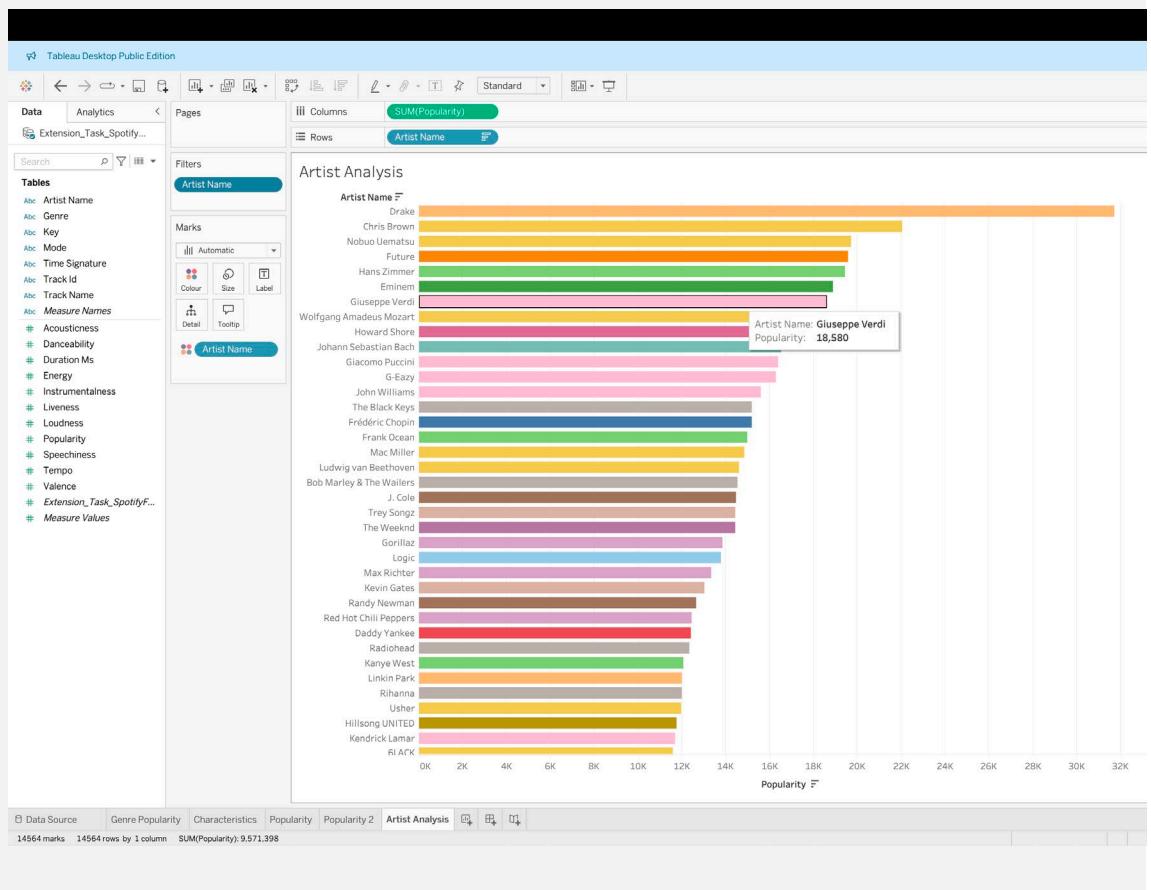
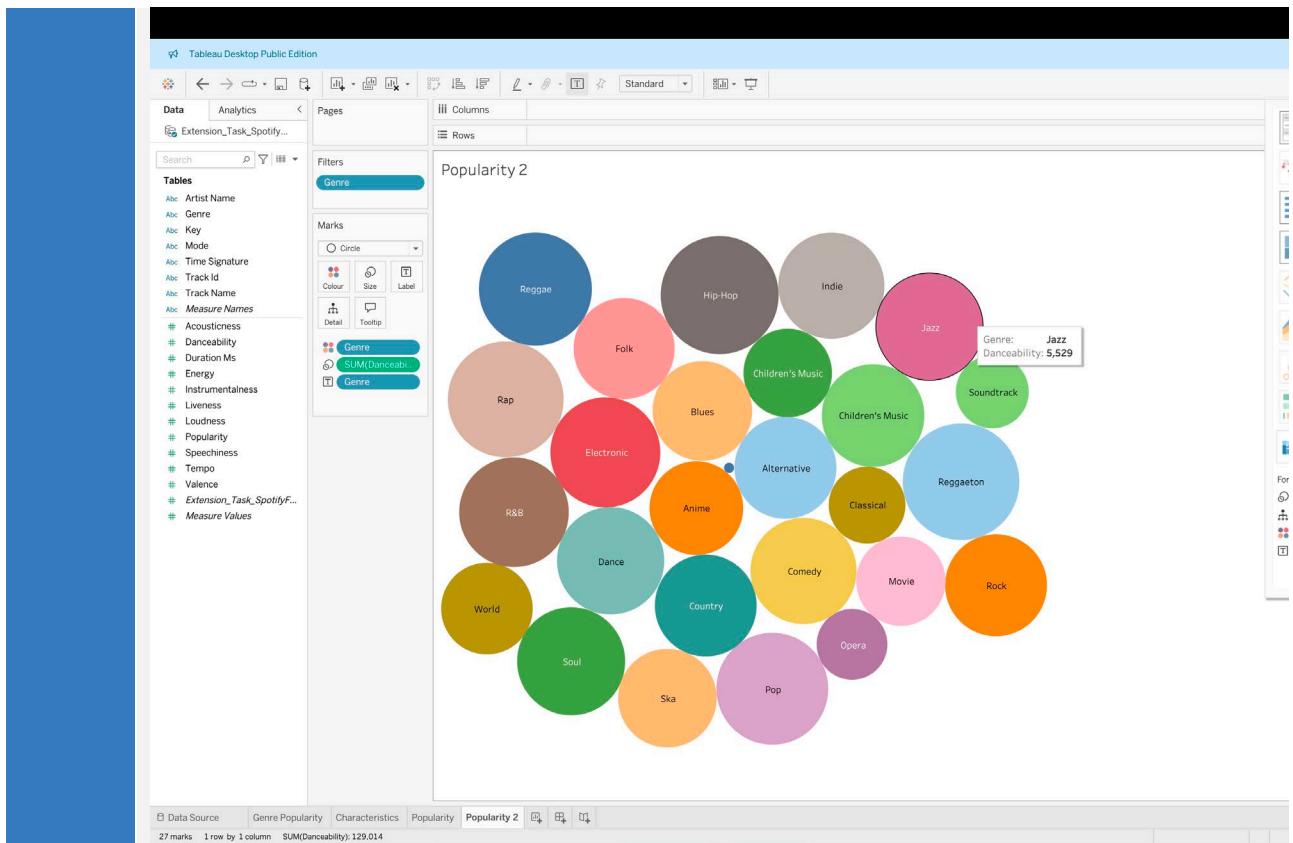
Day 2: Task 1

