



ASSIGNMENT 1

Data Visualization



JUNE 9, 2023
JUSTIT
Atikur Rahaman

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TASK - 1

Policies and Procedures of working with data

An organisation's policies are at the heart of its business operations. They detail exactly how employees should handle certain issues, ensuring that everybody is on the same page and following agreed best practices.

Effective policies are all the more important now that the GDPR (General Data Protection Regulation) is in place. Five data security policies that all organisations must have.

1. Encryption policies

Most companies lack policies around data encryption. That will need to improve now as the GDPR is in effect, because one of its key tenets is that organisations should secure data with "appropriate technical and organisational measures". Current guidance states that encryption is central to this.

Although encryption won't stop malicious actors accessing an organisation's information, it will prevent them from being able to use it.

It works by obscuring information and replacing identifiers with something else, meaning it is only accessible or understandable to approved users.

Organisations might also choose to pseudonymise data, either instead of or alongside encryption.

2. Acceptable use policies

If employees spend all day on non-work-related websites, there could be an acceptable use policy in place.

This outlines any activities that are outright prohibited, as well as stating limits on the amount of time employees can spend pursuing non-work activities.

Your acceptable use policy should also tell employees how the organisation monitors them to ensure the policy is being followed.

3. Password policies

There is so much advice on creating strong passwords, and so many warnings about the perils of weak ones, that there is simply no excuse for employees to use combinations such as "password1" or "0123456".

Policies should outline guidance for what a password should look like (e.g. a combination of letters, numbers and special characters) and require staff to use different passwords for each account.

They should also implement systems that prompt staff to change their password at least every six months.

4. Email policies

IT should have a policy in place that hardens systems and detects spam and viruses. "The kind of information that can be disclosed via email should be spelt out very clearly," said Rickard.

One of the biggest email-based threats is phishing, which can be mitigated by technology only to some extent.

Scam emails often look legitimate enough to bypass spam filters, meaning the only thing standing between an organisation and a data breach is the employee's ability to recognise the threat.

Email policies should, therefore, mandate that employees take regular staff awareness courses to stay up to date with the threat of email-based fraud.

5. Data handling and processing policies

Organisations should map the way data flows through their organisation to see what data is being processed, how it's being used and who is receiving it. So a policy is required to ensure this happens.

This has become especially important since the GDPR took effect, as it enables organisations to account for all their data and provide the necessary information to individuals who submit data subject access requests.

The core points of working with data are as follows.

- a) Allow the right people to access the data: Make sure the right people can access that data when and where they need it. Instead of issuing blanket rules for everyone in the company, it is often smart to set up different levels of permissions so each person can access the relevant data to do their jobs. It can be difficult to find the right balance between convenience and security, but if your team cannot access the data they need efficiently, it can lead to a loss of time and money.
- b) Prioritize data security: Data should be appropriately accessible within the organization, but data protections should be in place to keep customer's data secure from outsiders. Team members need to be trained on how to handle data properly, and ensure your processes meet compliance requirements. Be prepared for the worst-case scenario and have a strategy in place for handling a potential breach. Finding the right data management software can help keep your data secure and safe.

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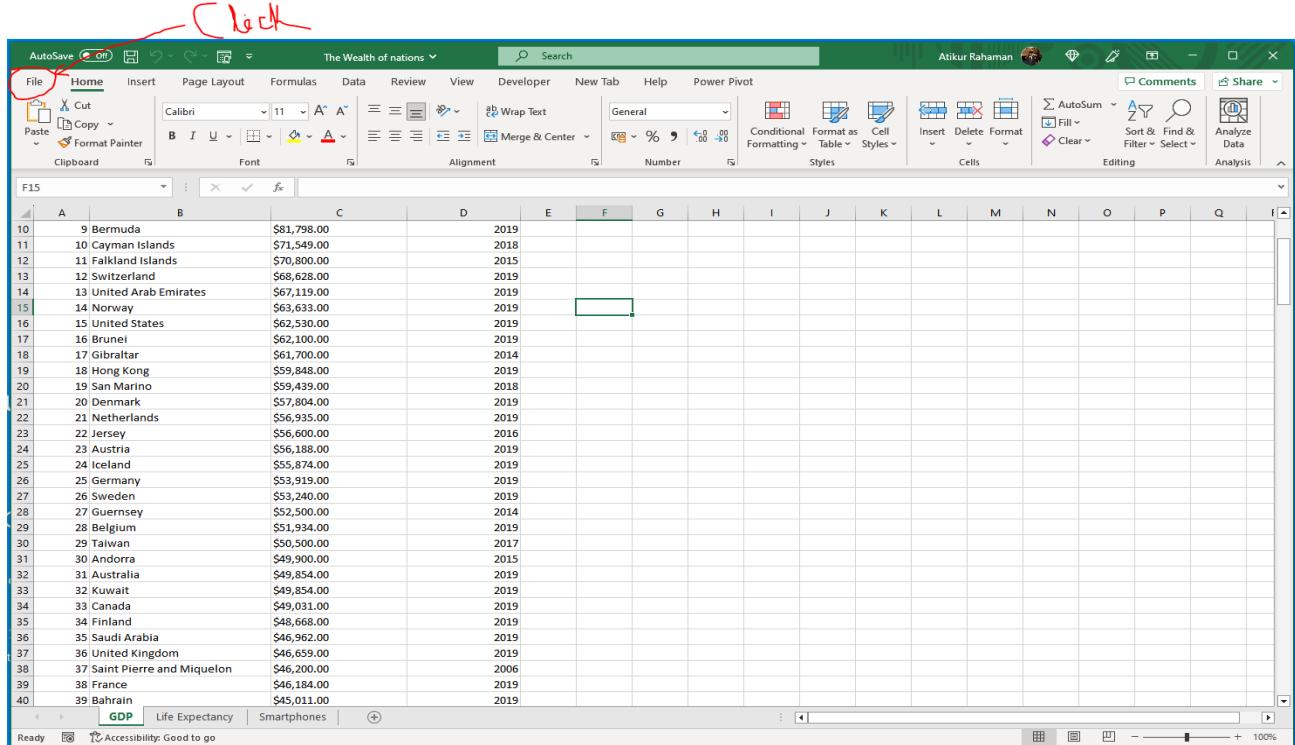
TASK - 2

Excel

GDP Tasks

1. Set a password to protect the workbook

- Select File > Info.
- Select the Protect Workbook box and choose Encrypt with Password.
- Enter a password in the Password box, and then select OK.
- Confirm the password in the Re-enter Password box, and then select OK.
- Finally save the workbooke



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	F15
10	9	Bermuda	\$81,798.00		2019													
11	10	Cayman Islands	\$71,549.00		2018													
12	11	Falkland Islands	\$70,800.00		2015													
13	12	Switzerland	\$68,628.00		2019													
14	13	United Arab Emirates	\$67,119.00		2019													
15	14	Norway	\$63,633.00		2019													
16	15	United States	\$62,530.00		2019													
17	16	Brunei	\$62,100.00		2019													
18	17	Gibraltar	\$61,700.00		2014													
19	18	Hong Kong	\$59,848.00		2019													
20	19	San Marino	\$59,439.00		2018													
21	20	Denmark	\$57,804.00		2019													
22	21	Netherlands	\$56,935.00		2019													
23	22	Jersey	\$56,600.00		2016													
24	23	Austria	\$56,188.00		2019													
25	24	Iceland	\$55,874.00		2019													
26	25	Germany	\$53,919.00		2019													
27	26	Sweden	\$53,240.00		2019													
28	27	Guernsey	\$52,500.00		2014													
29	28	Belgium	\$51,934.00		2019													
30	29	Taiwan	\$50,500.00		2017													
31	30	Andorra	\$49,900.00		2015													
32	31	Australia	\$49,854.00		2019													
33	32	Kuwait	\$49,854.00		2019													
34	33	Canada	\$49,031.00		2019													
35	34	Finland	\$48,668.00		2019													
36	35	Saudi Arabia	\$46,962.00		2019													
37	36	United Kingdom	\$46,659.00		2019													
38	37	Saint Pierre and Miquelon	\$46,200.00		2006													
39	38	France	\$46,184.00		2019													
40	39	Bahrain	\$45,011.00		2019													

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The Wealth of nations - Read-Only - Excel

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New

- Blank workbook
- Welcome to Excel
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- Make your first PivotTable
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The Wealth of nations	10m ago
netflix_titles	Fri at 2:46 PM
Sample - Superstore	Fri at 1:22 PM
The Wealth of nations	Thu at 2:27 PM

The Wealth of nations - Read-Only - Excel

Info

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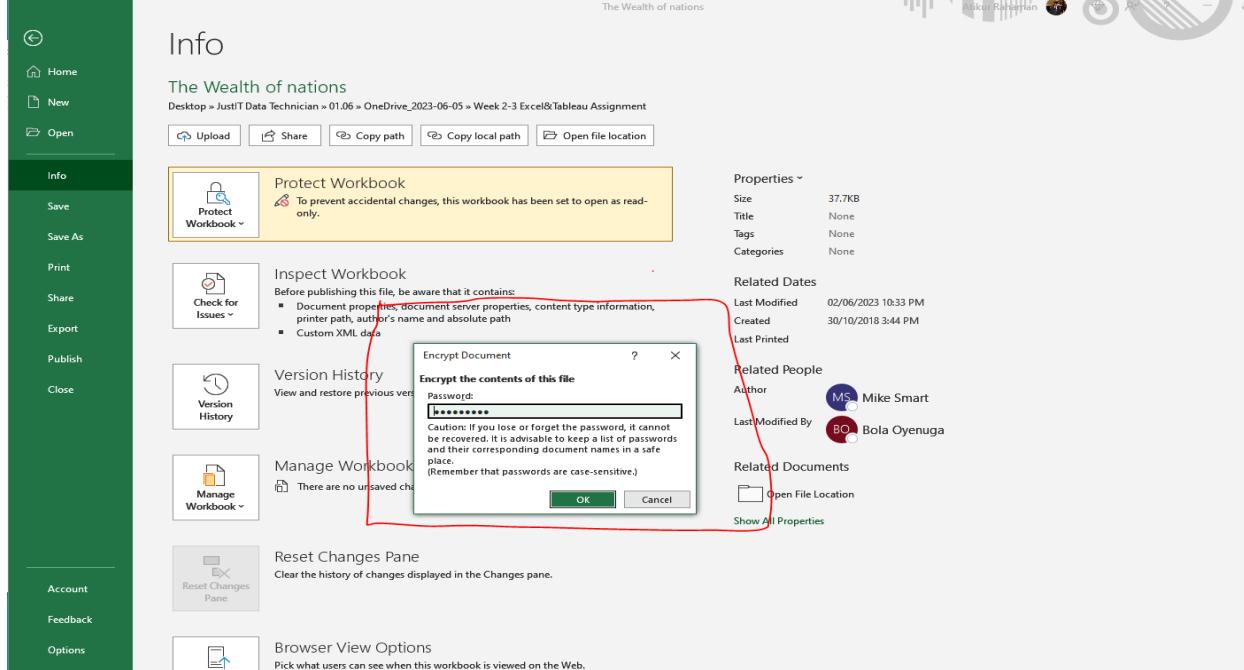
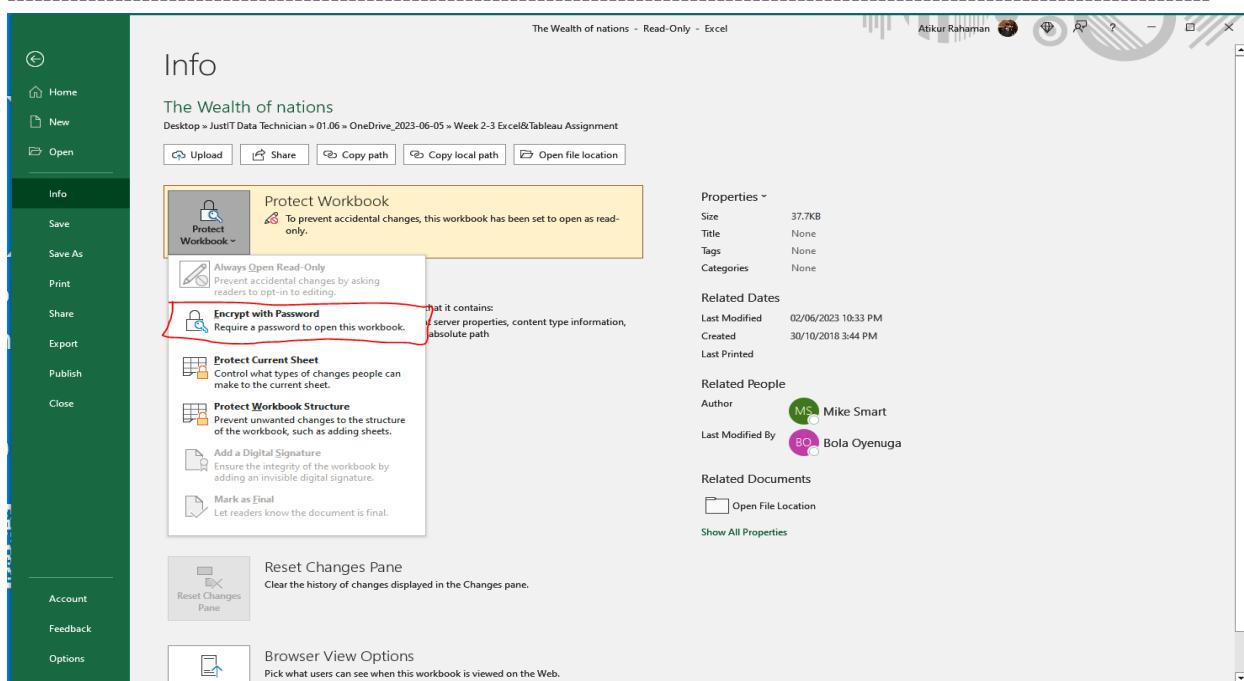
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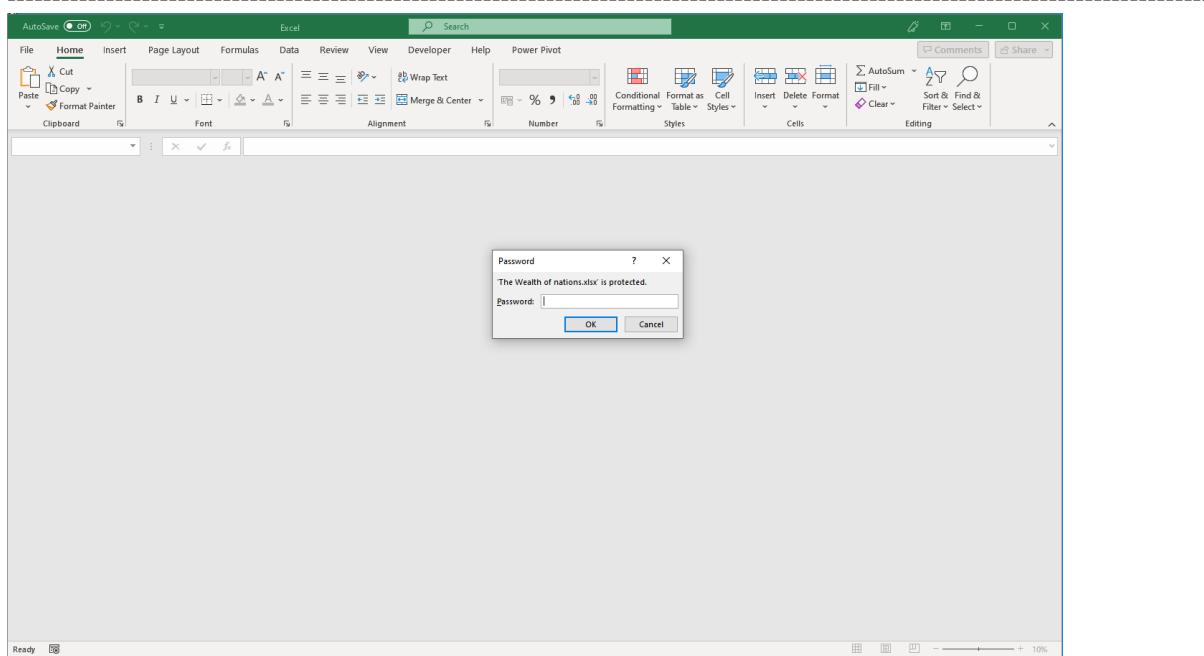


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The screenshot shows a Microsoft Excel interface with two sheets visible: 'Smartphones' and 'The Wealth of nations'. The 'Smartphones' sheet contains data with columns for Rank, Country, Smartphone Users, and Date of Information. The 'The Wealth of nations' sheet is visible in the background. A 'Microsoft Excel' dialog box is in the foreground, asking if changes to 'The Wealth of nations.xlsx' should be saved. The 'Save' button is highlighted.

