






Let's get organized

-  **Video:** Introduction to getting organized
3 min
-  **Reading:** Course syllabus
10 min
-  **Reading:** Learning Log: Process and organize your data
20 min
-  **Discussion Prompt:** Meet and greet
10 min
-  **Ungraded Plugin:** Refresher: Your data analytics certificate roadmap
10 min

Data analysis basics

Organize data for analysis

Sort data in spreadsheets

Sort data using SQL

Weekly challenge 1

Learning Log: Process and organize your data



Overview

So far, you've learned about the steps required to prepare for data analysis. Now, you are learning about the steps required to *actually* analyze data. First on that list of steps is organizing and formatting data. You'll complete an entry in your learning log to explore your thoughts on organization and how that might apply to data analysis. You will also reflect on what you think the organization process will be like and what you would like to learn more about in this course. By the time you complete this entry, you will be prepared to start learning more about the organization process.


Reflect on organization

Organizing your data is one of the most important steps for analysis! Once you get organized, you can perform calculations to find clear and objective answers to any data question. Before you start your learning log entry, take a moment to consider what comes to mind when you think about organizing data; you'll reflect on these thoughts in the learning log template linked below.

At the end of this course, review your responses and see how your understanding of organizing data has changed. Is it more important than you thought? Less important? Is it more or less difficult? Understanding how your ideas have changed throughout this course will be a great way to check-in with your growth and progress as a data analyst.

Access your learning log

To use the template for this course item, click the link below and select "Use Template."

Link to learning log template: [Process and organize your data](#) 

OR

If you don't have a Google account, you can download the template directly from the attachment below.



Learning Log Template_ Process and organize your data
DOCX File

Reflection

Based on what you know, write 3-5 sentences (60-100 words) to answer the following questions:

- What's one organizational system you already use in real life? How can you apply that logic to data organization?
- What do you think is involved in the process of organizing data?
- What do you want to better understand about organizing data?

When you've finished your entry in the learning log template, make sure to save the document so your response is somewhere accessible. This will help you continue applying data analysis to your everyday life. You will also be able to track your progress and growth as a data analyst.

Mark as completed

 Like  Dislike  Report an issue