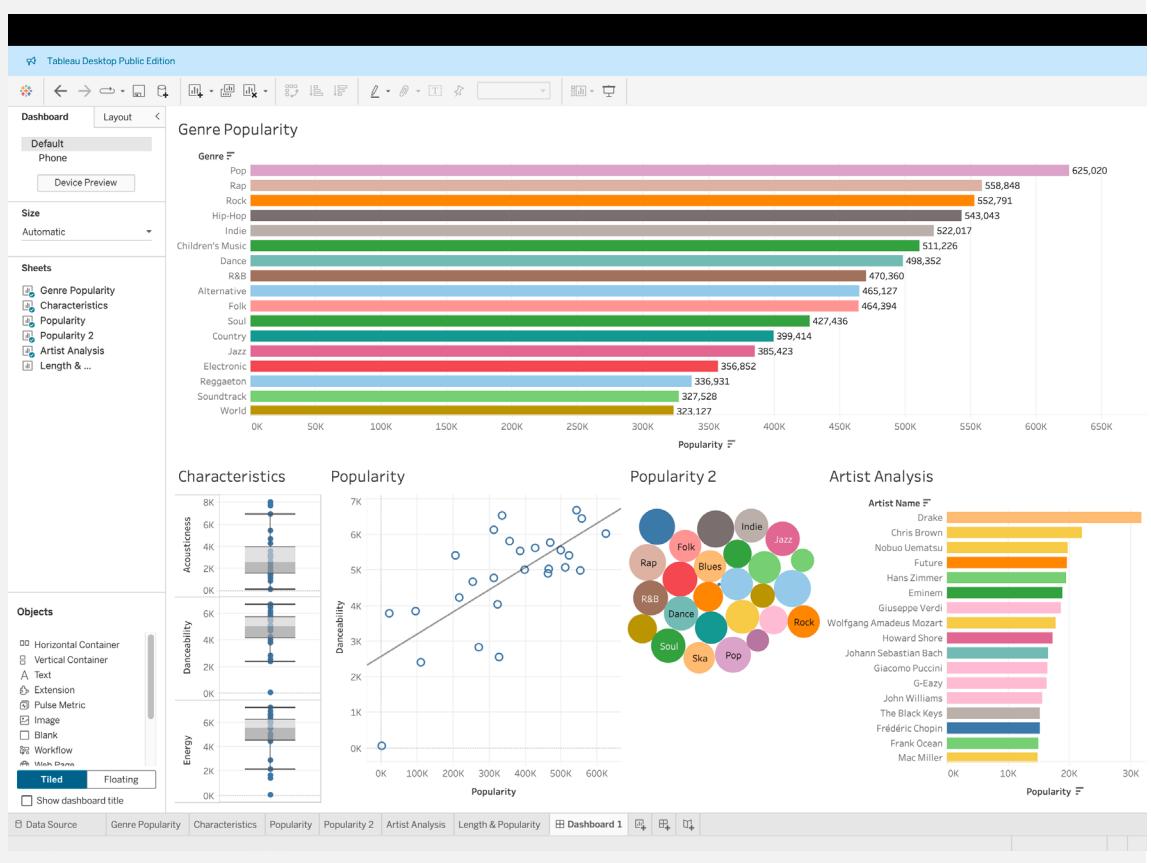
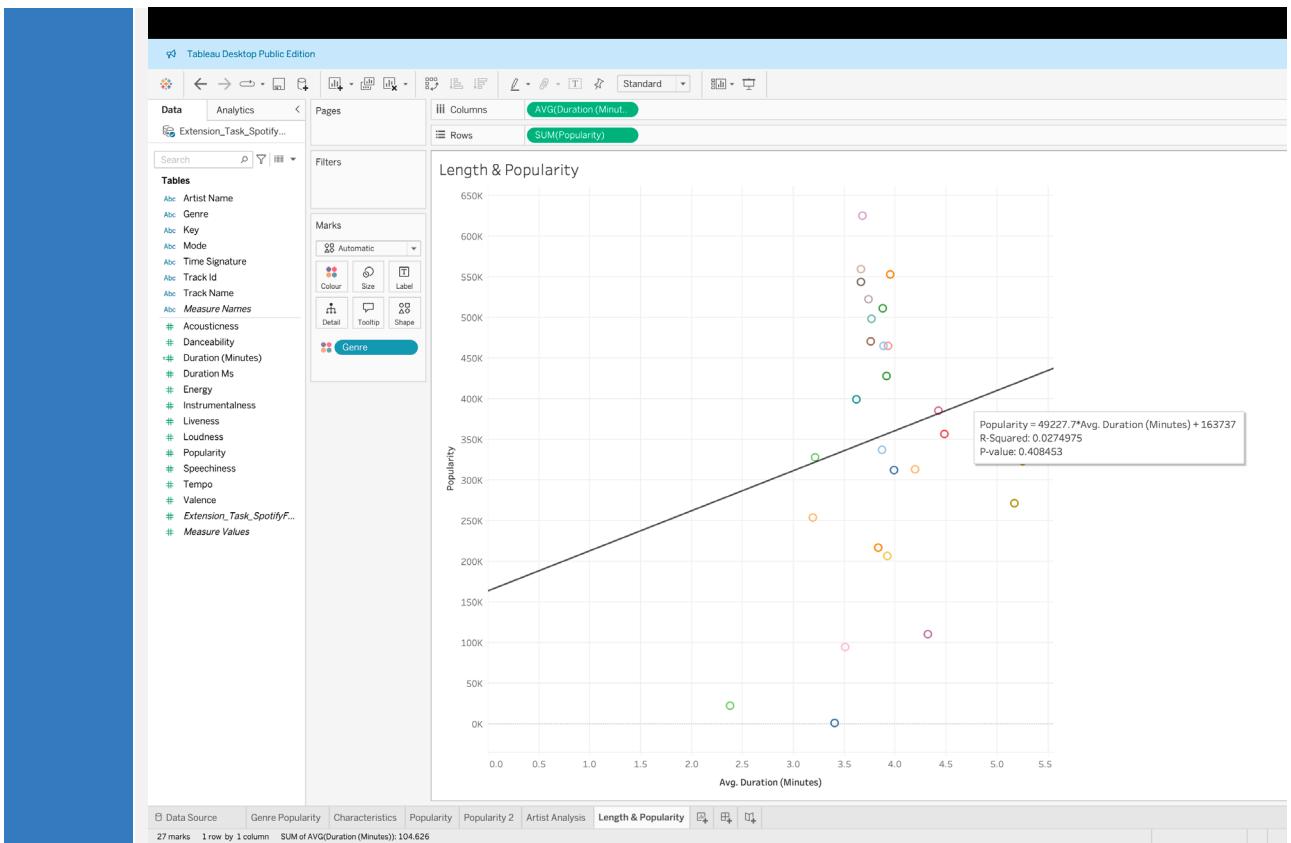
Using the Spotify data set, conduct an analysis to find trends and key information that could be used by an organisation for future projects.