Rank	Country	Smartphone Users	Date of Information
1	China	1,598,360,000	2020
2	India	1,281,971,713	2020
3	Indonesia	385,573,398	2020
4	United States	327,577,539	2020
5	Brazil	284,200,000	2020
6	Russia	256,116,000	2020
7	Nigeria	167,371,945	2020
8	Bangladesh	165,615,000	2020
9	Pakistan	165,405,847	2020
10	Jordan	146,649,600	2020
11	Germany	107,000,000	2020
12	Philippines	106,987,998	2020
13	Mexico	101,339,000	2020
14	Iran	96,165,000	2020
15	Egypt	95,340,000	2020
16	Italy	88,580,000	2020
17	United Kingdom	83,100,000	2020
18	Vietnam	72,300,000	2020
19	Turkey	72,200,000	2020
20	France	72,180,000	2020
21	Thailand	69,000,000	2020
22	South Africa	59,474,500	2020
23	Colombia	57,900,472	2020
24	Ukraine	57,505,555	2020
25	Argentina	56,725,200	2020
26	South Korea	56,004,887	2020
27	Spain	55,740,000	2020
28	Poland	47,153,200	2020
29	Saudi Arabia	46,000,000	2020
30	Morocco	44,450,000	2020

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There is another way of doing it.

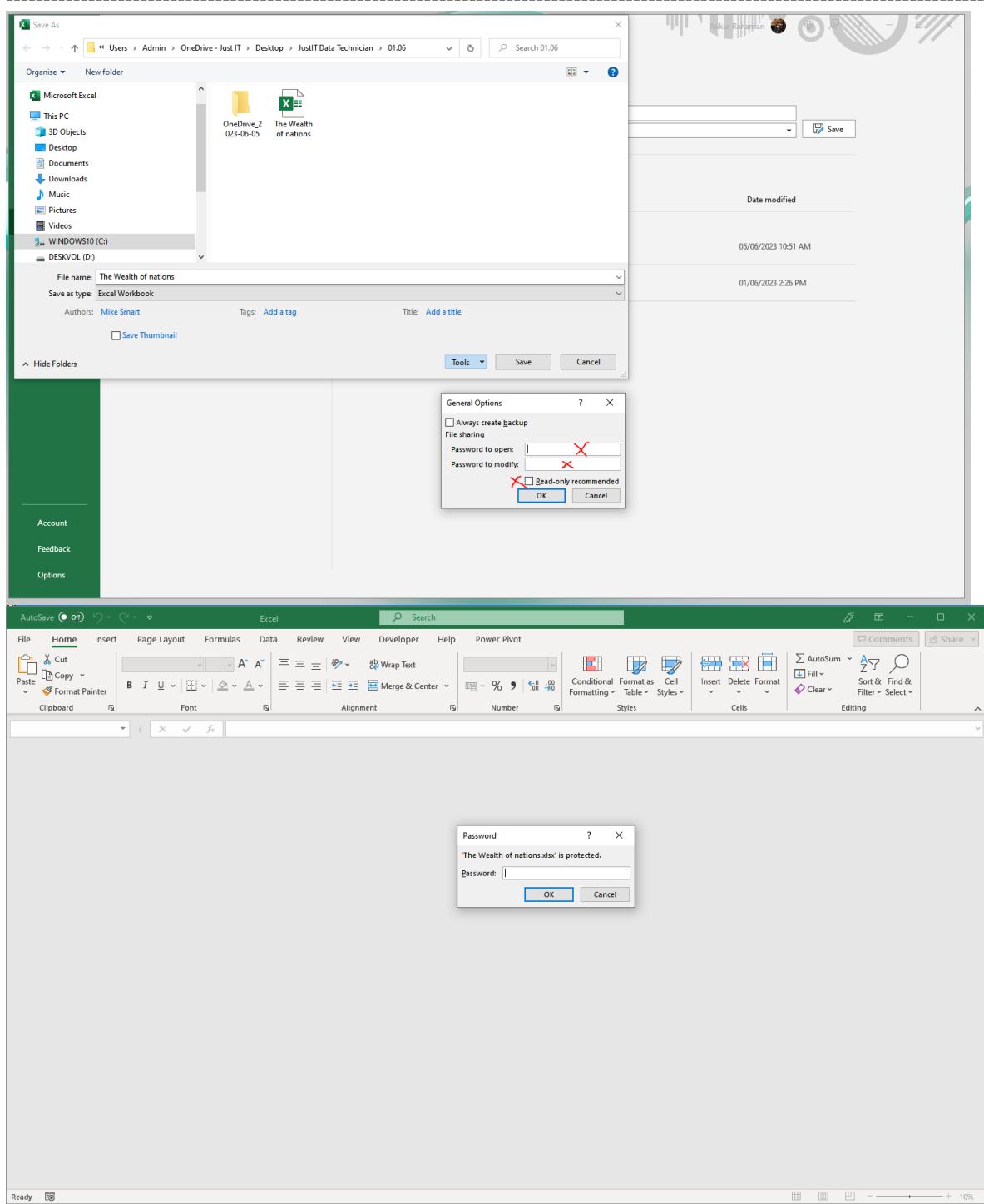
File > Save as > More option > Tools > General Options > from there Whatever requirement as per users

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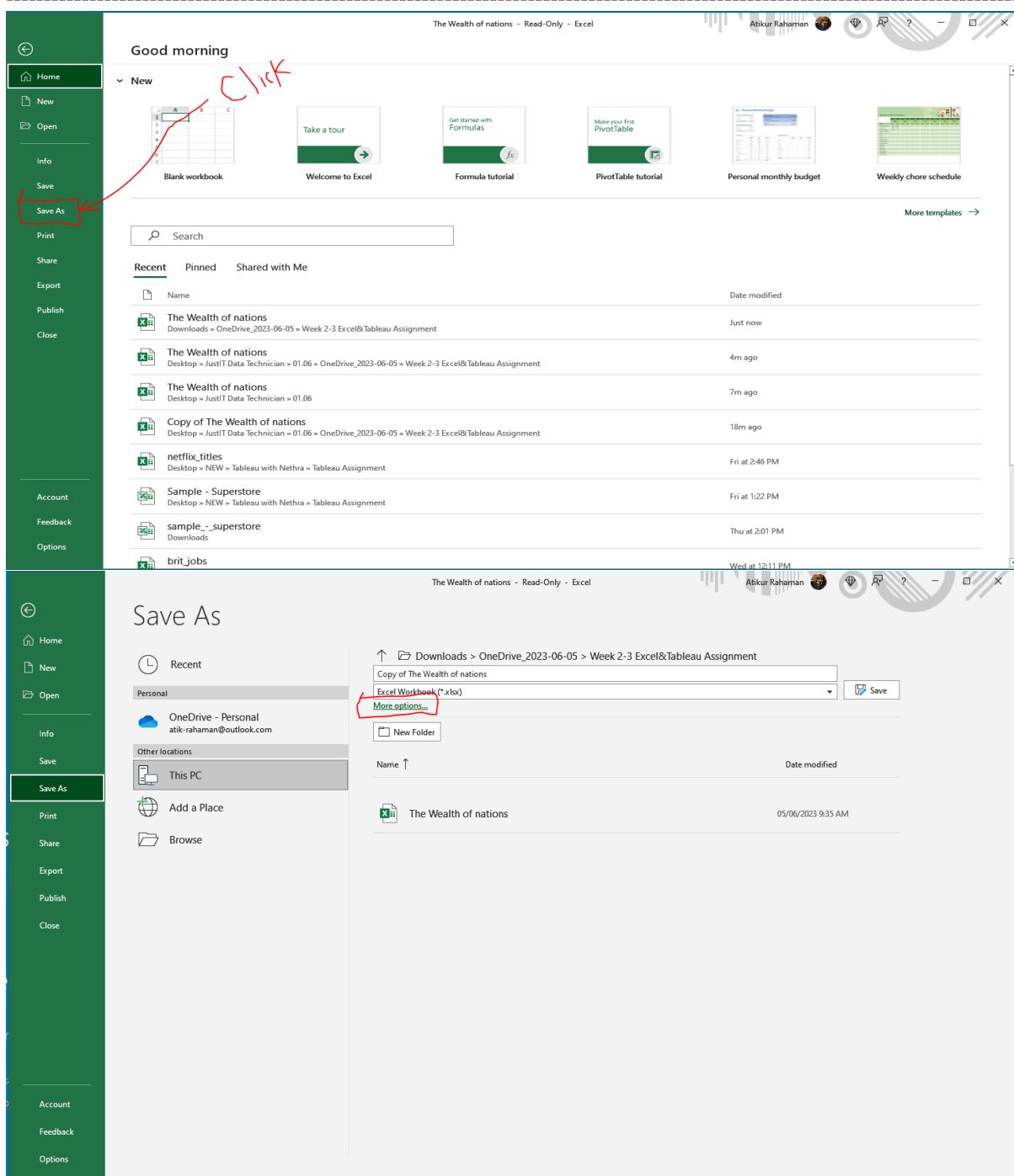
The screenshot shows a Microsoft Excel spreadsheet titled "The Wealth of nations". The data consists of four columns: Country (A), Life Expectancy (B), GDP (C), and Year (D). The rows range from 10 to 40. A red circle with the word "Click" is drawn over the "File" tab in the ribbon. The "Save As" dialog box is open, showing the file name "Copy of The Wealth of nations" and the save type "Excel Workbook". A red circle highlights the "Tools" button in the dialog box, which has a dropdown menu with options: Map Network Drive..., Web Options..., General Options..., and Compress Pictures... .

	A	B	C	D
10	9 Bermuda	\$81,798.00		2019
11	10 Cayman Islands	\$71,549.00		2018
12	11 Falkland Islands	\$70,800.00		2015
13	12 Switzerland	\$68,628.00		2019
14	13 United Arab Emirates	\$67,119.00		2019
15	14 Norway	\$63,633.00		2019
16	15 United States	\$62,530.00		2019
17	16 Brunei	\$62,100.00		2019
18	17 Gibraltar	\$61,700.00		2014
19	18 Hong Kong	\$59,848.00		2019
20	19 San Marino	\$59,439.00		2018
21	20 Denmark	\$57,804.00		2019
22	21 Netherlands	\$56,935.00		2019
23	22 Jersey	\$56,600.00		2016
24	23 Austria	\$56,188.00		2019
25	24 Iceland	\$55,874.00		2019
26	25 Germany	\$53,919.00		2019
27	26 Sweden	\$53,240.00		2019
28	27 Guernsey	\$52,500.00		2014
29	28 Belgium	\$51,934.00		2019
30	29 Taiwan	\$50,500.00		2017
31	30 Andorra	\$49,900.00		2015
32	31 Australia	\$49,854.00		2019
33	32 Kuwait	\$49,854.00		2019
34	33 Canada	\$49,031.00		2019
35	34 Finland	\$48,668.00		2019
36	35 Saudi Arabia	\$46,962.00		2019
37	36 United Kingdom	\$46,659.00		2019
38	37 Saint Pierre and Miquelon	\$46,200.00		2006
39	38 France	\$46,184.00		2019
40	39 Bahrain	\$45,011.00		2019

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2. Highlight column C and change the data to display in British pound symbol.

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The following table represents the data shown in the screenshots:

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	\$196,513.00	2019
2	Liechtenstein	\$180,367.00	2018
3	Macau	\$123,965.00	2019
4	Luxembourg	\$115,874.00	2020
5	Singapore	\$97,341.00	2019
6	Qatar	\$90,044.00	2019
7	Ireland	\$86,781.00	2019
8	Isle of Man	\$84,600.00	2014
9	Bermuda	\$81,798.00	2019
10	Cayman Islands	\$71,340.00	2018
11	Falkland Islands	\$70,800.00	2015
12	Switzerland	\$68,636.00	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
17	Gibraltar	\$61,700.00	2014
18	Hong Kong	\$59,848.00	2019
19	San Marino	\$59,439.00	2018
20	Denmark	\$57,904.00	2019
21	Netherlands	\$56,330.00	2019
22	Jersey	\$56,600.00	2016
23	Austria	\$56,188.00	2019
24	Iceland	\$55,874.00	2019
25	Germany	\$53,919.00	2019
26	Sweden	\$53,240.00	2019
27	Guernsey	\$52,500.00	2014
28	Belgium	\$51,934.00	2019
29	Taiwan	\$50,500.00	2017
30	Andorra	\$49,900.00	2015
31	Australia	\$49,854.00	2019
32	Kuwait	\$49,854.00	2019
33	Canada	\$49,031.00	2019
34	Finland	\$48,668.00	2019
35	Saudi Arabia	\$46,962.00	2019
36	United Kingdom	\$46,659.00	2019
37	Saint Pierre and Miquelon	\$46,200.00	2006

3. Turn the GDP sheet into a table.

Click any cell >

then from Home tab select 'Format as Tables' from Styles section OR from keyboard press Ctrl + t it will highlights with the dot dots all around the table > Create Table box will open up > double check the data range and click Ok to complete the task

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The screenshot displays two Microsoft Excel windows side-by-side. Both windows show a table of data with columns: Rank, Country, GDP - per capita (PPP), and Year of Information. The data spans from row 1 to row 38. In the top window, the 'Format as Table' button in the ribbon's 'Home' tab is circled in red. A dropdown menu for 'Table Style' is open, showing categories: Light, Medium, and Dark, each with several style options. In the bottom window, a 'Create Table' dialog box is open over the table. The 'Where is the data for your table?' field contains the range '\$A\$1:\$D\$328'. The 'My table has headers' checkbox is checked. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

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The screenshot shows a Microsoft Excel spreadsheet titled "The Wealth of nations". The table contains the following data:

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	190,513.00	2019
2	Liechtenstein	180,367.00	2018
3	Macao	123,955.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	97,341.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,600.00	2014
9	Bermuda	81,798.00	2019
10	Cayman Islands	71,549.00	2018
11	Falkland Islands	70,800.00	2015
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
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,848.00	2019
19	San Marino	59,439.00	2018
20	Denmark	57,804.00	2019
21	Netherlands	56,935.00	2019
22	Jersey	56,600.00	2019
23	Austria	56,188.00	2019
24	Iceland	55,874.00	2019
25	Germany	53,919.00	2019
26	Sweden	53,240.00	2019
27	Guernsey	52,500.00	2014
28	Belgium	51,934.00	2019
29	Taiwan	50,500.00	2017
30	Andorra	49,900.00	2015
31	Australia	49,854.00	2019
32	Kuwait	49,804.00	2019
33	Canada	49,031.00	2019
34	Finland	48,668.00	2019
35	Saudi Arabia	46,962.00	2019
36	United Kingdom	46,659.00	2019
37	Saint Pierre and Miquelon	46,200.00	2006

4. Filter the table to display only the information for 2019

The screenshot shows the same Microsoft Excel spreadsheet after applying a filter to the "Year of Information" column. Only rows where the year is 2019 are displayed. The data is as follows:

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	190,513.00	2019
2	Liechtenstein	180,367.00	2018
3	Macao	123,955.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	97,341.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,600.00	2014
9	Bermuda	81,798.00	2019
10	Cayman Islands	71,549.00	2018
11	Falkland Islands	70,800.00	2015
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
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,848.00	2019
19	San Marino	59,439.00	2018
20	Denmark	57,804.00	2019
21	Netherlands	56,935.00	2019
22	Jersey	56,600.00	2016
23	Austria	56,188.00	2019
24	Iceland	55,874.00	2019
25	Germany	53,919.00	2019
26	Sweden	53,240.00	2019
27	Guernsey	52,500.00	2014
28	Belgium	51,934.00	2019
29	Taiwan	50,500.00	2017
30	Andorra	49,900.00	2015
31	Australia	49,854.00	2019
32	Kuwait	49,804.00	2019
33	Canada	49,031.00	2019
34	Finland	48,668.00	2019
35	Saudi Arabia	46,962.00	2019
36	United Kingdom	46,659.00	2019
37	Saint Pierre and Miquelon	46,200.00	2006

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The screenshot displays two identical tables in Microsoft Excel, representing data from 'The Wealth of Nations'. The tables are sorted by GDP per capita (PPP) in descending order. The columns include Rank, Country, GDP per capita (PPP), and Year of Information.

