

Glossary terms from module 2

Terms and definitions for Course 1, Module 2

Database: A collection of data stored in a computer system

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

Query: A request for data or information from a database

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

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

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

Spreadsheet: A digital worksheet

SQL: (Refer to Structured Query Language)

1. Which of the following activities are part of the manage phase of the data life cycle? Select all that apply.
 - a. Apply data insights to make effective business decisions
 - b. Decide where to store data
 - c. Determine how to best maintain data
 - d. Think about what kinds of tools can be used to keep data safe
2. Which spreadsheet feature uses a set of instructions to perform calculations, such as multiplication or division?
 - a. Formula
 - b. Function
 - c. Filter
 - d. Format
3. Which of the following statements correctly describe the archive and the destroy phases of the data life cycle? Select all that apply.
 - a. Shredders may be used to destroy data on paper.
 - b. A key reason for destroying data is to protect private company information.
 - c. The archive phase involves storing data.
 - d. Even if data is no longer relevant to business goals, it should never be archived.
4. What tasks may occur during the ask step of the data analysis process? Select all that apply.
 - a. Use the five whys
 - b. Properly maintain a database
 - c. Determine whether something needs to be fixed
 - d. Communicate with stakeholders
5. Fill in the blank: During the prepare step of the data analysis process, data is collected and _____ for analysis.
 - a. stored
 - b. cleaned
 - c. interpreted
 - d. presented
6. A data team at a timber company works on a project aimed at planting more trees and eliminating deforestation. They discuss what type of data they need and how it will be managed throughout its life cycle. What phase of the data life cycle does this scenario describe?
 - a. Archive
 - b. Plan
 - c. Capture
 - d. Manage
7. A car rental company is interested in improving the customer experience. A data professional fixes typos and inaccuracies from a dataset containing feedback and ratings. They also verify and share their data-cleaning procedures with stakeholders. What step of the data analysis process does this scenario describe?
 - a. Prepare
 - b. Analyze
 - c. Ask

- d. Process
8. Fill in the blank: During the _____ step of the data analysis process, data analytics professionals use tools such as query languages to drive informed decision-making.
- a. process
 - b. share
 - c. act
 - d. analyze
9. What are some key benefits of data visualizations? Select all that apply.
- a. Data visualizations enable stakeholders to identify trends more easily.
 - b. Insights that are visualized can be more quickly shared and understood.
 - c. Data becomes more detailed and comprehensive when visualized.
 - d. Graphs and charts offer a clear and concise overview of the data.
10. Fill in the blank: A university system gathers historical academic data from an outside database and information from the internal records of student applications. This work occurs during the _____ phase of the data life cycle.
- a. analyze
 - b. capture
 - c. plan
 - d. manage