There is no set scope for the analysis, simply to find trends and document them below:









What did you find?

Spotify Trends- Spotify dataset to see what types of music are really connecting with people.

1. Pop, Rap, and Rock Dominate

These three genres lead the pack, with **Pop** being the most popular overall, followed closely by **Rap** and **Rock**. This isn't surprising, but it confirms that if you want to reach a **broad, mainstream audience**, those genres are your safest bet.

2. Danceability and Energy = Hits

There's a clear trend: the more **danceable** and **energetic** a track is, the more likely it is to be popular. Tracks with a bit of bounce and energy tend to rise to the top — think songs you'd hear at the gym, on TikTok, or out with friends.

3. Not Just Pop Stars — Composers Are Popular Too

Surprisingly, artists like **Hans Zimmer**, **Nobuo Uematsu** (famous for video game music), and even **Mozart** are near the top in popularity. So it's not just radio hits — **soundtracks and instrumental music** have big audiences too.

4. Genres Cluster by Mood & Audience

Looking at how genres are grouped, we saw that **Pop**, **Rap**, **Hip-hop**, and **Dance** sit close together — they share a similar vibe and often attract the same listeners. Genres like **Jazz**, **Folk**, and **Blues** sit off to the side — more niche, but still valuable.

5. Acoustic and Low-Energy Music Has a Place Too

While most hits are upbeat, there's also demand for calmer, more acoustic tracks — especially in genres like **Indie**, **Folk**, and **Classical**.