Top Table (Filter Dialog Open):

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	56,188.00	2019
2	Liechtenstein	55,900.00	2019
3	Macau	53,913.00	2019
4	Luxembourg	53,340.00	2019
5	Singapore	52,500.00	2014
6	Ottawa	51,934.00	2019
7	Ireland	50,500.00	2017
8	Isle of Man	49,900.00	2015
9	Bermuda	49,688.00	2019
10	Cayman Islands	48,562.00	2019
11	Falkland Islands	46,200.00	2006
12	Switzerland	46,200.00	2015
13	United Arab Emirates	46,200.00	2015
14	Norway	45,962.00	2019
15	United States	45,859.00	2019
16	Brunei	45,668.00	2019
17	Gibraltar	45,599.00	2019
18	Hong Kong	45,599.00	2019
19	Taiwan	45,599.00	2017
20	San Marino	45,599.00	2015
21	Denmark	45,599.00	2015
22	Netherlands	45,599.00	2015
23	Jersey	45,599.00	2019
24	Austria	45,599.00	2019
25	Iceland	45,599.00	2019
26	Germany	45,599.00	2019
27	Sweden	45,599.00	2019
28	Guernsey	52,500.00	2014
29	Belgium	51,934.00	2019
30	Taiwan	50,500.00	2017
31	Andorra	49,934.00	2015
32	Australia	49,934.00	2015
33	Kuwait	49,934.00	2019
34	Canada	49,931.00	2019
35	Finland	48,668.00	2019
36	Saudi Arabia	45,562.00	2019
37	United Kingdom	46,559.00	2019
38	Saint Pierre and Miquelon	46,200.00	2006

Bottom Table (Filter Dialog Closed):

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	56,188.00	2019
2	Liechtenstein	55,900.00	2019
3	Macau	53,913.00	2019
4	Luxembourg	53,340.00	2019
5	Singapore	52,500.00	2014
6	Ottawa	51,934.00	2019
7	Ireland	50,500.00	2017
8	Isle of Man	49,900.00	2015
9	Bermuda	49,688.00	2019
10	Cayman Islands	48,562.00	2019
11	Falkland Islands	46,200.00	2006
12	Switzerland	46,200.00	2015
13	United Arab Emirates	46,200.00	2015
14	Norway	45,962.00	2019
15	United States	45,859.00	2019
16	Brunei	45,668.00	2019
17	Gibraltar	45,599.00	2019
18	Hong Kong	45,599.00	2019
19	Taiwan	45,599.00	2017
20	San Marino	45,599.00	2015
21	Denmark	45,599.00	2015
22	Netherlands	45,599.00	2015
23	Jersey	45,599.00	2019
24	Austria	45,599.00	2019
25	Iceland	45,599.00	2019
26	Germany	45,599.00	2019
27	Sweden	45,599.00	2019
28	Guernsey	52,500.00	2014
29	Belgium	51,934.00	2019
30	Taiwan	50,500.00	2017
31	Andorra	49,934.00	2015
32	Australia	49,934.00	2015
33	Kuwait	49,934.00	2019
34	Canada	49,931.00	2019
35	Finland	48,668.00	2019
36	Saudi Arabia	46,562.00	2019
37	United Kingdom	46,559.00	2019
38	Saint Pierre and Miquelon	46,200.00	2006

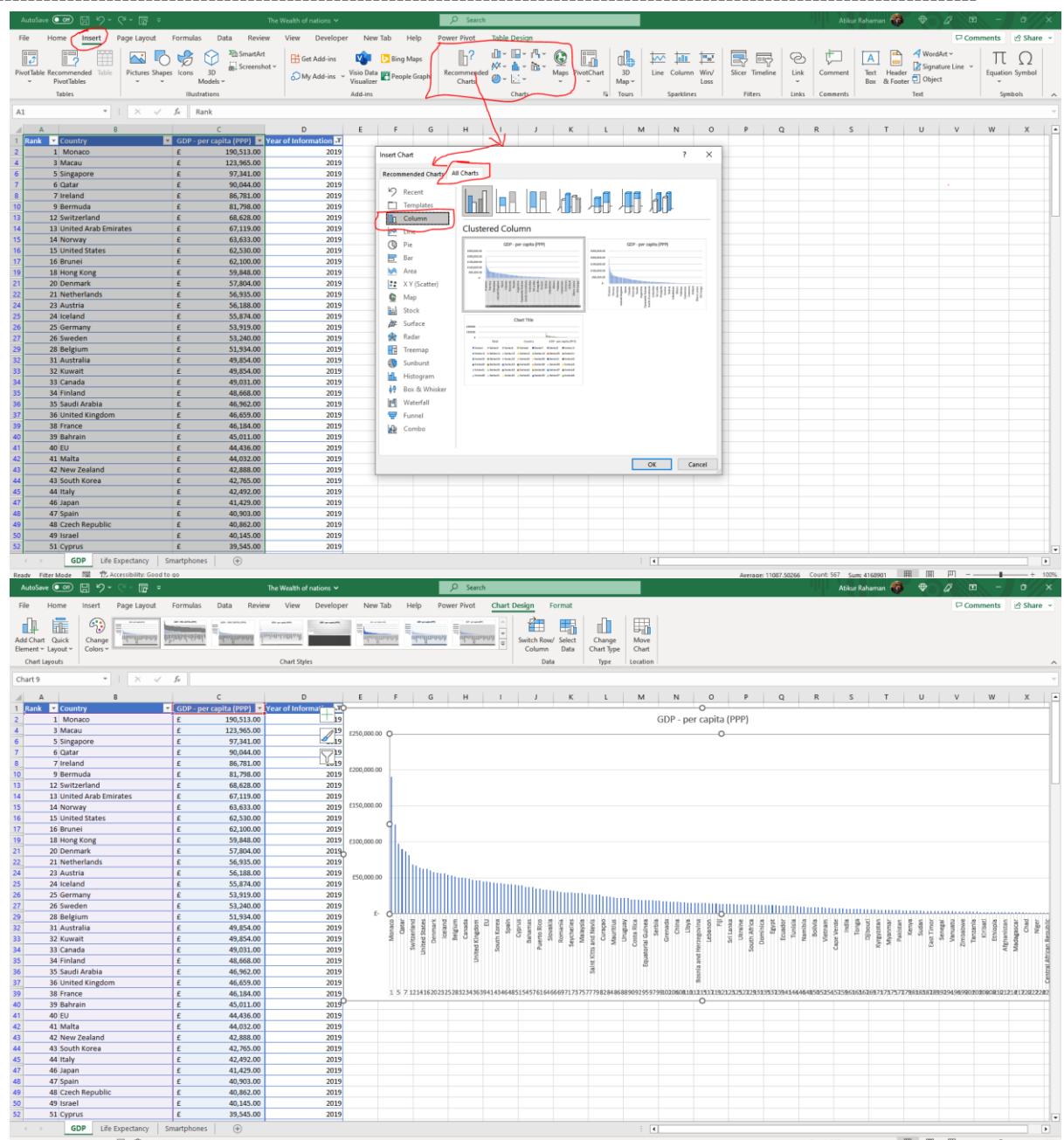
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Rank	Country	GDP - per capita (PPP)	Year of information
1	Monaco	190,513.00	2019
2	Macau	123,965.00	2019
3	Singapore	97,341.00	2019
4	Qatar	90,044.00	2019
5	Ireland	86,781.00	2019
6	Bermuda	81,798.00	2019
7	Switzerland	68,628.00	2019
8	United Arab Emirates	67,119.00	2019
9	Norway	63,633.00	2019
10	United States	62,530.00	2019
11	Brunei	62,100.00	2019
12	Hong Kong	59,848.00	2019
13	Denmark	57,804.00	2019
14	Netherlands	56,915.00	2019
15	Austria	56,188.00	2019
16	Iceland	55,874.00	2019
17	Germany	53,919.00	2019
18	Sweden	53,240.00	2019
19	Belgium	51,934.00	2019
20	Australia	49,854.00	2019
21	Kuwait	49,854.00	2019
22	Canada	49,031.00	2019
23	Finland	48,668.00	2019
24	Saudi Arabia	46,962.00	2019
25	United Kingdom	46,659.00	2019
26	France	46,184.00	2019
27	Bahrain	45,011.00	2019
28	EU	44,436.00	2019
29	Malta	44,032.00	2019
30	New Zealand	42,888.00	2019
31	South Korea	42,765.00	2019
32	Italy	42,429.00	2019
33	Japan	41,429.00	2019
34	Spain	40,903.00	2019
35	Czech Republic	40,862.00	2019
36	Israel	40,145.00	2019
37	Cyprus	39,545.00	2019

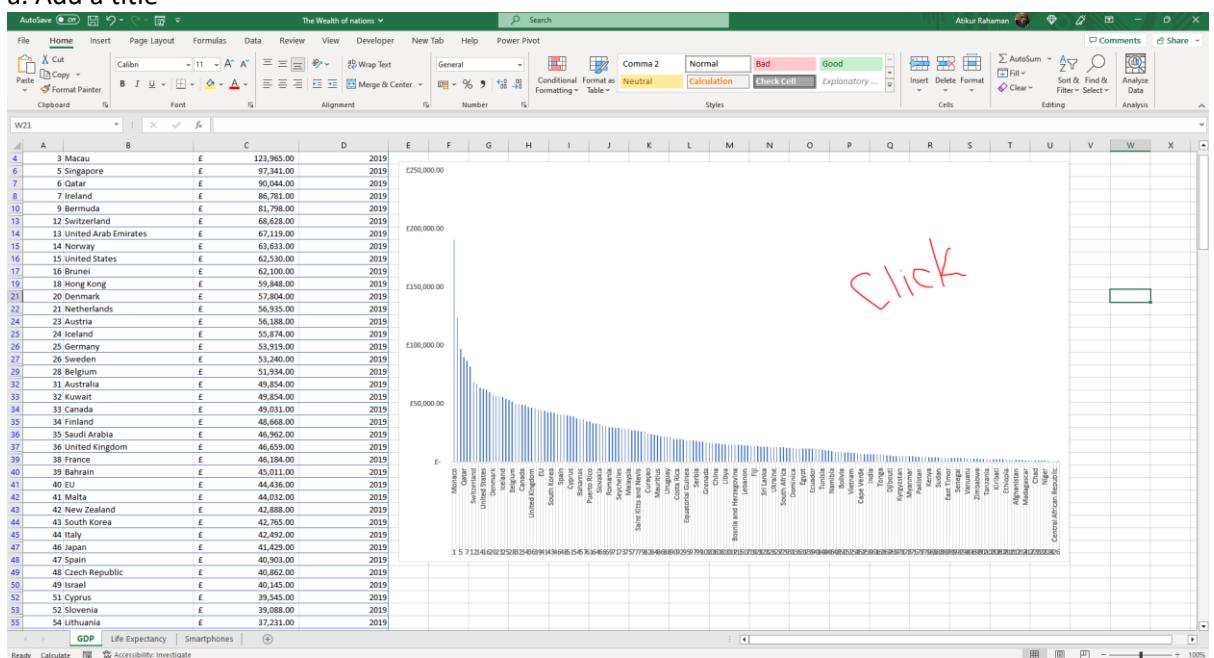
5. Create a chart that will only display the following data ‘Rank’, Country and ‘GDP-per capita (ppp)’

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	Switzerland	68,628.00	2019
8	United Arab Emirates	67,119.00	2019
9	Norway	63,633.00	2019
10	United States	62,530.00	2019
11	Brunei	62,100.00	2019
12	Hong Kong	59,848.00	2019
13	Denmark	57,804.00	2019
14	Netherlands	56,935.00	2019
15	Austria	56,188.00	2019
16	Iceland	55,874.00	2019
17	Germany	53,919.00	2019
18	Sweden	53,240.00	2019
19	Belgium	51,934.00	2019
20	Australia	49,854.00	2019
21	Kuwait	49,854.00	2019
22	Canada	49,031.00	2019
23	Finland	48,668.00	2019
24	Saudi Arabia	46,962.00	2019
25	United Kingdom	46,659.00	2019
26	France	46,184.00	2019
27	Bahrain	45,011.00	2019
28	EU	44,436.00	2019
29	Malta	44,032.00	2019
30	New Zealand	42,888.00	2019
31	South Korea	42,765.00	2019
32	Italy	42,429.00	2019
33	Japan	41,429.00	2019
34	Spain	40,903.00	2019
35	Czech Republic	40,862.00	2019
36	Israel	40,145.00	2019
37	Cyprus	39,545.00	2019

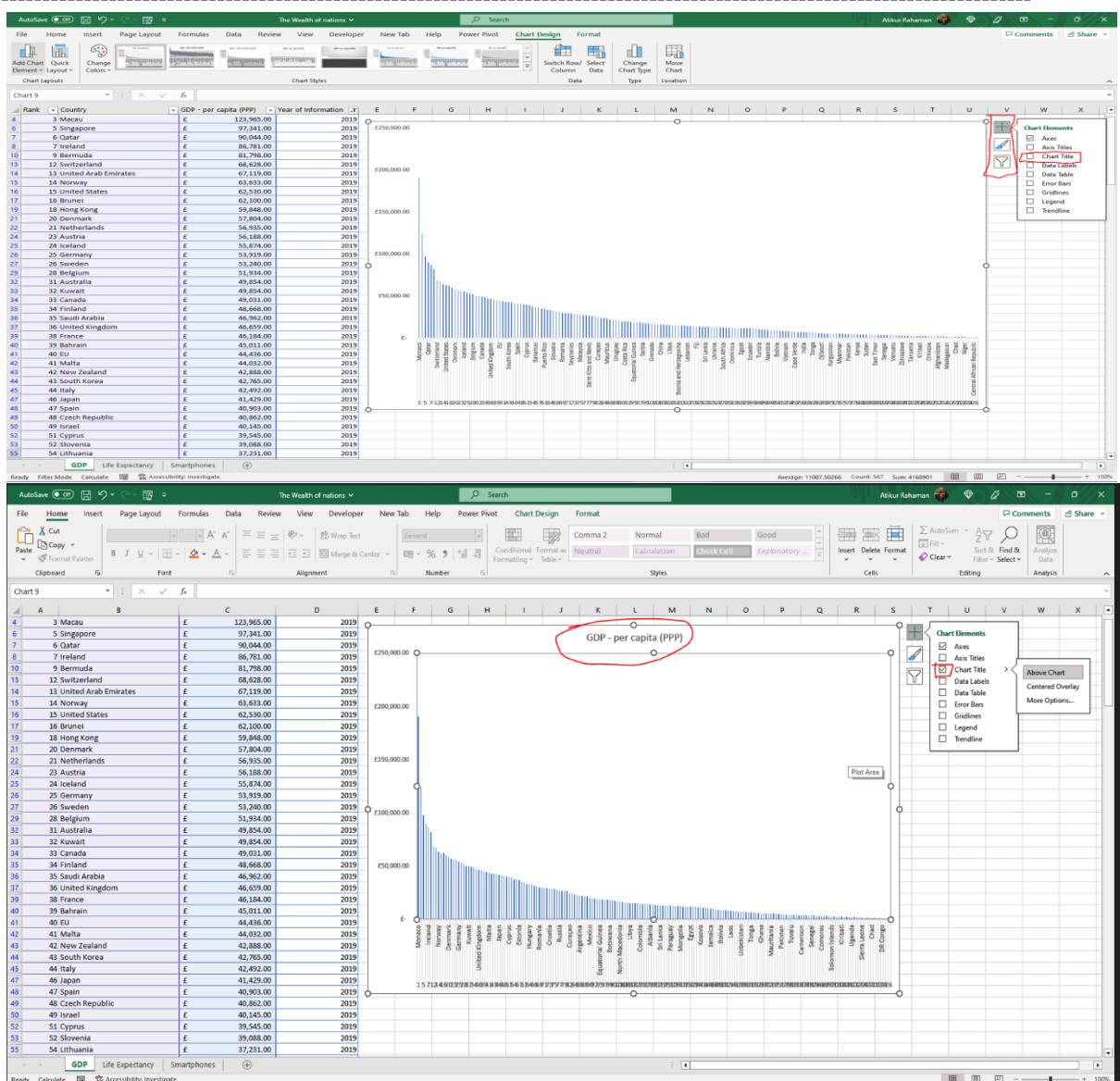
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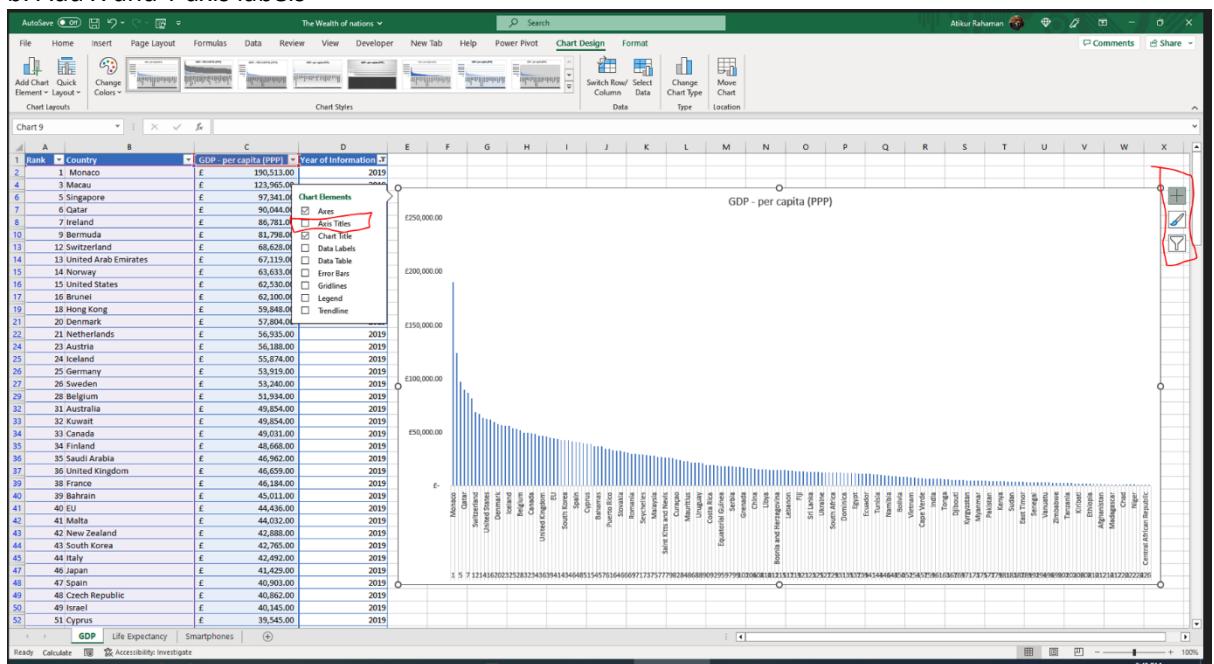
6. a. Add a title



