Gambo Baba

**DATA VISUALIZATION**

WEALTH OF NATION

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# **Policies and Procedures**

When working with data, there are several policies that should be adhered to in order to ensure the responsible and ethical handling of data. Below are few policies to look out for.

1. Data privacy and securities: Data privacies should be in place to ensure that data is kept safe and confidential and can only be accessible by permitted users. Data security should be in place at all times to product from unauthorised users such as hackers.
2. Data governance: Data governance policies define the role and responsibility of individual and team involved in data management.
3. Data access and sharing policies: Organizations should have clear policies on who can access data and how it can be shared with others.
4. Compliance policies: Compliance policies ensure that organizations adhere to relevant laws and regulations related to data, such as the General Data Protection Regulation (GDPR), Health Insurance Portability and Accountability Act (HIPAA), and Sarbanes-Oxley Act (SOX).
5. Data retention policies: Organizations should have clear policies on how long data should be retained and when it should be deleted or destroyed.

As a data analyst we must make sure we follow the procedure and policies so that we keep data protected at all times not only because of misuse of information but also to protect individuals and companies from the public.

# Task 2: Excel

Graphical user interface, text, application, email

Description automatically generated

Password protecting the workbook

Graphical user interface, text, application, email

Description automatically generated

Workbook protected

Graphical user interface, application, table, Excel

Description automatically generated

Column C Data display changed to British PoundsTable

Description automatically generated

Highlighted Data and converted to table

Table

Description automatically generated

Graphical user interface, application, table, Excel

Description automatically generated

Filter table for information for only 2019

Table

Description automatically generated

Chart above shows only displays the following data ‘Rank, Country and GDP.

Graphical user interface, application, Excel

Description automatically generated

Created a chart with the 3 data points

Graphical user interface, table, Excel

Description automatically generated

Chart with labels and title

Graphical user interface, application, table, Excel

Description automatically generated

Copied the chart to a new sheet and renamed it The Wealth of Nations

Graphical user interface, application, table

Description automatically generated

Filtered the chart to the top 20 countries and created a chart below it

Graphical user interface, application, table, Excel

Description automatically generated

Background colour changed.

Graphical user interface, application, table, Excel

Description automatically generated

Creating Print button macro

Graphical user interface, application, table, Excel

Description automatically generated

Named the macro and recorded it

Graphical user interface, application, table, Excel

Description automatically generated

Assigned macro to print button

Table

Description automatically generated

Created a save button, recorded the macro and assigned it to the save button

Created copy button, recorded the macro and assigned it to the copy button

Graphical user interface, application, table, Excel

Description automatically generated

Using the copy macro, Copied the sheet and then pasted it into a new word document

Graphical user interface

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Saved it as Word Gross domestic product report 1

Table

Description automatically generated

Changed view to page layout

A screenshot of a computer

Description automatically generated with medium confidence

Added a header with my name and sheet title

Graphical user interface, application, table, Excel

Description automatically generated

Added the footer with the date and doc references

Table

Description automatically generated

Changed view back to normal and saved with macro enabled.

# **Task 3: Tableau**

Workflow for creating Tableau:

1. Import Data
2. Set relationships
3. Check data types
4. Build basic charts
5. Handle missing values
6. Build a dashboard

Graphical user interface, website

Description automatically generated

Data imported and relationship between the three sheets have been set.

Below are 4 different visuals created:

Top 20 ranking GDPChart, bar chart

Description automatically generated

Top 20 Life Expectancy

Graphical user interface, text, application, website, map

Description automatically generated

Top 20 smartphone users

Timeline

Description automatically generated with medium confidence

Top 20 GDP(Per Capital)

A picture containing graphical user interface

Description automatically generated

**DASHBOARD**

Graphical user interface, application

Description automatically generated

Link to tableau Public: [Top 20 Wealth of Nation | Tableau Public](https://public.tableau.com/app/profile/gambo.baba/viz/Top20WealthofNation/Dashboard1?publish=yes)