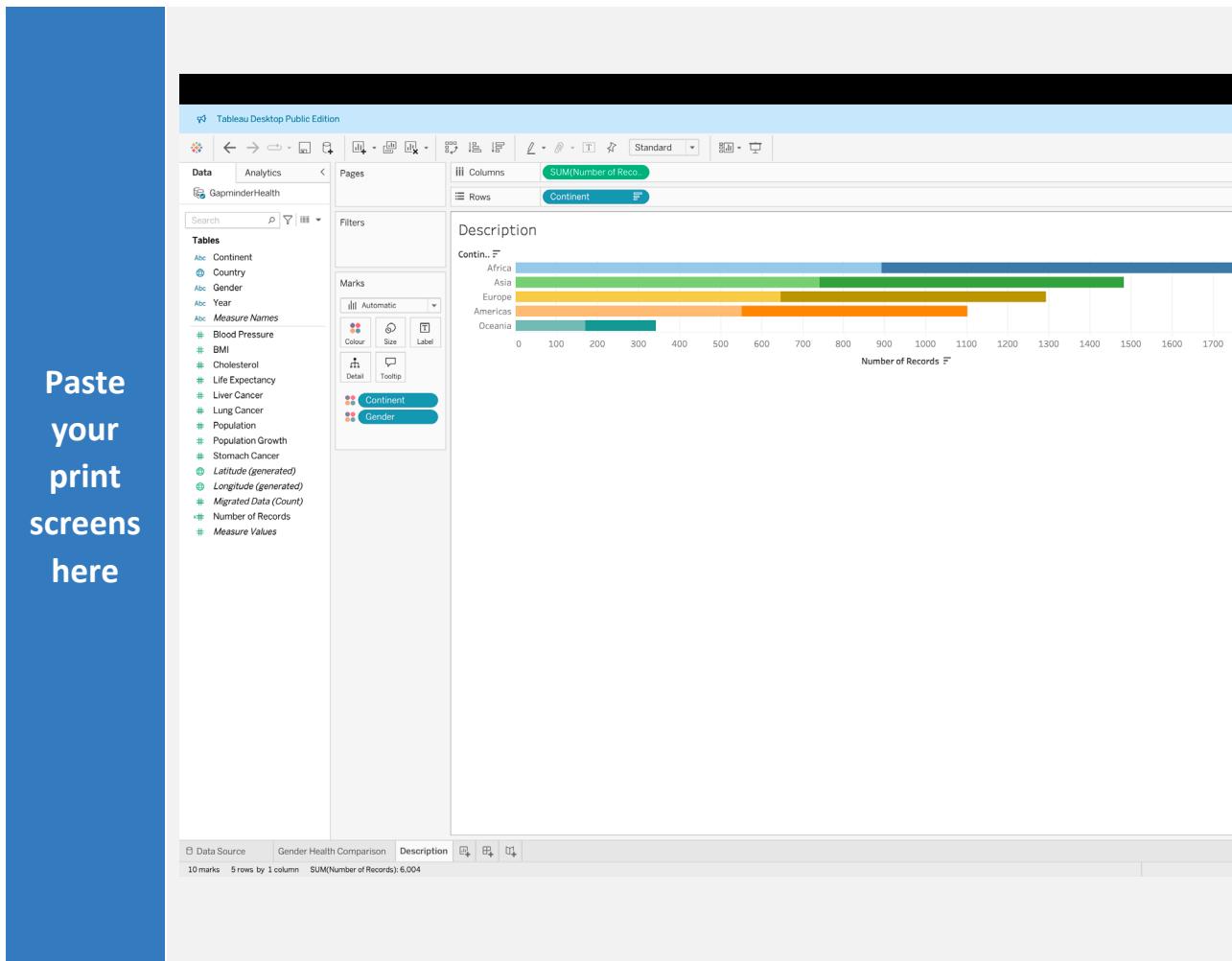
Day 2: Task 2

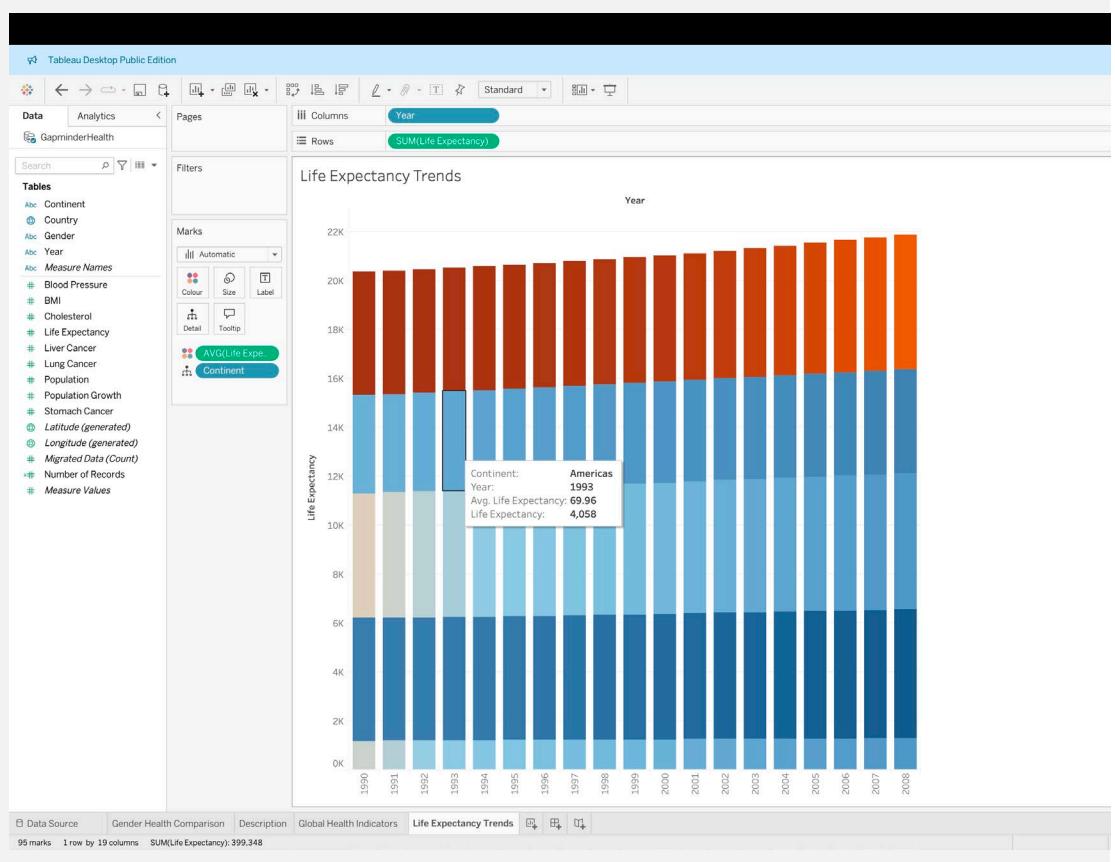
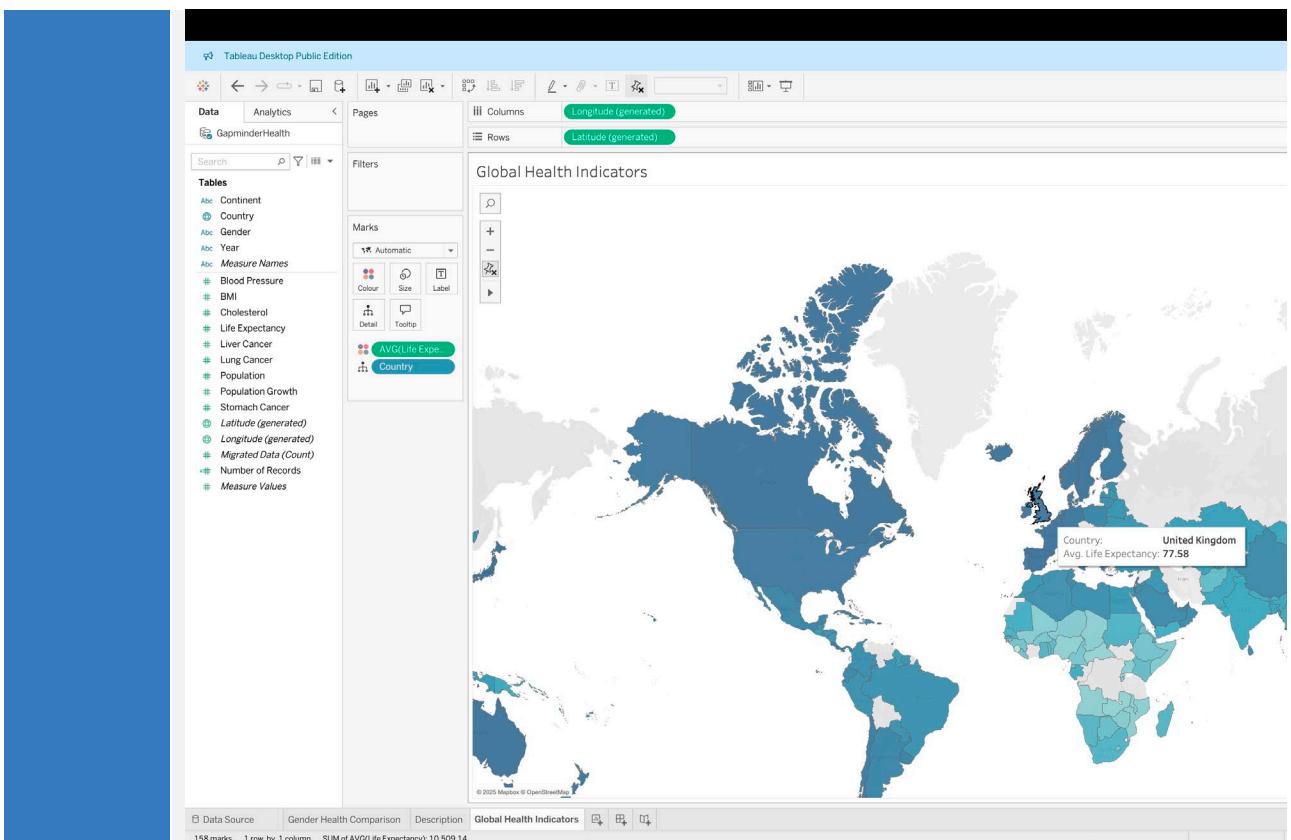
Using the Health, conduct an analysis to find trends and key information that could be used by an organisation for future support.