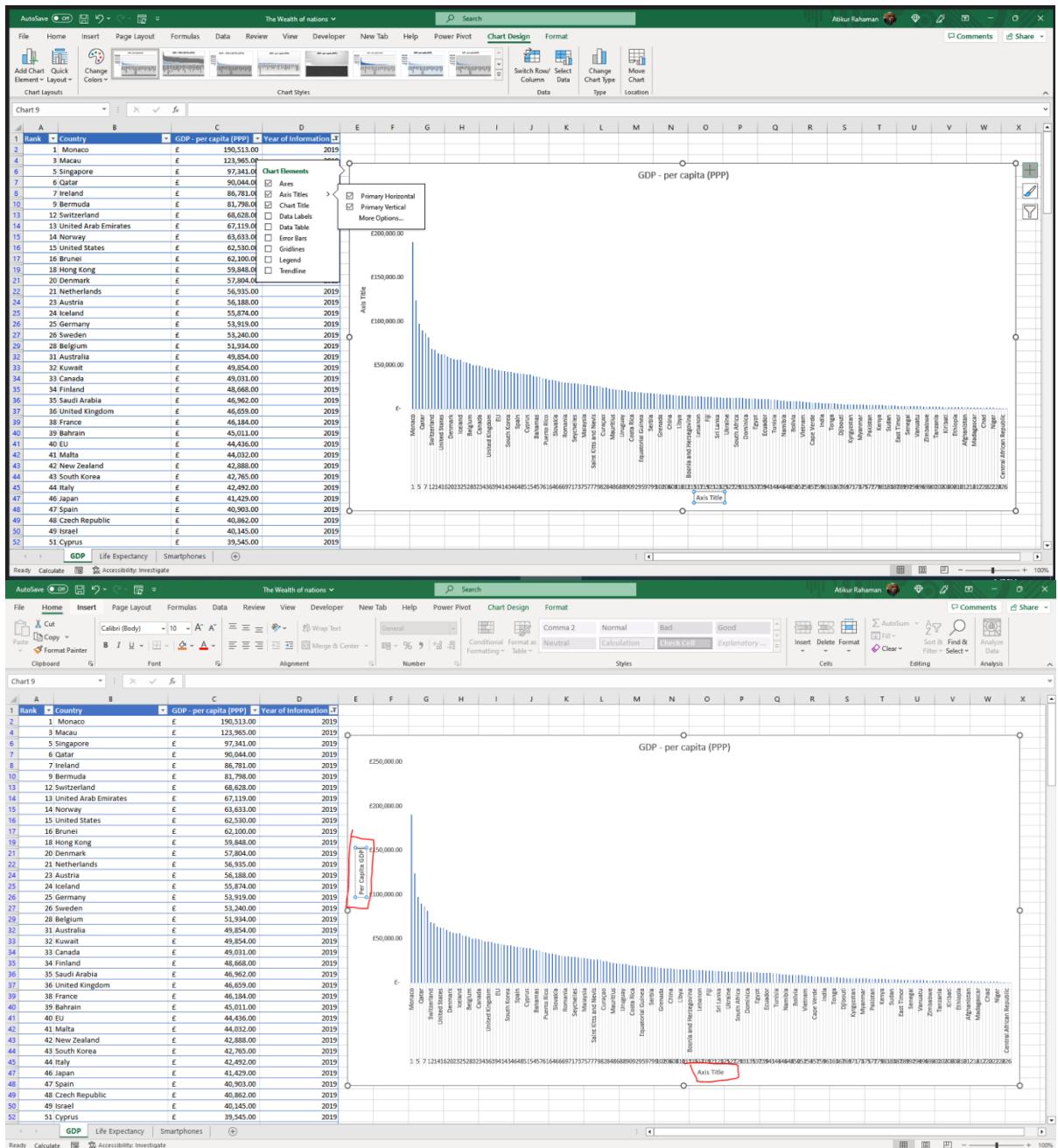
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b. Add X and Y axis labels

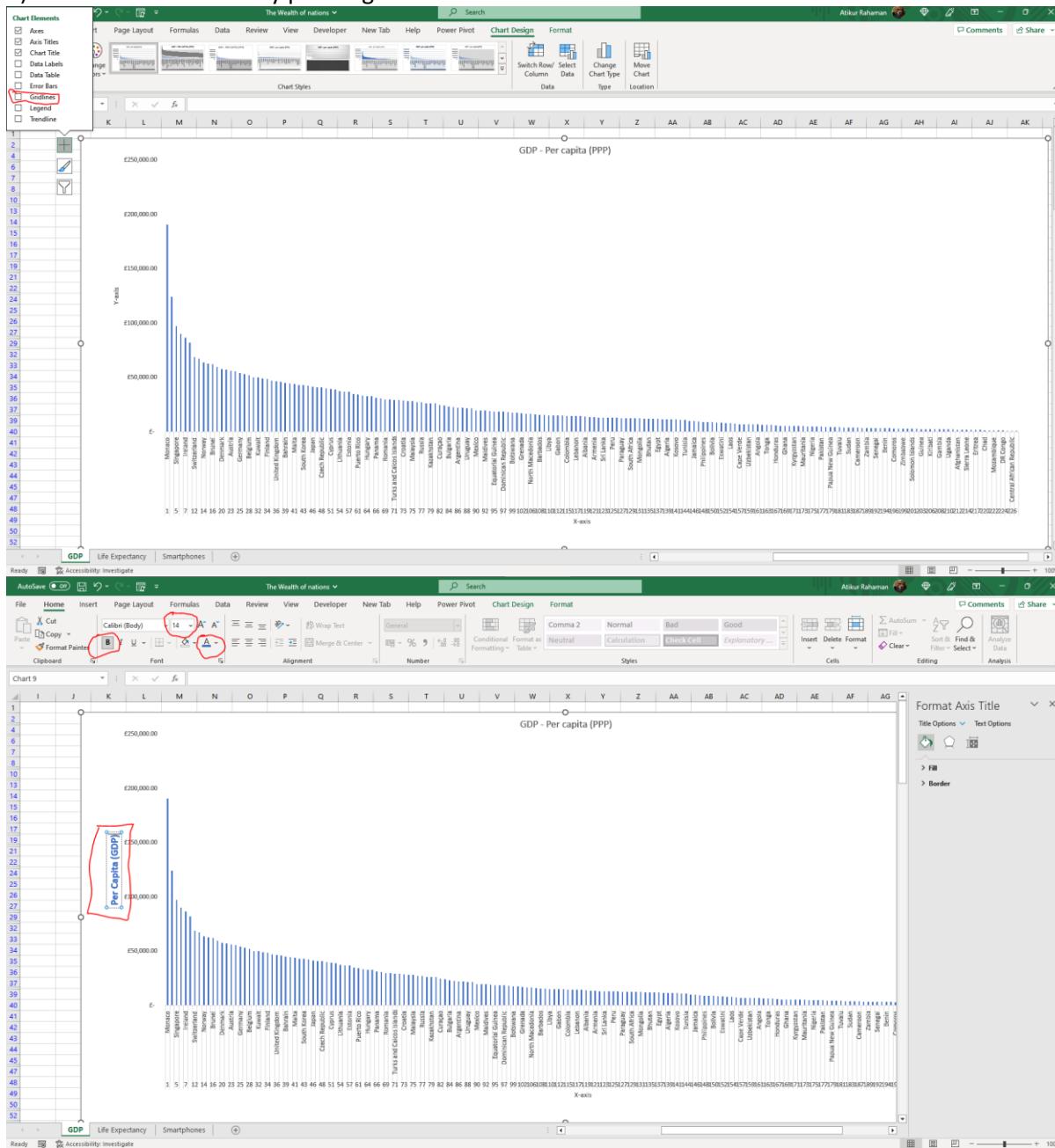


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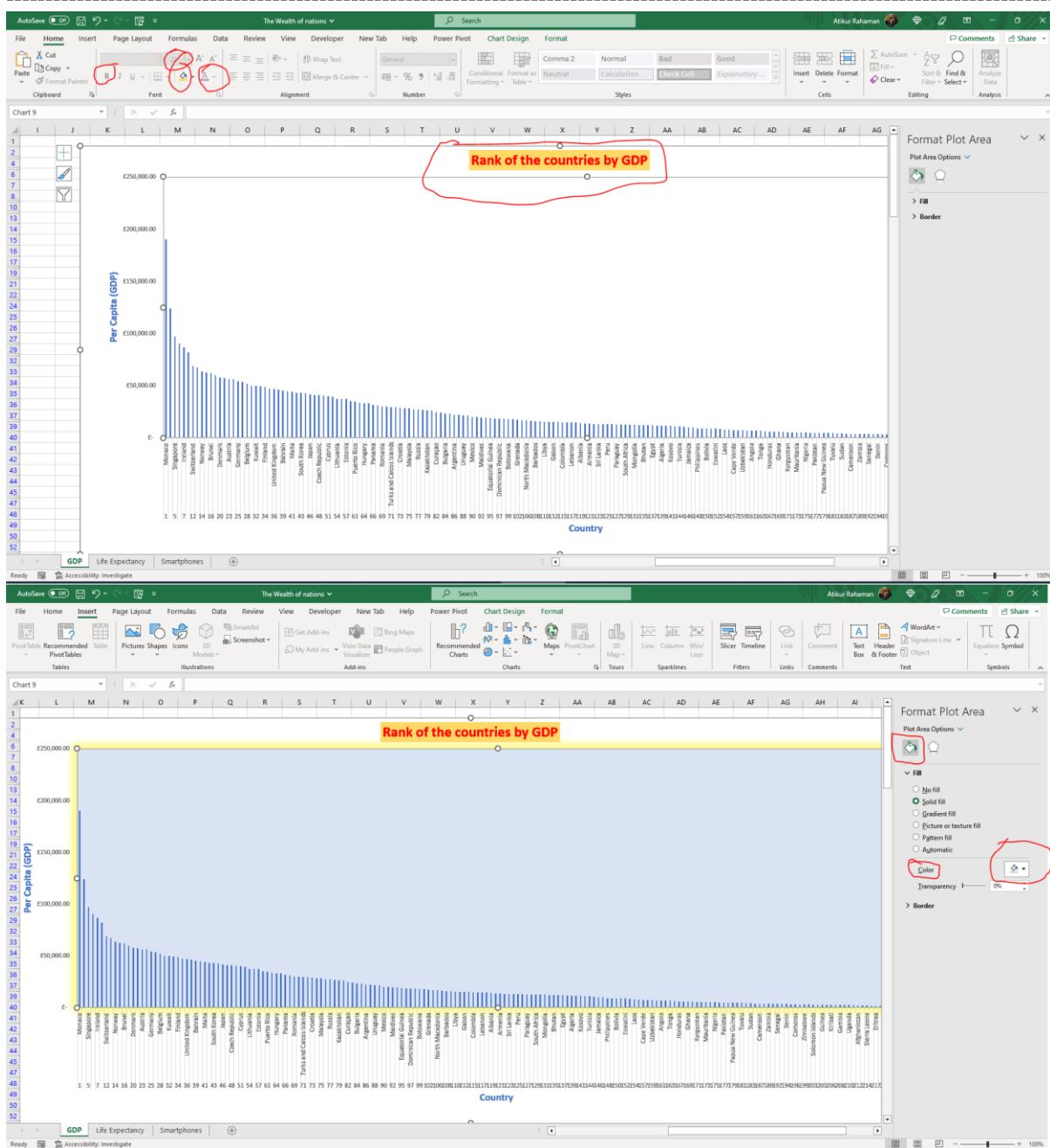


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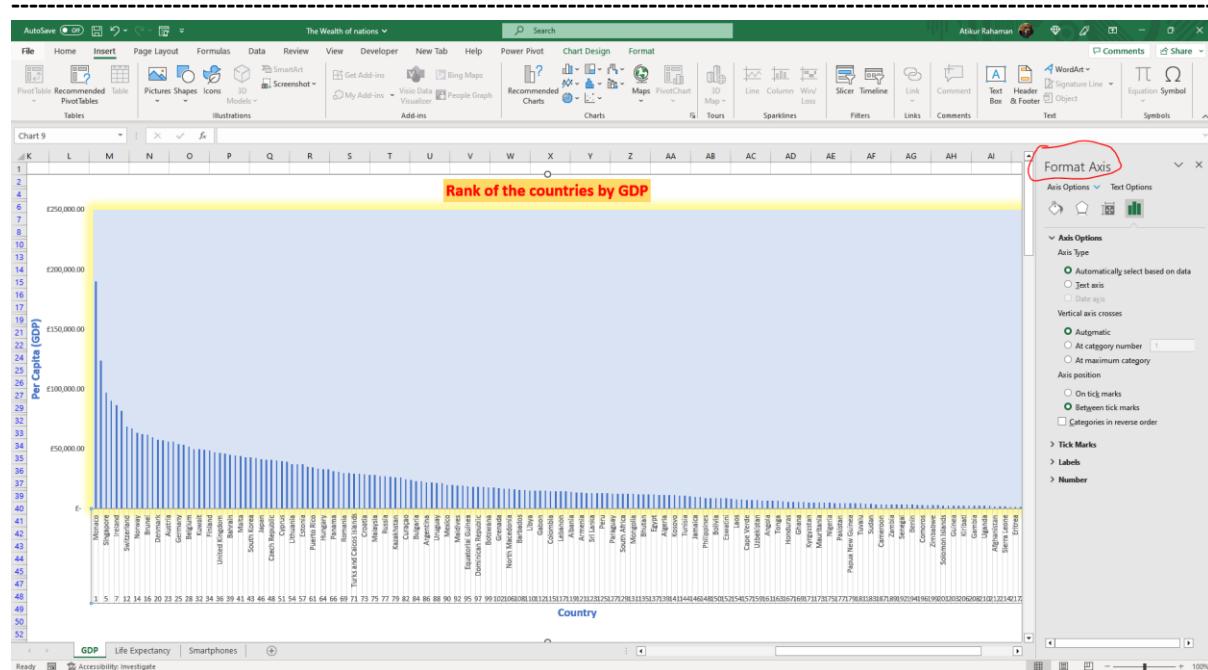
C) Make the chart visually pleasing