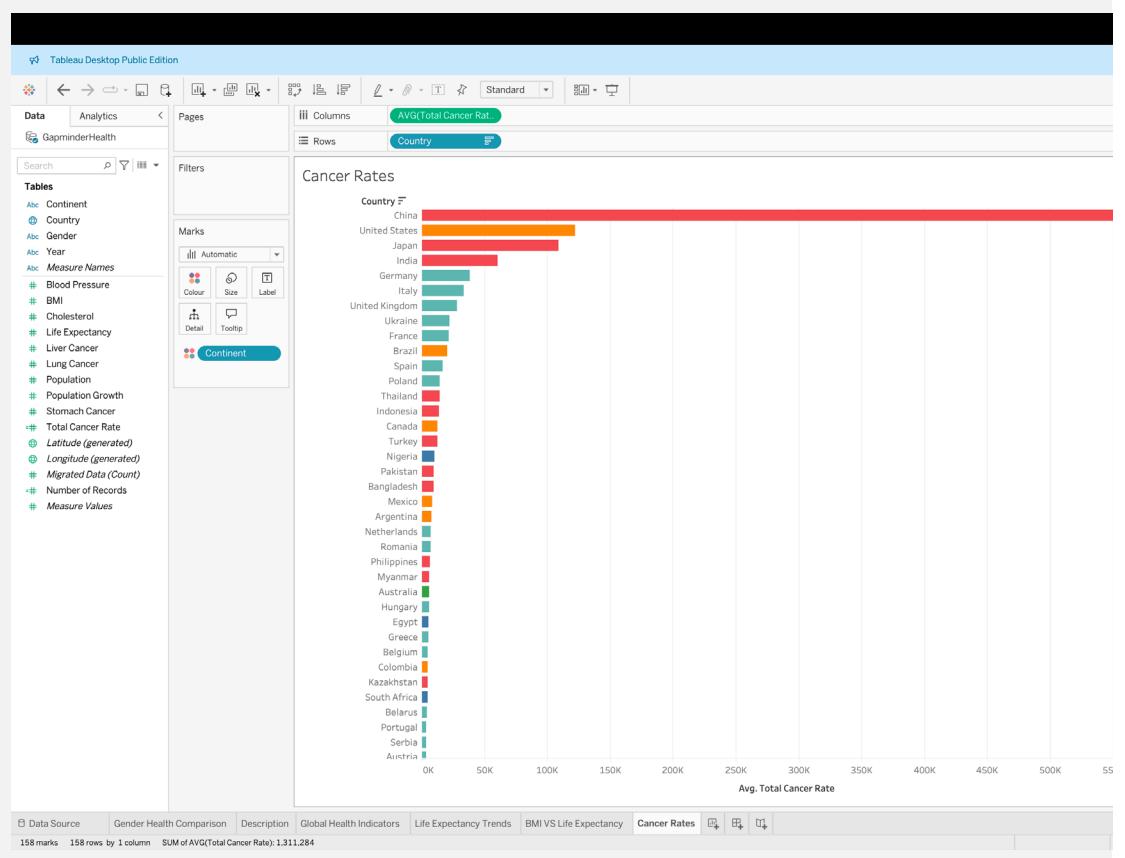
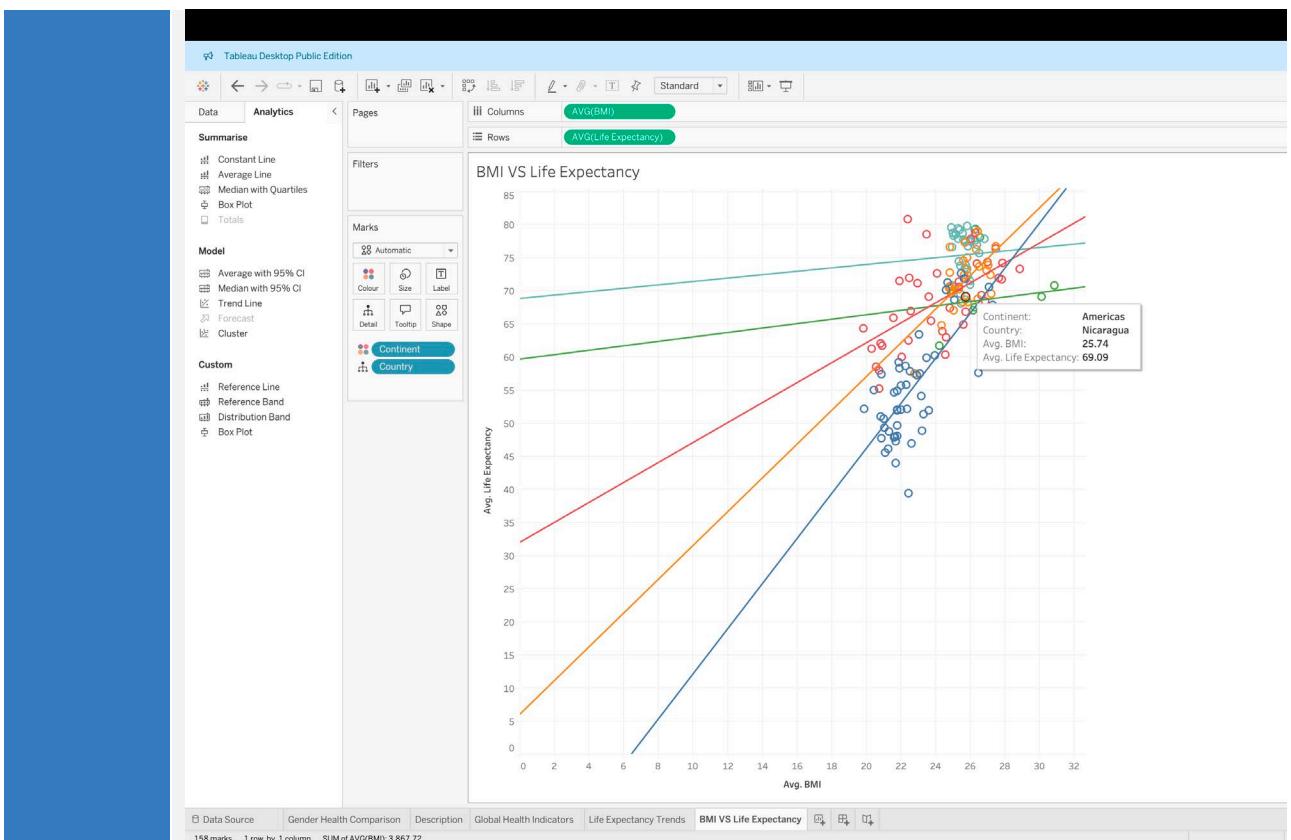
There is no set scope for the analysis, simply to find trends and document them below.

- Data can be lifesaving and is being used more within the NHS, reflect on how this data could support decision making for the NHS.

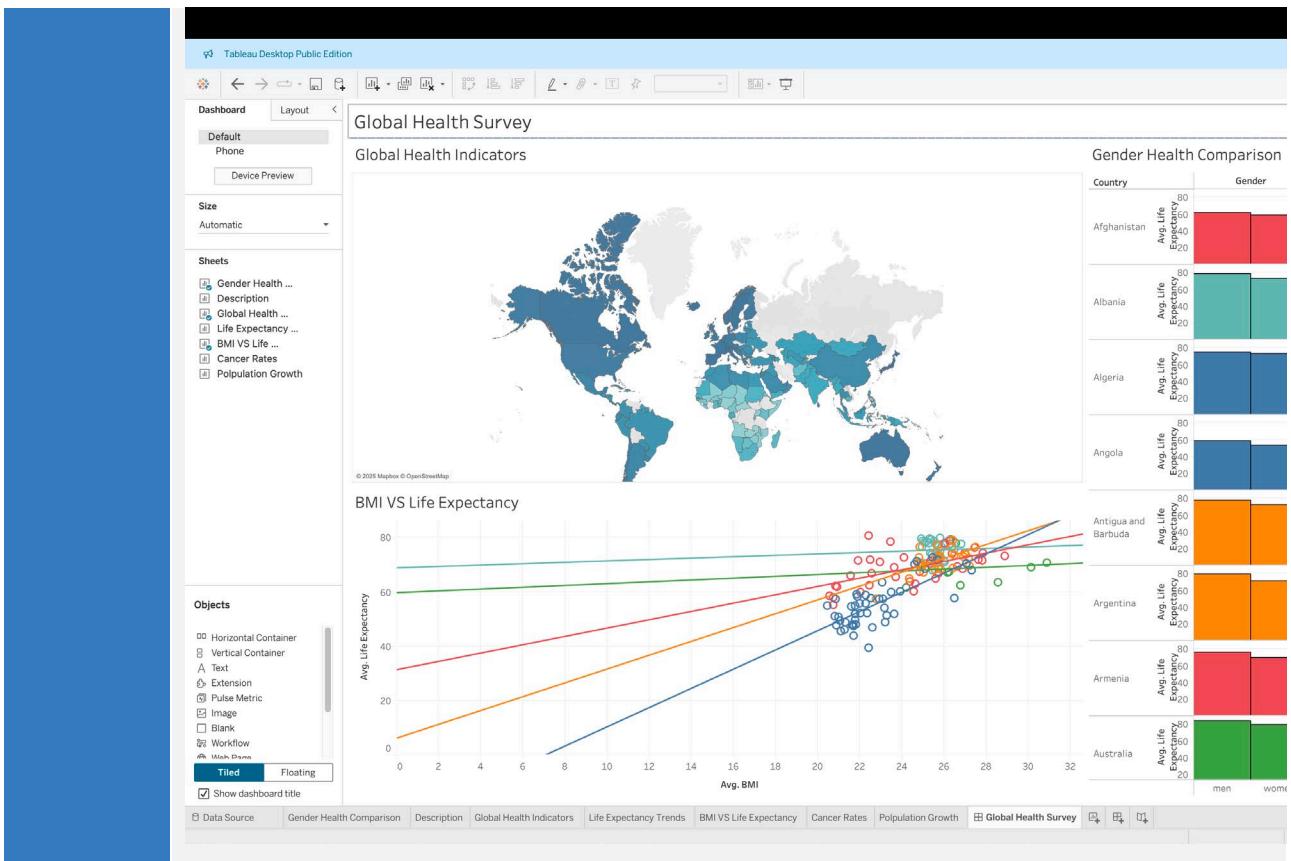
Paste
your
print
screens
here











What did you find and any reflections on how the NHS could use this?

Global Life Expectancy Trends:

The dashboard highlights a steady rise in life expectancy from 1990 to 2008 across most continents, with each region contributing differently to this global improvement.

Reflections on NHS Usage:

Tools like these can be incredibly valuable for the NHS. By visualizing health trends, the NHS can better shape policies, allocate resources where they're needed most, and design targeted health programs. Comparing UK data with other countries also helps identify what's working and where we can improve. Plus, clear, engaging visuals can boost public awareness and encourage healthier choices.



Day 3: Task 1

Please complete Lab 1 'Get Data in Power Bi Desktop'. Once complete, paste a print screen below and in the collaboration board.

"Teaching is the best way to learn, so please listen out for support requests from the class and we'll work through the challenges together"

Paste your completed lab here

Get Data in Power BI
1 Hr 44 Min Remaining

Instructions Help

9. Review the column EmployeeKey values, and 296 distinct values. When I'm the same, it means some value in some model is These unique one-to-many / the Model Da

10. In the Queries query, The DimProd product sold b

11. In the Queries query, The DimRese reseller. Resell to the Advent

12. To view column from inside the Column Profil

13. Select the Busin notice the new j pane. Review th distribution in th Notice the dat labels for was misspelled Wa



Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Layout Data Preview Columns Parameters Advanced Dependencies

Queries [6]

DimEmployeeSalesTerritory DimEmployee DimProduct DimReseller DimSalesTerritory FactResellerSales

DimReseller

ResellerKey GeographyKey ResellerAlternateKey Phone BusinessType

Column statistics Value distribution

Count: 701 Error: 0 Empty: 0 Distinct: 701 Unique: 701 NaN: 0 Zero: 0 Min: 1 Max: 701 Average: 351

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Get Data in Power BI 1 Hr 36 Min Remaining

Instructions Help

10. In the **Queries** query, The **DimProd** product sold b

11. In the **Queries** query, The **DimReseller** reseller. Resell to the Advent.

12. To view column from inside the **Column Profil**

13. Select the **Busin** notice the new j pane. Review th distribution in th

Notice the dat labels for war misspelled Wa

Value distribution Value Added Reseller Specialty Bike Shop Warehouse

14. Hover the curso notice that there

15. In the **Queries** **DimSalesTerr** The **DimSale** row per sales i (headquarters, country, and c In the **Model** lab, you'll crea

16. In the **Queries** **FactResellerSa** PREVIOUS

Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Close & Apply New Source Recent Data Data Sources Manage Refresh Preview Advanced Editor Properties Choose Columns Remove Rows Sort Data Type: Text Text Analytics

Source Manage Columns Keep Rows Group By Use First Row as Headers Transform

Queries [8]

DimEmployeeSalesTerritory DimEmployee DimProduct DimReseller DimSalesTerritory FactResellerSales ResellerSalesTargets ColorFormats

ColorFormats

Column1 Column2 Column3

Column1 Column2 Column3

11 distinct, 11 unique 11 distinct, 11 unique 3 distinct, 1 unique

Color	Background Color Format	Font Color Format
Black	#000000	#FFFFFF
Blue	#0000FF	#FFFFFF
Grey	#B0B0B0	#FFFFFF
Multi	#0CB8F7	#000000
NA	#CDCDCD	#000000
Red	#FF0000	#FFFFFF
Silver	#C0C0C0	#000000
Silver/Black	#696969	#FFFFFF
White	FFFFFF	#000000
Yellow	FFFF00	#000000

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Get Data in Power BI 1 Hr 22 Min Remaining

Instructions Help

1. Notice that no o When their isn't character is stor

6. Review the icon: left of the color column data typ is text.

7. Repeat the step: ColorFormats.

The **ColorFor** per product cc codes to form

You should now have t ResellerSalesTarget

Queries [8]

DimEmployee DimEmployeeSales DimProduct DimReseller DimSalesTerritory FactResellerSales ResellerSalesTargets ColorFormats

Lab complete

PREVIOUS



Day 3: Task 2

Please complete Lab 2 'Load Transformed Data in Power BI Desktop'. Once complete, paste a print screen below and in the collaboration board.