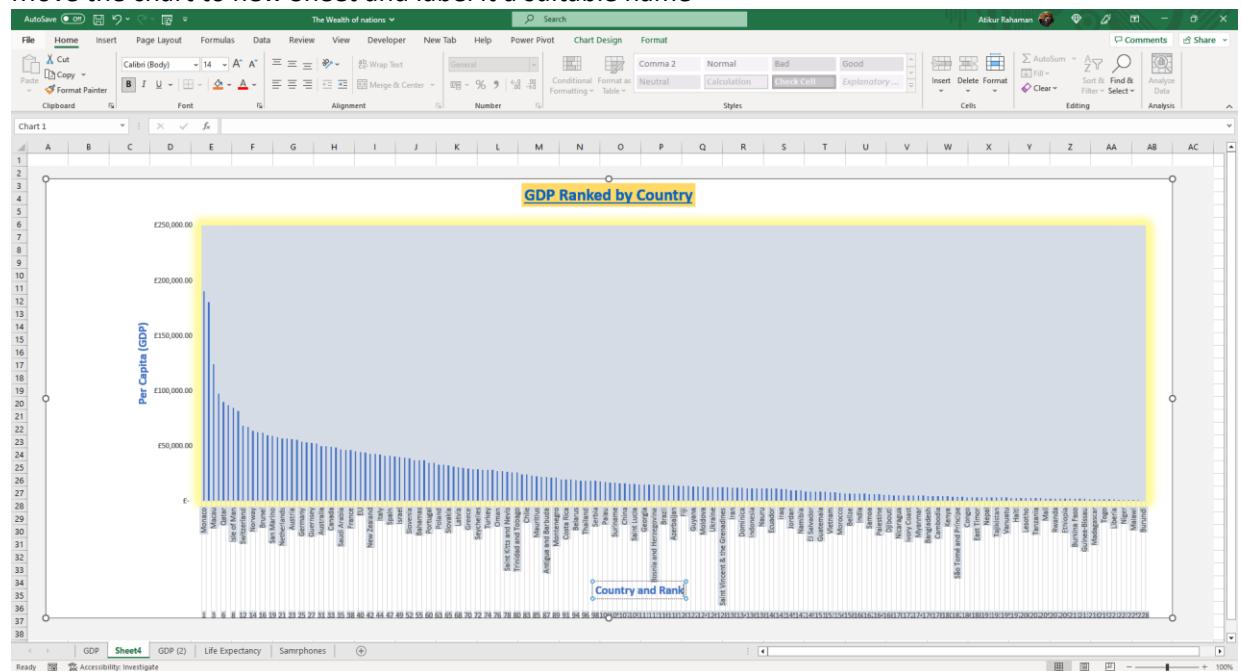
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7. Move the chart to new Sheet and label it a suitable name



8. Create a sort for top 20 highest ranking countries.

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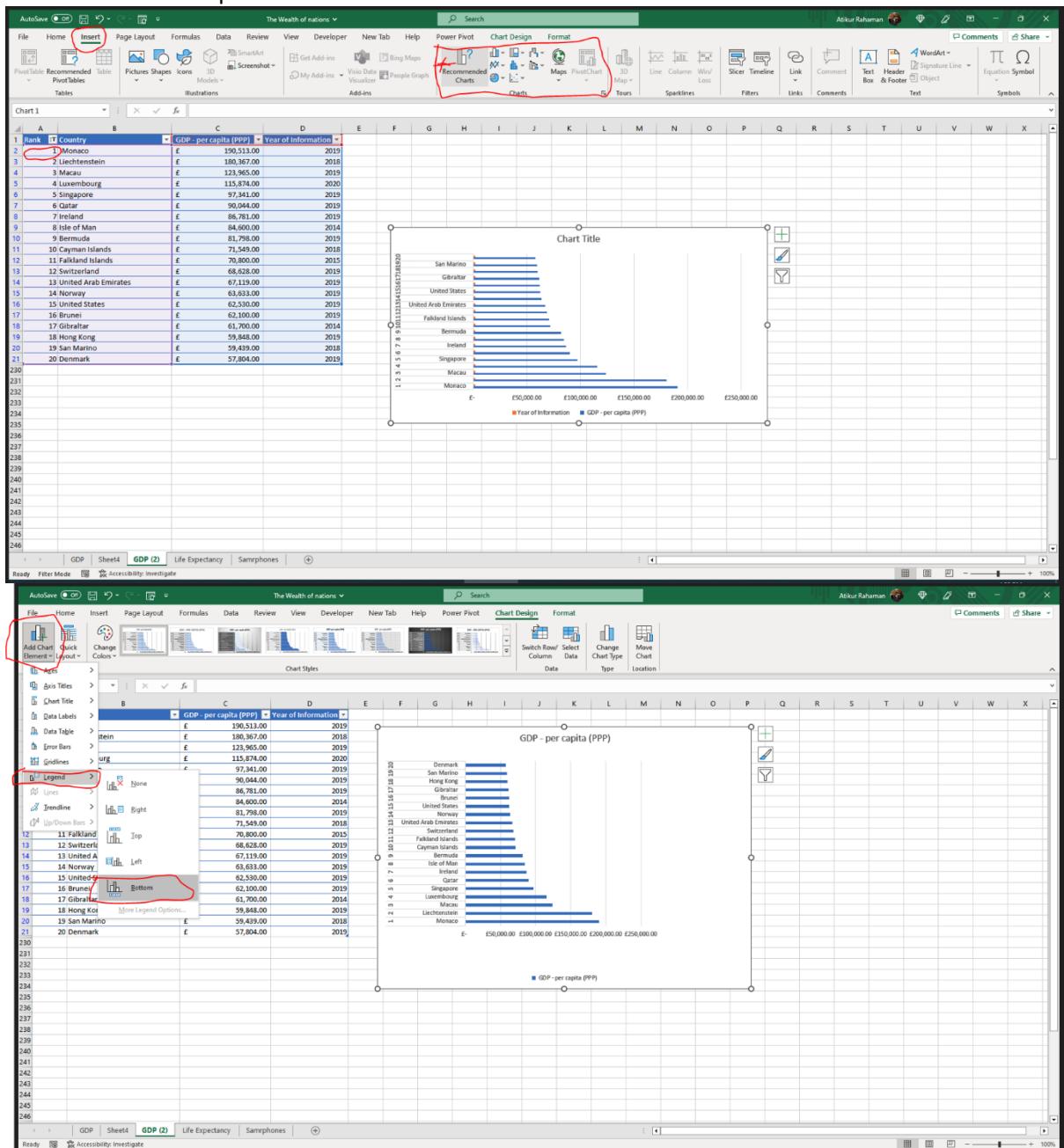
The screenshot displays two identical 'Number Filters' dialog boxes overlaid on an Excel spreadsheet. The dialog box is titled 'Number Filters' and contains a list of numbers from 1 to 38. To the left of each number is a checkbox. In the top dialog, checkboxes are checked for numbers 1 through 3. In the bottom dialog, checkboxes are checked for numbers 4 through 20. At the bottom of each dialog are 'OK' and 'Cancel' buttons.

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Rank	190,513.00	2019
2	Sort Smallest to Largest	180,367.00	2019
3	Sort Largest to Smallest	123,965.00	2019
4	Sort by Color	115,874.00	2020
5	Sheet View	97,341.00	2019
6	Clear Filter From "Rank"	90,044.00	2019
7	Filter by Color	86,781.00	2019
8	Number Filters	84,600.00	2014
9	Search	81,798.00	2019
10	Select All	71,549.00	2018
11	OK	70,800.00	2015
12	Cancel	68,628.00	2019
13		67,119.00	2019
14		63,633.00	2019
15		62,390.00	2019
16		61,200.00	2019
17		61,700.00	2014
18		59,848.00	2019
19		59,439.00	2018
20		57,804.00	2019
21		56,835.00	2019
22		56,600.00	2016
23	Austria	56,540.00	2019
24	Iceland	55,974.00	2019
25	Germany	53,919.00	2019
26	Sweden	53,340.00	2019
27	Guernsey	52,500.00	2014
28	Belgium	51,934.00	2019
29	Taiwan	50,500.00	2017
30	Andorra	49,900.00	2015
31	Australia	49,854.00	2019
32	Latvia	48,450.00	2019
33	Canada	49,011.00	2019
34	Finland	48,668.00	2019
35	Saudi Arabia	46,962.00	2019
36	United Kingdom	46,659.00	2019
37	Saint Pierre and Miquelon	46,200.00	2006

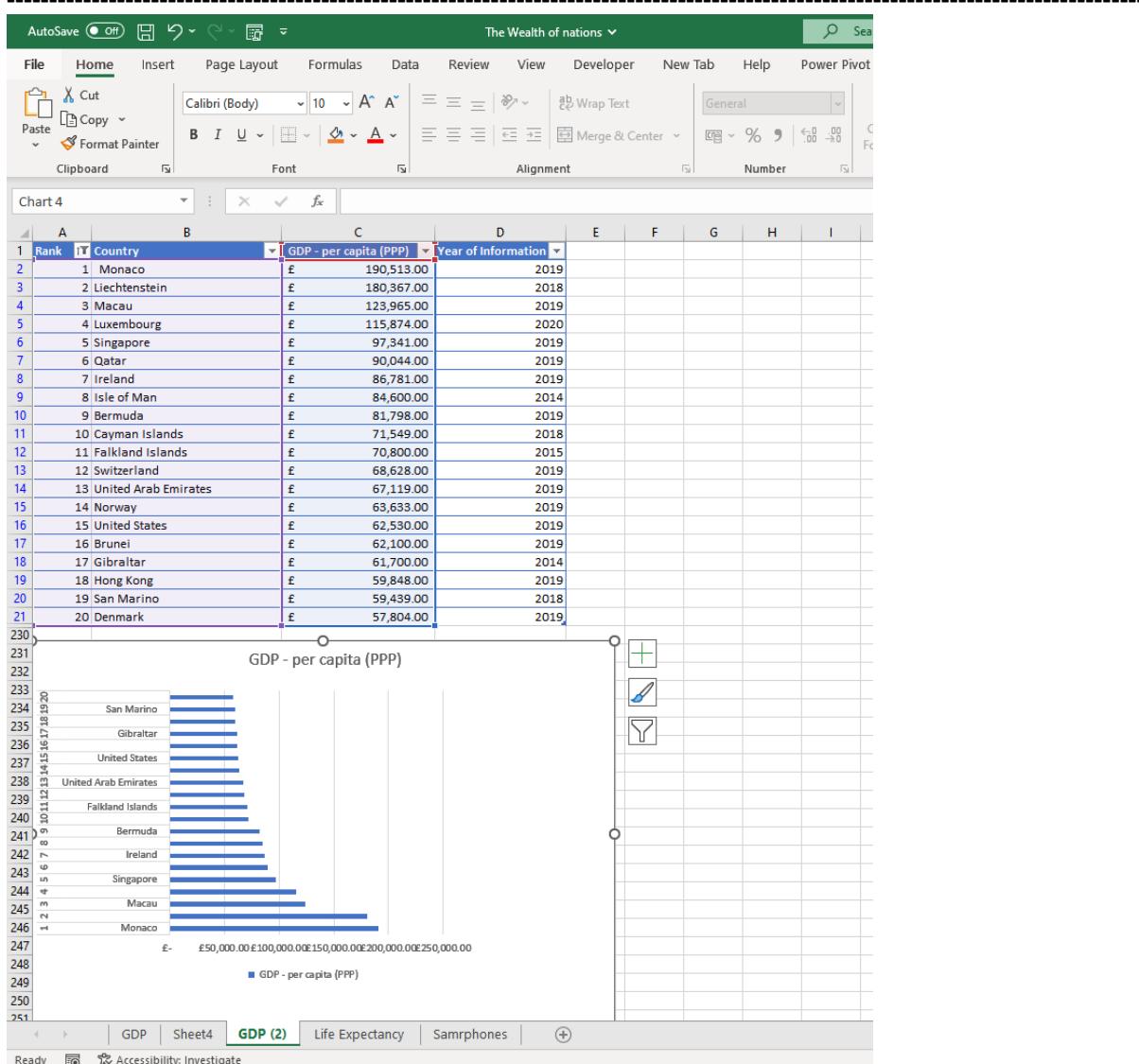
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Rank	Country	GDP per capita (PPP)	Year of information
1	Monaco	190,513.00	2019
2	Liechtenstein	180,367.00	2018
3	Macau	123,965.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	107,400.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,600.00	2014
9	Bermuda	81,798.00	2019
10	Cayman Islands	71,549.00	2018
11	Falkland Islands	70,800.00	2015
12	Switzerland	68,628.00	2019
13	United Arab Emirates	67,119.00	2019
14	Brunei	65,500.00	2019
15	United States	62,330.00	2019
16	Brunei	62,100.00	2019
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,848.00	2019
19	San Marino	59,439.00	2018
20	Denmark	57,804.00	2019