"Teaching is the best way to learn, so please listen out for support requests from the class and we'll work through the challenges together"

Paste your completed lab here

The screenshot shows the Power BI Desktop interface with the 'Transform' tab selected. A table named 'Salesperson' is displayed with 18 rows and 7 columns: BaseRate, L2_VacationHours, L2_SickLeaveHours, CurrentFlag, SalesPersonFlag, and two columns with TRUE values. The 'APPLIED STEPS' pane on the right lists several steps: 'Source Navigation', 'Filtered Rows', 'Choose Columns', 'Remove Columns', 'Keep Rows', 'Remove Rows', 'Reduce Rows', and 'Sort'. A 'Properties' pane shows the 'Name' is set to 'Salesperson'. The 'INSTRUCTIONS' pane contains numbered steps 6 through 11, with step 8 highlighted in red. Step 8 says: '8. To remove color from inside the I the Choose Col'. The bottom status bar shows '33 COLUMNS, 18 ROWS Column profiling based on top 1000 rows' and 'PREVIEW DOWNLOADED AT 3:37 PM 3:37 PM 7/23/2025'.



Transform data in Power Query | 1 Hr 30 Min Remaining

In the status bar, view columns and 397 rows

Configure the Reseller Dimension

- Select the **DimReseller** table.
- Remove all columns except **ResellerID**.
- Expand the **DimProductCategory** column.
- On the **Business** down-arrow, select **Ware House**.
- Right-click the **ResellerID** column and select **Replace Values**.
 - In the **Value To Edit** dropdown, select **Ware House**.
 - In the **Replace With** dropdown, select **ResellerID**.
- Expand the **DimGeography** column.
- On the **Business** down-arrow, select **City**.
- On the **Business** down-arrow, select **StateProv**.
- On the **Business** down-arrow, select **Country/Region**.

Replace
Replace on Value To Edit Ware House Replace With WareHouse

PREVIEW DOWNLOADED AT 3:54 PM 3:56 PM 7/23/2025

Transform data in Power Query | 55 Minutes Remaining

In the status bar, view columns and 10 row

Update the ColorFormats Table

- Select the **ColorFormats** table.
- Change the type of the **Color** column to **Text**.
- Change the type of the **Background Color Format** column to **Text**.
- Change the type of the **Font Color Format** column to **Text**.

Merge query case from diff and a CSV file

le Number * w as Header yes

Merge

3. In the Merge with select the Color

Merge

Product

Product

1. Black #000000 #FFFFFF

2. Blue #0000FF #FFFFFF

3. Grey #B0B0B0 #FFFFFF

4. Multi #BCBFBF #000000

5. NA #CDCDCD #000000

6. Red #FF0000 #FFFFFF

7. Silver #CCCCCC #000000

8. Silver/Black #696969 #FFFFFF

9. White #FFFFFF #000000

10. Yellow #FFFF00 #000000

PREVIEW DOWNLOADED AT 4:29 PM 4:30 PM 7/23/2025



The screenshot shows the Microsoft Power BI desktop application. The ribbon at the top has tabs: Home, Insert, Modeling, View, Optimize, and Help. The Home tab is selected. The ribbon bar also includes icons for Cut, Copy, Paste, Format painter, Get data, Excel, OneLake, SQL, Enter Dataverse, Recent sources, Transform Refresh data, Queries, New visual, Text box, More calculations, New measure, Quick measure, Sensitivity, Publish, Prep data for Copilot AI, and Share.

The main workspace is titled "02-Starter-Sales Analysis • Last saved: Today at 3:30 PM". It displays a message: "Build visuals with your data. Select or drag fields from the Data pane onto the report canvas." A small icon of a green dashed box with a hand cursor is shown.

On the right side, there are several panes:

- Visualizations**: A large pane showing a grid of visualization icons (e.g., bar charts, line graphs, maps) with a search bar at the top.
- Data**: A pane listing data fields:
 - Product
 - Region
 - Reseller
 - Sales
 - Salesperson
 - SalespersonRegion
 - Targets
- Filters**: A pane with sections for "Filters on this page" and "Filters on all pages", each with a "Add data fields here" button.
- Values**: A pane with sections for "Drill through", "Cross-report", and "Keep all filters", each with a "Add drill-through fields here" button.
- Instructions**: A pane with the following steps:
 - Select Close & model, and close
 - You can now see with Filters, Vis, right. In the Dat loaded to the d
- Close & Apply**: A button with a red X and a blue arrow pointing up.
- Lab complete**: A message indicating the lab is finished.
- Data**: A pane listing data fields:
 - Product
 - Region
 - Reseller
 - Sales
 - Salesperson
 - Targets

At the bottom, the status bar shows "Page 1 of 1", "55%", "Update Available (click to download)", "4:40 PM", "7/23/2025", and "ENG US".



Day 4: Task 1

Please complete Lab 8 'Design a Report in Power BI Desktop'. Once complete, paste a print screen below and in the collaboration board.

"Teaching is the best way to learn, so please listen out for support requests from the class and we'll work through the challenges together"

Paste your completed lab here

The screenshot shows the Power BI Desktop interface with three visualizations:

- Sum of Sales and Profit Margin by Month:** A stacked bar chart showing sales volume and profit margin over time. The Y-axis represents Sum of Sales (\$M) and Profit Margin (%). The X-axis represents months from July 2019 to June 2020. The chart includes a blue bar for sales and a dark blue line for profit margin.
- Sum of Sales by Group and Category:** A stacked bar chart showing sales by region (North America, Europe, Pacific) and category (Accessories, Bikes, Clothing, Components). The Y-axis represents Sum of Sales (\$M).
- Sum of Quantity by Category:** A horizontal bar chart showing the quantity of items sold by category. The Y-axis represents Category, and the X-axis represents Sum of Quantity (K). The categories are Clothing, Bikes, Components, and Accessories.

The left sidebar contains filters for Year (FY2020) and Region (Australia, Canada, Central, France, Germany, Northeast, Northwest, Southeast, Southwest, United Kingdom). The top ribbon shows the Home tab selected. The right side of the screen displays a 'Design Power BI report' pane with instructions and a preview of the report structure.