9. New bar chart for top 20 countries

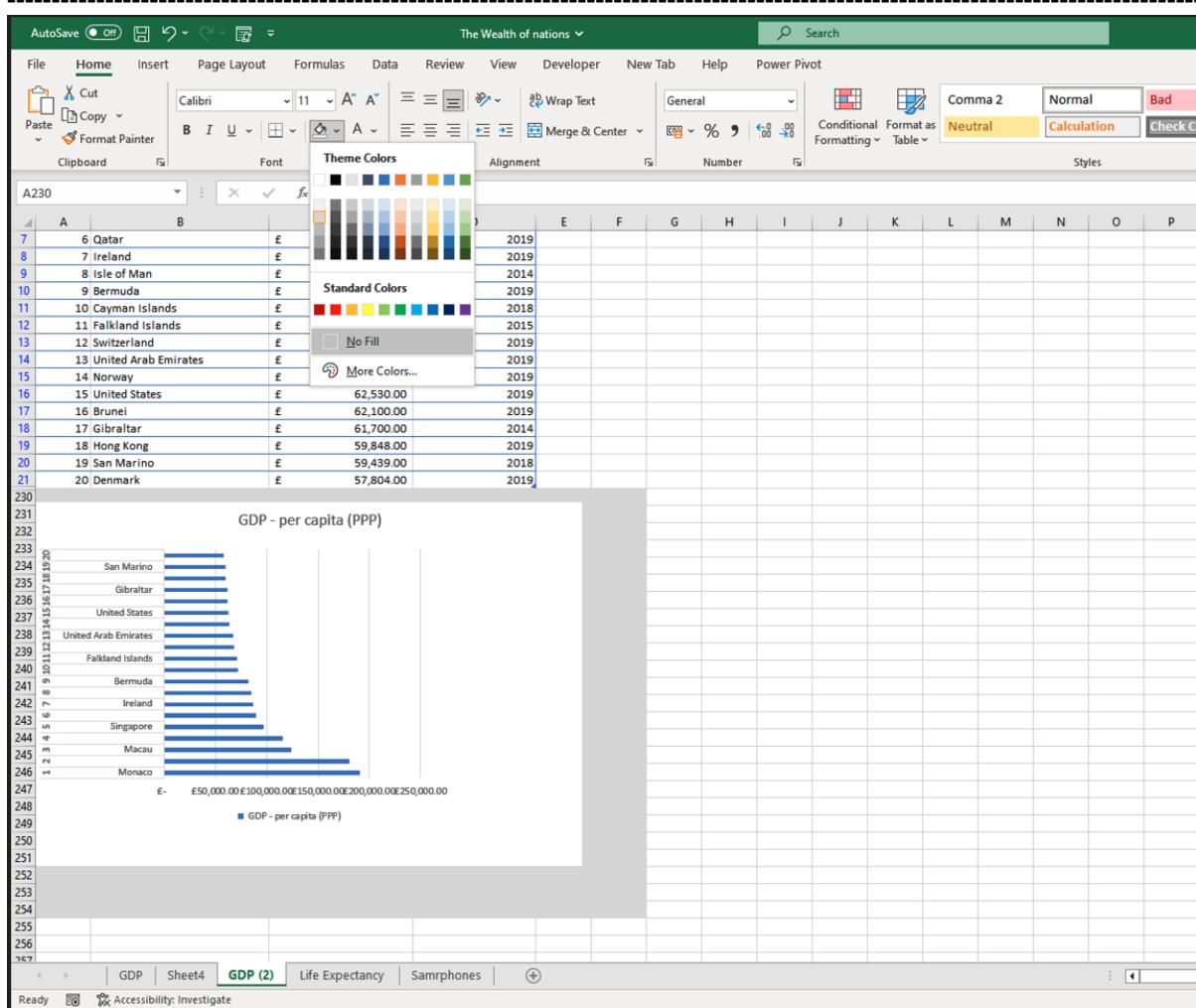


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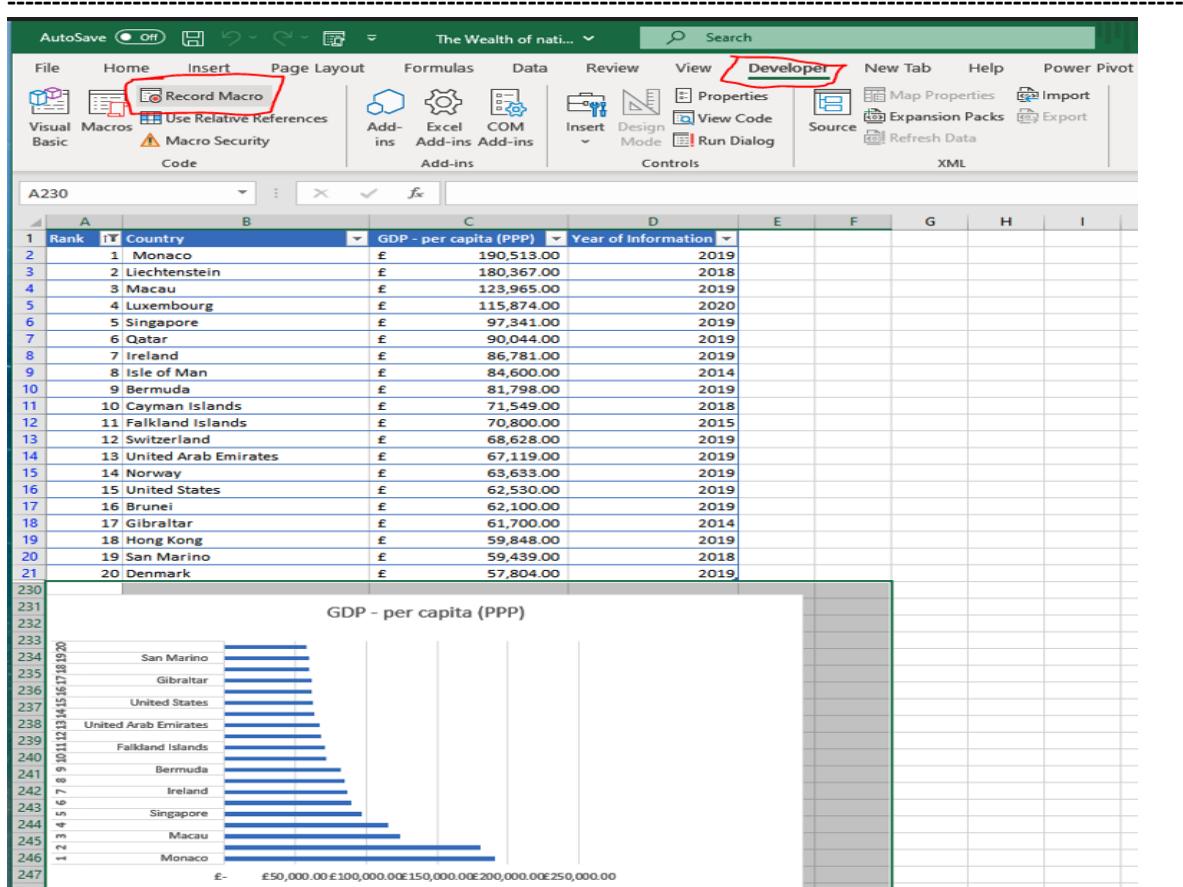
10. Colour the background by highlighting the area....

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MACRO TASK

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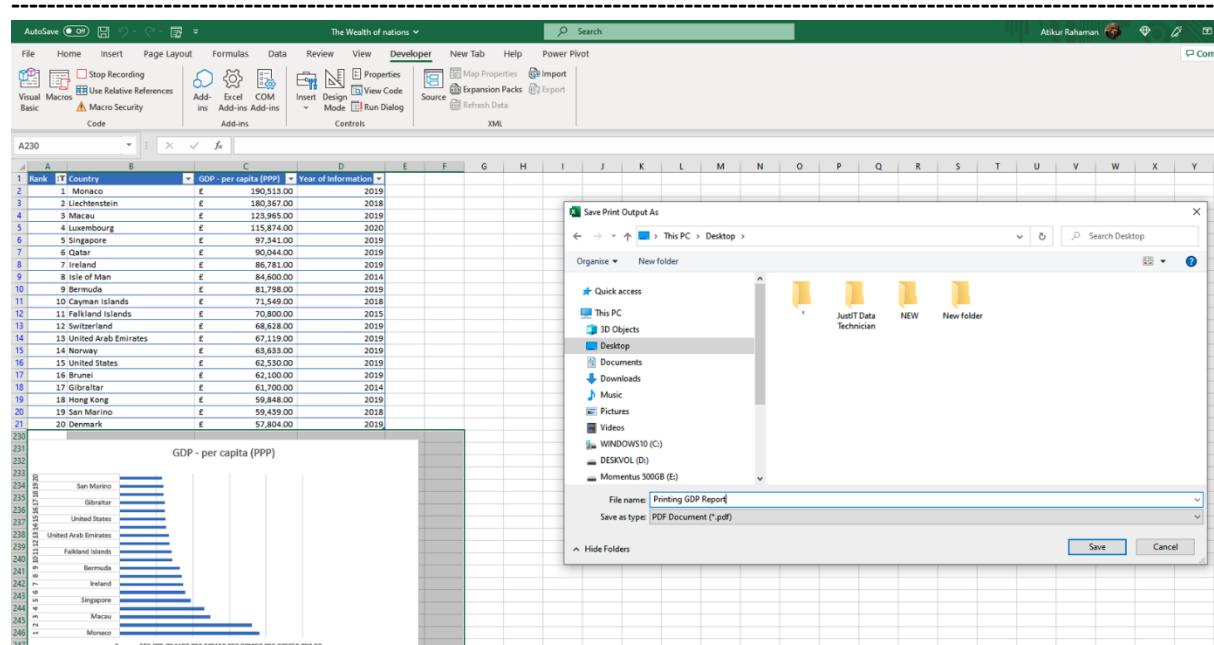
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The screenshot shows a Microsoft Excel spreadsheet titled "The Wealth of nations". The data table has columns: Rank, Country, GDP - per capita (PPP), and Year of Information. A macro recording dialog box is open, titled "Record Macro". It contains fields for "Macro name:" (set to "Printing"), "Shortcut key:" (set to "Ctrl+ S"), "Store macro in:" (set to "This Workbook"), and "Description:" (set to "Print GDP Report"). The "OK" button is highlighted.

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	£ 190,513.00	2019
2	Liechtenstein	£ 180,367.00	2018
3	Macau	£ 123,965.00	2019
4	Luxembourg	£ 115,874.00	2020
5	Singapore	£ 97,341.00	2019
6	Qatar	£ 90,044.00	2019
7	Ireland	£ 86,781.00	2019
8	Isle of Man	£ 84,600.00	2014
9	Bermuda	£ 81,798.00	2019
10	Cayman Islands	£ 71,549.00	2018
11	Falkland Islands	£ 70,800.00	2015
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
17	Gibraltar	£ 61,700.00	2014
18	Hong Kong	£ 59,848.00	2019
19	San Marino	£ 59,439.00	2018
20	Denmark	£ 57,804.00	2019

The screenshot shows the "Print" dialog box in Microsoft Excel. The "Printer" dropdown is set to "Microsoft Print to PDF Ready". The "Settings" section includes options for "Print Active Sheets" (selected), "Copies: 1", "Pages: 1 to 1", "Collated: 1,2,3, 1,2,3", "Portrait Orientation", "A4", "Normal Margins", "No Scaling", and "Page Setup". The preview window shows the data table and the bar chart from the previous screenshot.

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The screenshot shows the Microsoft Excel ribbon with the 'Developer' tab selected. Under the 'Macros' section, the 'Stop Recording' button is highlighted with a red box. The main worksheet displays a table of data with columns for Rank, Country, GDP - per capita (PPP), and Year of Information. Below the table, a bar chart titled 'GDP - per capita (PPP)' is displayed, showing the GDP values for several countries.

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	190,513.00	2019
2	Liechtenstein	180,367.00	2018
3	Macau	123,965.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	97,341.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,600.00	2014
9	Bermuda	81,798.00	2019
10	Cayman Islands	71,549.00	2018
11	Falkland Islands	70,800.00	2015
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
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,848.00	2019
19	San Marino	59,439.00	2018
20	Denmark	57,804.00	2019

GDP - per capita (PPP)

A horizontal bar chart titled 'GDP - per capita (PPP)' showing the GDP values for four countries. The y-axis lists the countries: San Marino, Gibraltar, United States, and United Arab Emirates. The x-axis represents the GDP value. The bars are blue and show the following approximate values: San Marino (~59,439.00), Gibraltar (~57,804.00), United States (~62,530.00), and United Arab Emirates (~67,119.00).

Creating buttons

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The image shows two screenshots of Microsoft Excel demonstrating data visualization steps.

Screenshot 1: The Excel ribbon is visible at the top. The "Home" tab is selected, showing the font, alignment, and number formats. A red circle highlights the "Font Color" button. A dropdown menu for "Color" is open, showing "Standard Colors" and "More Colors...". The main area displays a table of data with columns "Rank", "Country", and "GDP". A blue rectangular selection is made across the range from E1 to P1. A red line highlights the border of this selection. The formula bar shows "GDP - per capita (PPP)".

Screenshot 2: The Excel ribbon is visible at the top. The "Insert" tab is selected, showing icons for PivotTable, Recommended PivotTables, Table, Pictures, Shapes, Icons, 3D Models, and Screenshot. A red circle highlights the "Shapes" icon. A dropdown menu for "Shapes" is open, showing categories like "Recently Used Shapes", "Lines", "Rectangles", "Basic Shapes", "Block Arrows", and "Equation Shapes". The main area displays the same table of data. A blue rectangular selection is made across the range from E1 to P1. A red line highlights the border of this selection. The formula bar shows "GDP - per capita (PPP)".

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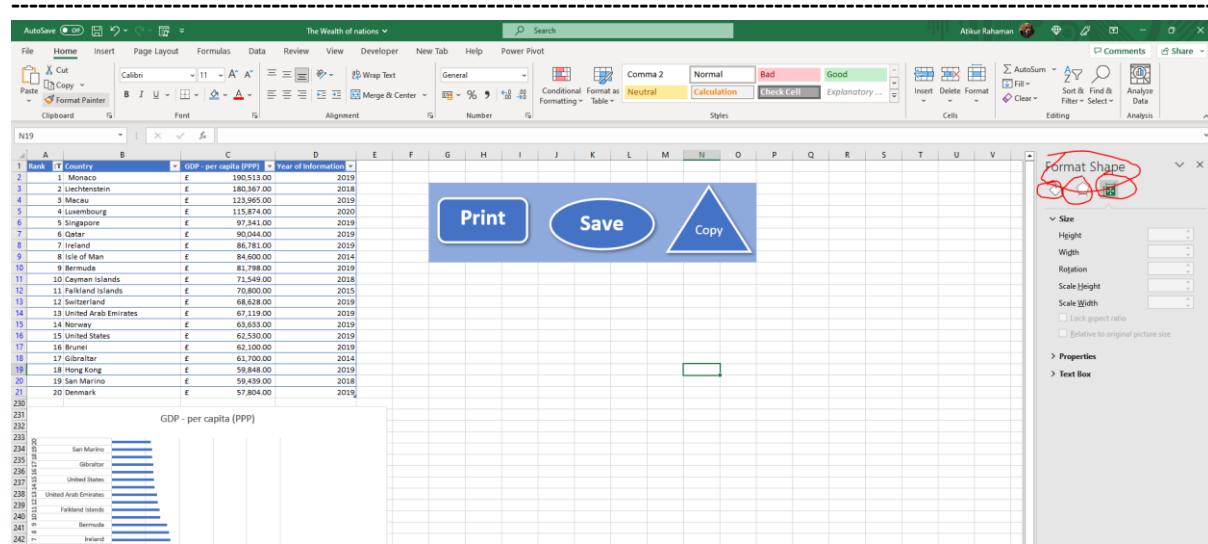
The screenshot shows the Microsoft Excel ribbon with the 'Shape Format' tab selected. In the 'Shape Styles' group, the 'Shape Outline' dropdown is open, showing a list of line weights. The '3 pt' option is highlighted with a red box. To the right, there are examples of shapes like an oval and a triangle.

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	£ 190,513.00	2019
2	Liechtenstein	£ 180,367.00	2018
3	Macau	£ 123,965.00	2019
4	Luxembourg	£ 115,874.00	2020
5	Singapore	£ 97,341.00	2019
6	Qatar	£ 90,044.00	2019
7	Ireland	£ 86,781.00	2019
8	Isle of Man	£ 84,600.00	2014
9	Bermuda	£ 81,798.00	2019
10	Cayman Islands	£ 71,549.00	2018
11	Falkland Islands	£ 70,800.00	2015
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
17	Gibraltar	£ 61,700.00	2014
18	Hong Kong	£ 59,848.00	2019
19	San Marino	£ 59,439.00	2018
20	Denmark	£ 57,804.00	2019

The screenshot shows the Microsoft Excel ribbon with the 'Font' tab selected. In the 'Clipboard' group, the 'Format Painter' button is highlighted with a red box. The main area shows a table of GDP data with three blue shapes (oval, rectangle, triangle) overlaid on it. The rectangle shape contains the word 'Print'.

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	£ 190,513.00	2019
2	Liechtenstein	£ 180,367.00	2018
3	Macau	£ 123,965.00	2019
4	Luxembourg	£ 115,874.00	2020
5	Singapore	£ 97,341.00	2019
6	Qatar	£ 90,044.00	2019
7	Ireland	£ 86,781.00	2019
8	Isle of Man	£ 84,600.00	2014
9	Bermuda	£ 81,798.00	2019
10	Cayman Islands	£ 71,549.00	2018
11	Falkland Islands	£ 70,800.00	2015
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
17	Gibraltar	£ 61,700.00	2014
18	Hong Kong	£ 59,848.00	2019
19	San Marino	£ 59,439.00	2018
20	Denmark	£ 57,804.00	2019

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The screenshot shows two instances of Microsoft Excel. The top instance displays a table titled 'Rank' with columns for Country, GDP - per capita (PPP), and Year of Information. A chart titled 'GDP - per capita (PPP)' is embedded in the sheet. The bottom instance shows the same data and chart, but with a context menu open over the chart area. The context menu includes options like Cut, Copy, Paste Options, Smart Lookup, Refresh, Insert, Delete, Select, Clear Contents, Quick Analysis, Sgrt, Filter, Table, Get Data from Table/Range..., New Comment, New Note, Format Cells..., Pick From Drop-down List..., Link, and a Link field.

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	190,513.00	2019
2	Liechtenstein	180,367.00	2018
3	Macau	123,965.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	97,341.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,600.00	2014
9	Bermuda	81,798.00	2019
10	Cayman Islands	71,549.00	2018
11	Falkland Islands	70,800.00	2015
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
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,848.00	2019
19	San Marino	59,439.00	2018
20	Denmark	57,804.00	2019

GDP - per capita (PPP)

The chart displays the GDP per capita for various countries. The y-axis represents the rank, and the x-axis represents the GDP per capita in millions of dollars. The bars are blue, and the chart has a light gray background with white grid lines.

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The screenshot shows a Microsoft Excel spreadsheet titled "The Wealth of nations". The ribbon is set to the "Developer" tab. In the developer tab, there is a "Code" section which includes a "Stop Recording" button. The main content area displays a table of GDP data and a bar chart. Overlaid on the chart are three shapes: a blue rounded rectangle labeled "Print", a blue oval labeled "Save", and a blue triangle labeled "Copy".

The screenshot shows the same Microsoft Excel spreadsheet as above, but the ribbon is now set to the "Shape Format" tab. A context menu is open over the "Copy" shape, listing options like Cut, Copy, Paste Options, Edit Text, Edit Points, Group, Bring to Front, Send to Back, Link, Save as Picture..., Smart Layout, Assign Macro..., View Alt Text..., Set as Default Shape, Size and Properties..., and Format Shape... A red arrow points to the "Assign Macro..." option in the list.

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The screenshot shows a Microsoft Excel spreadsheet titled "The Wealth of nations". The data table is titled "Isosceles Triangle 10" and contains columns for Rank, Country, GDP - per capita (PPP), and Year of information. A bar chart titled "GDP - per capita (PPP)" is displayed below the table, showing GDP values for various countries. A macro assignment dialog box is open, showing the "Assign Macro" dialog with the "Macro name:" dropdown set to "Copy". The "OK" button is highlighted with a red circle.

Rank	Country	GDP - per capita (PPP)	Year of information
1	Monaco	€ 190,513.00	2019
2	Liechtenstein	€ 180,367.00	2018
3	Macau	€ 123,965.00	2019
4	Luxembourg	€ 115,874.00	2020
5	Singapore	€ 97,341.00	2019
6	Qatar	€ 90,044.00	2019
7	Ireland	€ 86,781.00	2019
8	Isle of Man	€ 84,600.00	2014
9	Bermuda	€ 81,798.00	2019
10	Cayman Islands	€ 71,549.00	2018
11	Falkland Islands	€ 70,800.00	2015
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
17	Gibraltar	€ 61,700.00	2014
18	Hong Kong	€ 59,848.00	2019
19	San Marino	€ 59,439.00	2018
20	Denmark	€ 57,804.00	2019

GDP - per capita (PPP)

Macros in: All Open Workbooks

Description: Copy GDP Report

OK Cancel

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The screenshot shows a Microsoft Excel spreadsheet titled "The Wealth of nations". The spreadsheet contains a table of data with columns for Rank, Country, GDP - per capita (PPP), and Year of Information. Below the table is a horizontal bar chart titled "GDP - per capita (PPP)" showing the GDP for various countries. A blue rounded rectangle shape is overlaid on the chart area. A context menu is open from the shape, with the "Assign Macro..." option highlighted by a red arrow. The menu also includes options like Print, Save, Copy, Paste Options, Edit Text, Edit Points, Group, Bring to Front, Send to Back, Link, Save as Picture..., Smart Lookup, and View Alt Text....

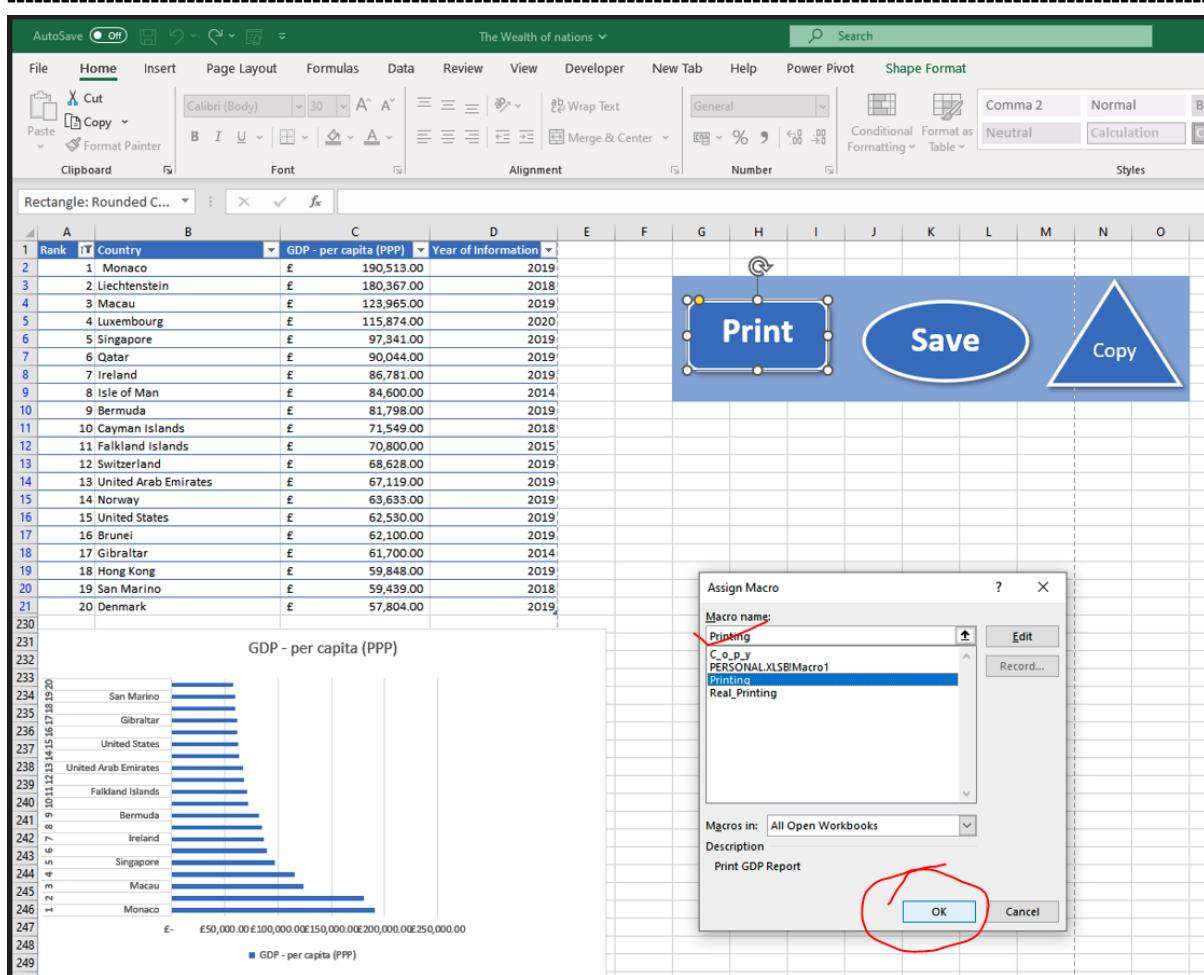
Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	190,513.00	2019
2	Liechtenstein	180,367.00	2018
3	Macau	123,965.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	97,341.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,600.00	2014
9	Bermuda	81,798.00	2019
10	Cayman Islands	71,549.00	2018
11	Falkland Islands	70,800.00	2015
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
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,848.00	2019
19	San Marino	59,439.00	2018
20	Denmark	57,804.00	2019

GDP - per capita (PPP)

£- £50,000.00 £100,000.00 £150,000.00 £200,000.00 £250,000.00

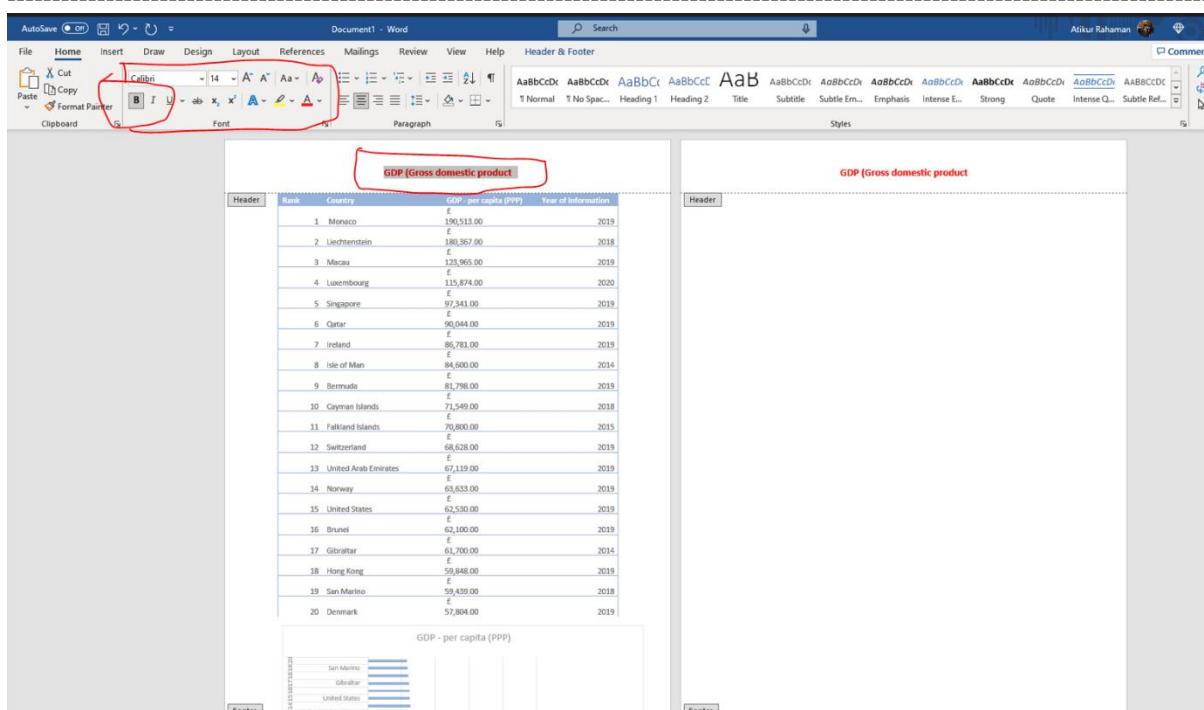
■ GDP - per capita (PPP)

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2. Using the copy macro, copy the sheet and then paste it into a new word document

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Word Gross domestic product report 1 • Saved

AutoSave Off

File Home Insert Draw Design Layout References Mailings Review View Help Table Design Layout

Cut Copy Paste Format Painter

Font Paragraph

AaBbCcDd AABBCCL AABCDCI

Normal Heading 1 Heading 2

GDP (Gross domestic product)

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	£ 190,513.00	2019
2	Liechtenstein	£ 180,367.00	2018
3	Macau	£ 123,965.00	2019
4	Luxembourg	£ 115,874.00	2020
5	Singapore	£ 97,341.00	2019
6	Qatar	£ 90,044.00	2019
7	Ireland	£ 86,781.00	2019
8	Isle of Man	£ 84,600.00	2014
9	Bermuda	£ 81,798.00	2019
10	Cayman Islands	£ 71,549.00	2018
11	Falkland Islands	£ 70,800.00	2015
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
17	Gibraltar	£ 61,700.00	2014
18	Hong Kong	£ 59,848.00	2019
19	San Marino	£ 59,439.00	2018
20	Denmark	£ 57,804.00	2019

GDP - per capita (PPP)

19 San Marino
17 Gibraltar
15 United States
13 United Arab Emirates
11 Falkland Islands
9 Bermuda
7 Ireland
5 Singapore
3 Macau
1 Monaco

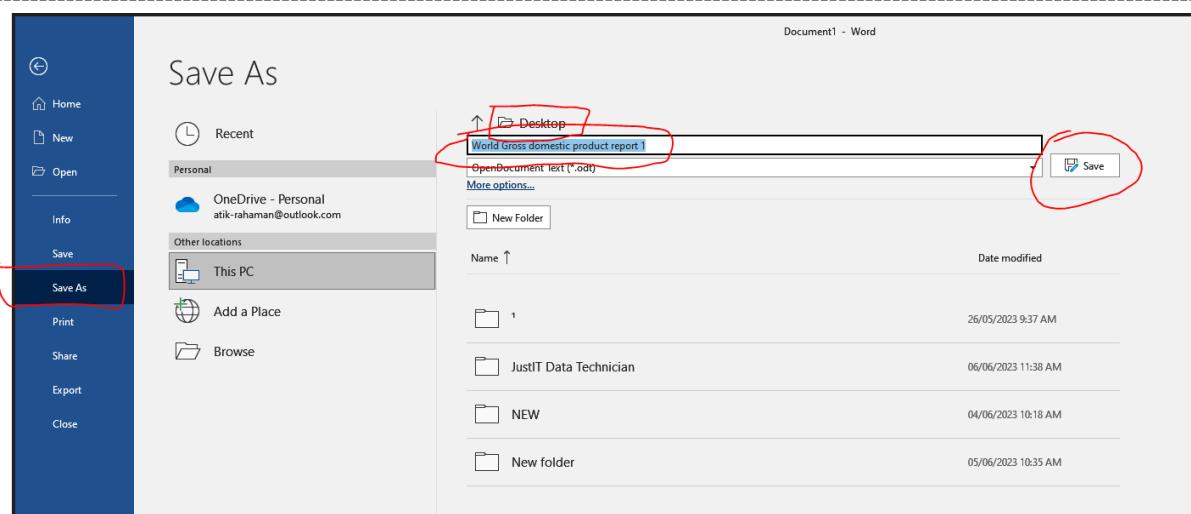
£ £ £ £ £ £

■ GDP - per capita (PPP)

Page 1 of 2 119 words Text Predictions: On Accessibility: Investigate

3. Save your documents as 'Word Gross domestic product report 1'

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6. Header and Footer for the table

A screenshot of Microsoft Excel showing a table of GDP data and a corresponding horizontal bar chart. Overlaid on the right side of the screen are three blue buttons: 'Print', 'Save', and 'Copy'. The 'View' tab in the ribbon is circled in red. The table data is as follows:

Rank	Country	GDP - per capita (PPP)	Year of information
1	Monaco	190,513.00	2019
2	Liechtenstein	180,367.00	2018
3	Macau	123,965.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	97,341.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,600.00	2014
9	Bermuda	81,798.00	2019
10	Cayman Islands	71,549.00	2018
11	Falkland Islands	70,800.00	2015
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
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,848.00	2019
19	San Marino	59,439.00	2018
20	Denmark	57,804.00	2019

The chart below shows 'GDP - per capita (PPP)' for various countries, with Monaco at the top and Monaco at the bottom.

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Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	194,350.00	2019
2	Lichtenstein	180,957.00	2018
3	Macao	123,965.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	97,341.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,000.00	2014
9	Bermuda	81,790.00	2019
10	British Islands	75,259.00	2018
11	Falkland Islands	70,860.00	2015
12	Switzerland	68,628.00	2019
13	United Arab Emirates	67,119.00	2019
14	Norway	63,633.00	2019
15	United States	62,510.00	2019
16	Brunei	62,100.00	2019
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,868.00	2019
19	San Marino	59,459.00	2018
20	Denmark	57,804.00	2019

Rank	Country	GDP - per capita (PPP)	Year of Information
1	Monaco	194,350.00	2019
2	Lichtenstein	180,957.00	2018
3	Macao	123,965.00	2019
4	Luxembourg	115,874.00	2020
5	Singapore	97,341.00	2019
6	Qatar	90,044.00	2019
7	Ireland	86,781.00	2019
8	Isle of Man	84,000.00	2014
9	Bermuda	81,790.00	2019
10	British Islands	75,259.00	2018
11	Falkland Islands	70,860.00	2015
12	Switzerland	68,628.00	2019
13	United Arab Emirates	67,119.00	2019
14	Norway	63,633.00	2019
15	United States	62,510.00	2019
16	Brunei	62,100.00	2019
17	Gibraltar	61,700.00	2014
18	Hong Kong	59,868.00	2019
19	San Marino	59,459.00	2018
20	Denmark	57,804.00	2019

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Screenshot of Microsoft Excel showing a data visualization project titled "The Wealth of nations".

The ribbon bar shows the following tabs: AutoSave (off), Home, Insert, Page Layout, Formulas, Data, Review, View (selected), Developer, New Tab, Help, Power Pivot, and others.

The View tab has several options checked: Ruler, Formula Bar, Gridlines, and Headings.

The worksheet area displays a table of data with columns: Rank, Country, GDP - per capita (PPP), and Year of Information. The table starts at row 1 and ends at row 20. The data includes Monaco, Liechtenstein, Macau, Luxembourg, Singapore, Qatar, Ireland, Isle of Man, Bermuda, Cayman Islands, Falkland Islands, Switzerland, United Arab Emirates, Norway, United States, Brunei, Gibraltar, Hong Kong, San Marino, and Denmark.