OB-Starter-Sales Analysis • Last saved: Today at 3:58 AM

Design Power BI report
1 Hr 7 Min Remaining

Instructions Help

is (All)
Color is (All)

12. Save the Power
The design of complete.

Design page 3

In this exercise, you'll page. When you've co look like the following:

\$8,658,484

Sum of Sales and Target by Month

● Sum of Sales ● Target

Month	Sum of Sales	Target
2018 Jul	\$0.7M	\$0.8M
2018 Aug	\$0.6M	\$0.7M
2018 Sep	\$0.5M	\$0.6M
2018 Oct	\$0.4M	\$0.5M
2018 Nov	\$0.3M	\$0.4M
2018 Dec	\$0.2M	\$0.3M
2019 Jan	\$0.1M	\$0.2M
2019 Feb	\$0.2M	\$0.3M
2019 Mar	\$0.1M	\$0.2M
2019 Apr	\$0.2M	\$0.3M
2019 May	\$0.1M	\$0.2M
2019 Jun	\$0.1M	\$0.2M

1. Create a new pa Performance.
2. To simulate the filters, drag the Salesper: Salesper: field to the page

Filters

Search
Filters on this page
Add data fields he
Filters on all pages
Add data fields he

Page 2 of 2

Overview Profit +

91% Update available (click to download)

4:14 AM 7/24/2025

ENG US

Previous

OB-Starter-Sales Analysis • Last saved: Today at 4:14 AM

Design Power BI report
46 Minutes Remaining

Instructions Help

It's now possibl expressed by I The design of

Sync slicers

In this task, you'll sync

1. On the Overview FY2018.
2. Go to the My Pe that the Year sli
- When slicers a misrepresent report users. 1
3. Return to the O Year slicer.
4. On the View ri Panes group, si

5. In the Sync Sli

Filters Bookma

Page 3 of 3

Overview Profit My Performance +

91% Update available (click to download)

4:35 AM 7/24/2025

ENG US

Previous



The screenshot shows the Microsoft Power BI desktop application. The main area displays a dashboard titled "OB-Starter-Sales Analysis". The dashboard contains three visualizations:

- Sum of Sales and Profit Margin by Month**: A line chart showing Sales (blue bars) and Profit Margin (black line) from July 2017 to June 2018. The Y-axis ranges from \$0.0M to \$0.4M, and the X-axis shows months from July 2017 to June 2018.
- Sum of Sales by Group and Category**: A bar chart showing Sales by Category. The Y-axis ranges from \$0M to \$2M, and the X-axis shows categories: Bike, Clothing, Components, and Accessories. The legend indicates Bike (blue), Clothing (orange), Components (purple), and Accessories (green).
- Sum of Quantity by Category**: A treemap visualization showing the quantity of products by category. The Y-axis ranges from 0 to 1,500, and the X-axis shows categories: Bike, Clothing, Components, and Accessories. The legend indicates Bike (orange), Clothing (orange), Components (orange), and Accessories (orange).

The left sidebar shows a navigation tree with sections like Home, Insert, Modeling, View, Optimize, Help, Format, Data / Drill, Themes, Page view, Scale to fit, Mobile layout, Mobile, Gridlines, Snap to grid, Lock objects, Page options, Show panes, Filters, Bookmarks, Selection, Performance analyzer, Sync slicers, and Show panes.

The right sidebar includes a "Design Power BI report" section with a timer (35 Minutes Remaining), instructions, help, publish and export, and a note about publishing the browser service. It also lists seven steps for publishing:

- Select the **Over Desktop** file.
- On the **Home** ribbon group, select **Publish**.
- In the **Publish!** My workspace is **This lab doesn't different items**.
- To publish the n publication com.
- When the public
- Open the Micros <https://>
- In the browser v

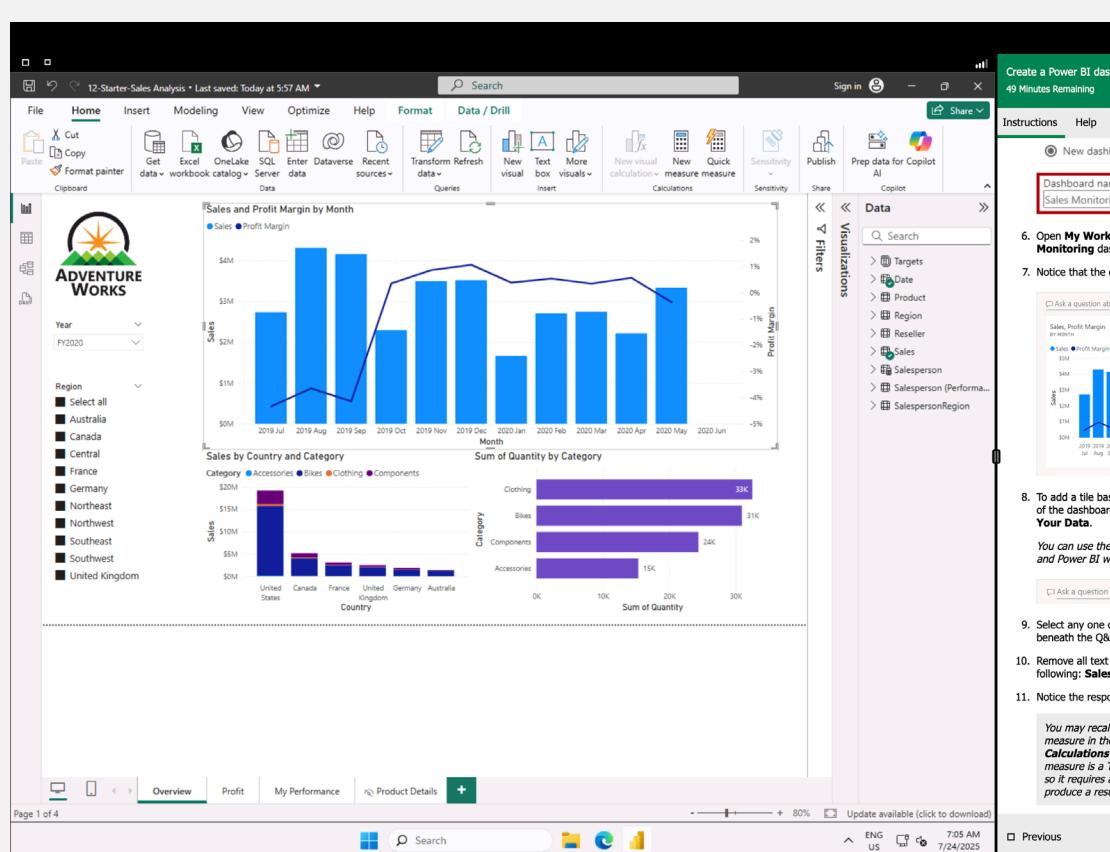


Day 4: Task 2

Please complete Lab 12 'Create a Power BI Dashboard'. Once complete, paste a print screen below and in the collaboration board.

"Teaching is the best way to learn, so please listen out for support requests from the class and we'll work through the challenges together"

Paste
your
complet
ed lab
here



Course Notes

It is recommended to take notes from the course, use the space below to do so, or use the revision guide shared with the class.

We have included a range of additional links to further resources and information that you may find useful, these can be found within your revision guide.

END OF WORKBOOK

Please check through your work thoroughly before submitting and update the table of contents if required.

Please send your completed work booklet to your trainer.