Red boxes highlight specific cells:

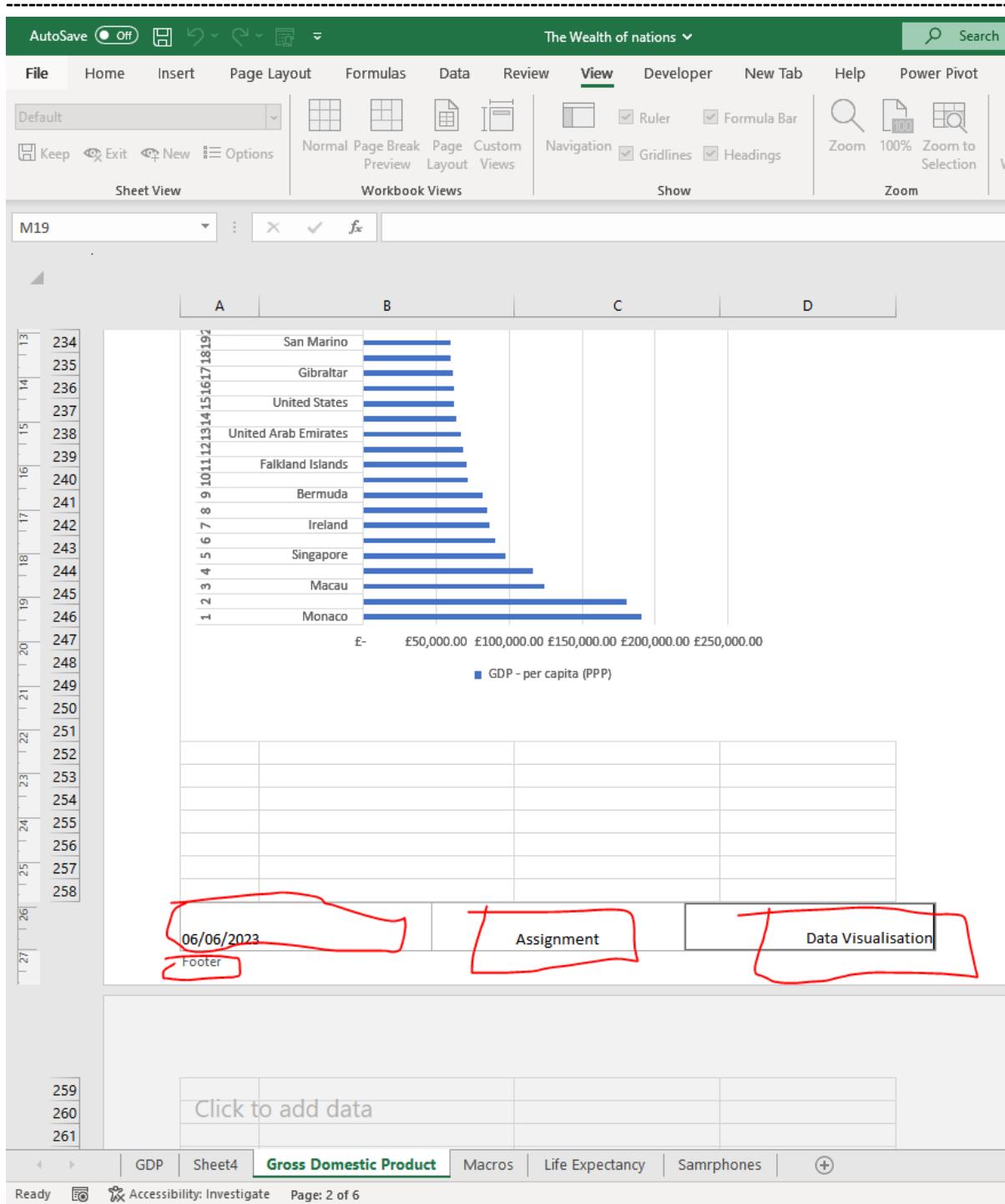
- A red box labeled "Header" surrounds the cell A1, which contains "Atikur Rahaman".
- A red box labeled "GLA" surrounds the cell C1, which contains "GLA".
- A red box labeled "DATA 1" surrounds the cell D1, which contains "DATA 1".

Below the table, a chart titled "GDP - per capita (PPP)" is shown as a horizontal bar chart. The bars represent the GDP per capita for San Marino, Gibraltar, United States, United Arab Emirates, and Falkland Islands. The y-axis ranges from 0 to 1920.

The bottom of the screen shows the ribbon tabs: Ready, GDP, Sheet4, Gross Domestic Product (selected), Macros, Life Expectancy, Samrphones, and a plus sign.

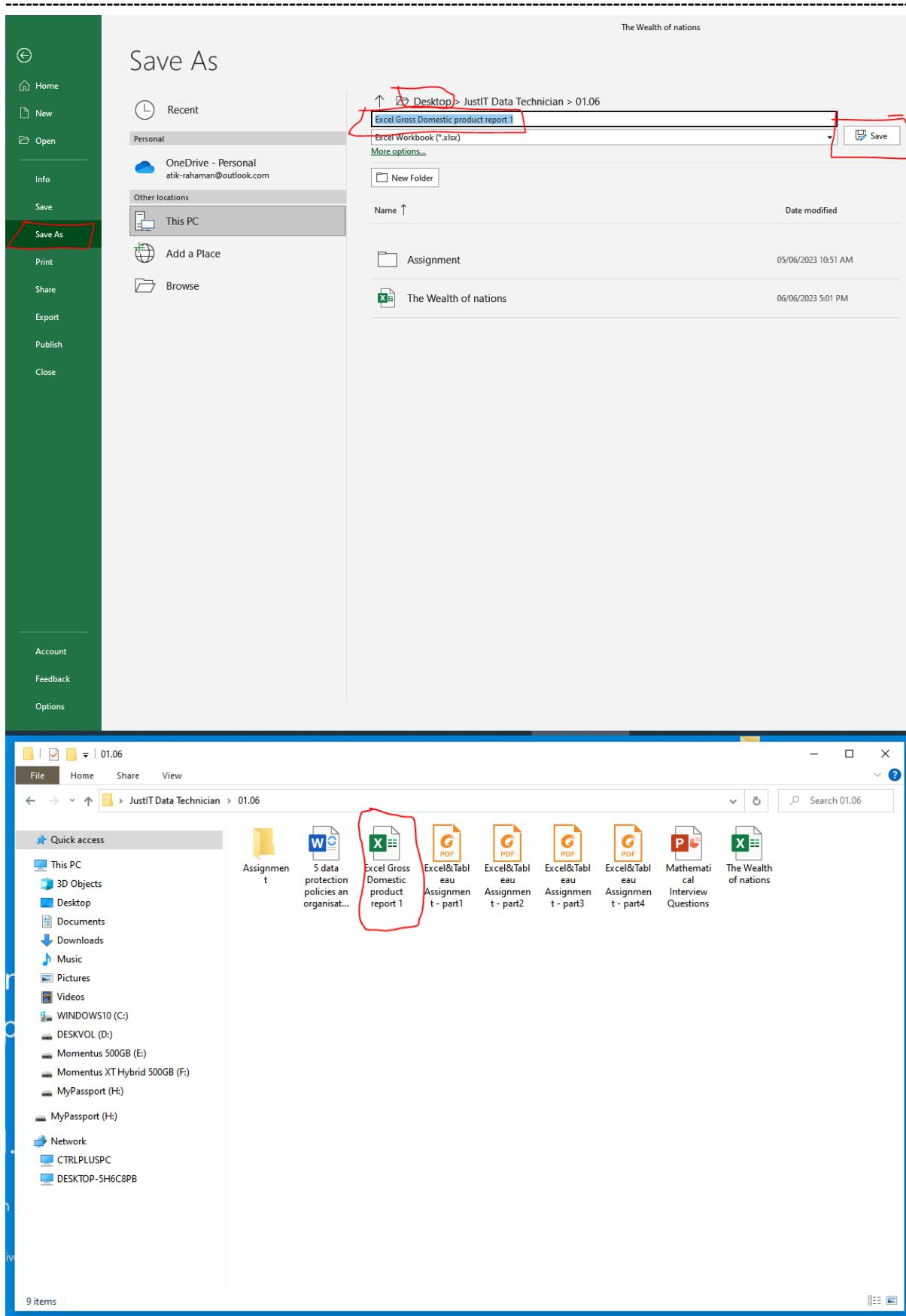
Page information at the bottom: Accessibility: Investigate, Page: 2 of 6.

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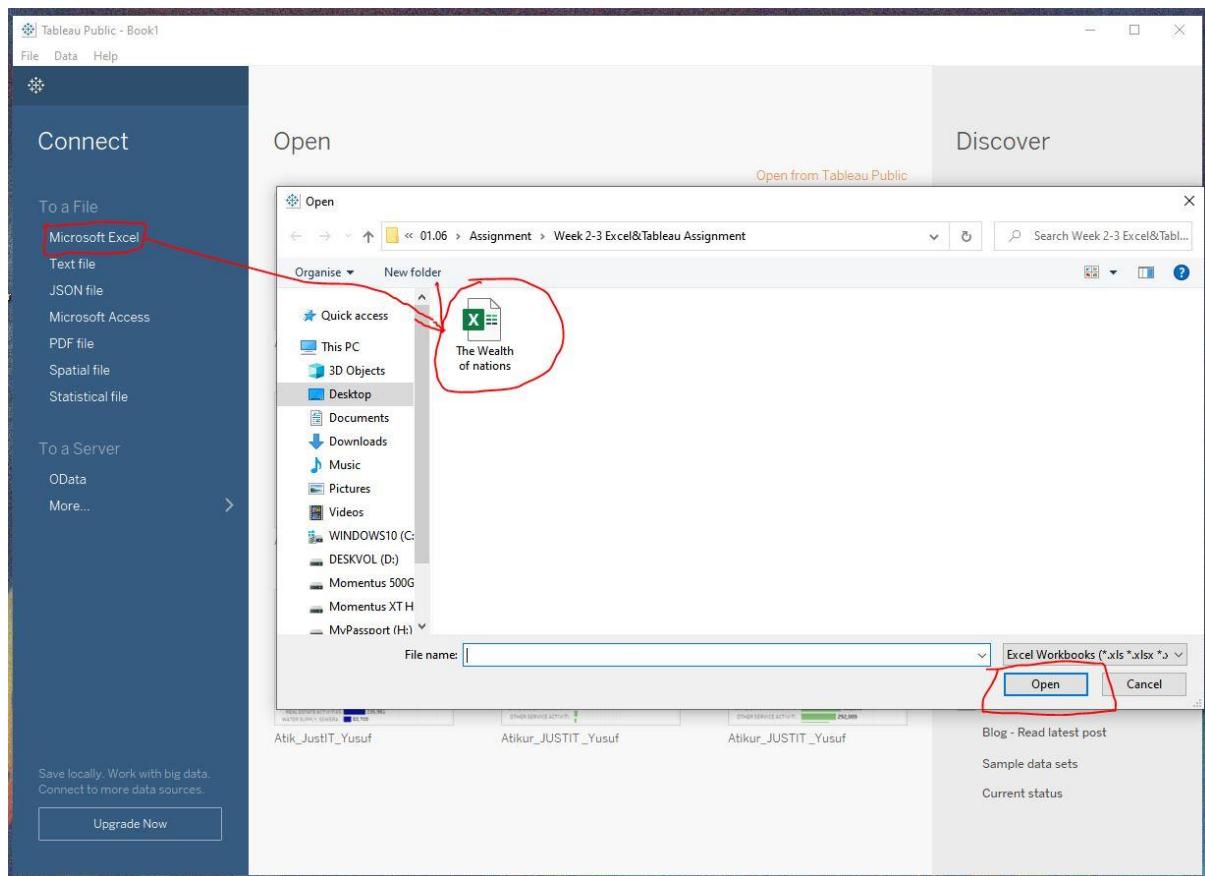
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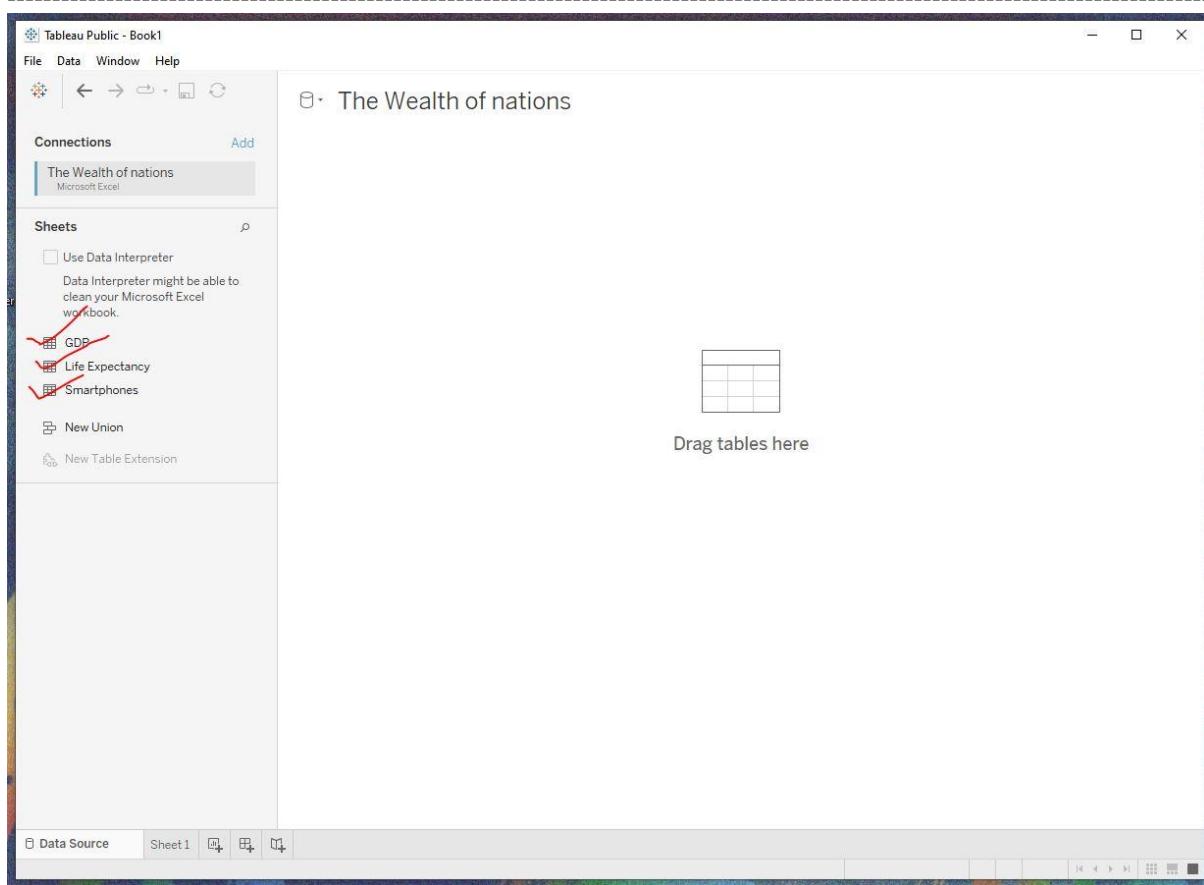


TABLEAU

1) Import Data The Wealth of nations



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2) Set relationships.

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The screenshot shows two separate data relationships in Tableau Public:

- Relationship 1: Life Expectancy+ (The Wealth of nations)**
- Relationship 2: Smartphones — GDP**

Relationship 1: Life Expectancy+ (The Wealth of nations)

This relationship connects "Life Expectancy" and "Smartphones". A red curved arrow points from "Life Expectancy" to "Smartphones".

Relationship 2: Smartphones — GDP

This relationship connects "Smartphones" and "GDP". A red curved arrow points from "Smartphones" to "GDP".

Data Source 1: Smartphones — GDP

#	GDP	Country (GDP)	GDP - per capita (PPP)	Year of I
1	Monaco		190,513.00	
2	Liechtenstein		180,367.00	
3	Macau		123,965.00	
4	Luxembourg		115,874.00	
5	Singapore		97,341.00	
6	Qatar		90,044.00	
7	Ireland		86,781.00	

Data Source 2: Life Expectancy+ (The Wealth of nations)

#	Smartphones	Smartphones	Smartphones
1	China	Smartphones	1,598,360.0
2	India	Smartphones	1,281,971.1
3	Indonesia	Smartphones	385,573.3
4	United States	Smartphones	327,577.5
5	Brazil	Smartphones	284,200.0
6	Russia	Smartphones	256,116.0
7	Nigeria	Smartphones	167,371.9

Rest of the completed tasks can be found by clicking the link below

https://public.tableau.com/app/profile/atikur.rahaman/viz/AtikurRahaman_JustIT_Assignment1_Yusuf/Dashboard?publish=yes

THE END