



Ministry of Information
Technology & Telecom
Government of Pakistan



Hands-on Exercise No. 2
DigiSkills 2.0 Batch-07
Data Analytics & Business Intelligence

Total Marks: 10
Due Date: 16/05/2024

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - It is submitted after due date.
 - It is not in the required format (.doc or .docx)
 - It does not open, or file is corrupt.
 - It is copied (partial or full) from any source (websites, forums, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Learn sorting of data.
- Learn filtering of data.
- Learn data preparation best practices.
- Explore the conversion of raw data into structured tables.

Problem Statement

Sorting and filtering the data is a data preprocessing step in data analysis. Sorting and filtering includes grouping and including or excluding specific data. This ensures consistency, accuracy, and better decision-making processes.

Tasks:

- 1) Download the dataset from the following link:
https://lms.digiskills.pk/Courses/DBI101/Downloads/Bike_Sales_Sort_Dataset.csv
and open the downloaded sample CSV file Bike Sales_Sort_Dataset.csv in Microsoft Excel 365.
(Provide the screenshot)
- 2) **Freeze the first row** and sort the data **by country and profit column in ascending order**. (Provide the screenshot)
- 3) Convert the given dataset into a table named **BikeSaleTable**. (Provide the screenshot of table name)
- 4) Filter the BikeSaleTable to only display rows with the age group **"Young Adults (25-34)"** using the drop-down arrows. (Provide screenshot)

Requirements:

In this exercise you are required to perform all the given tasks and provide

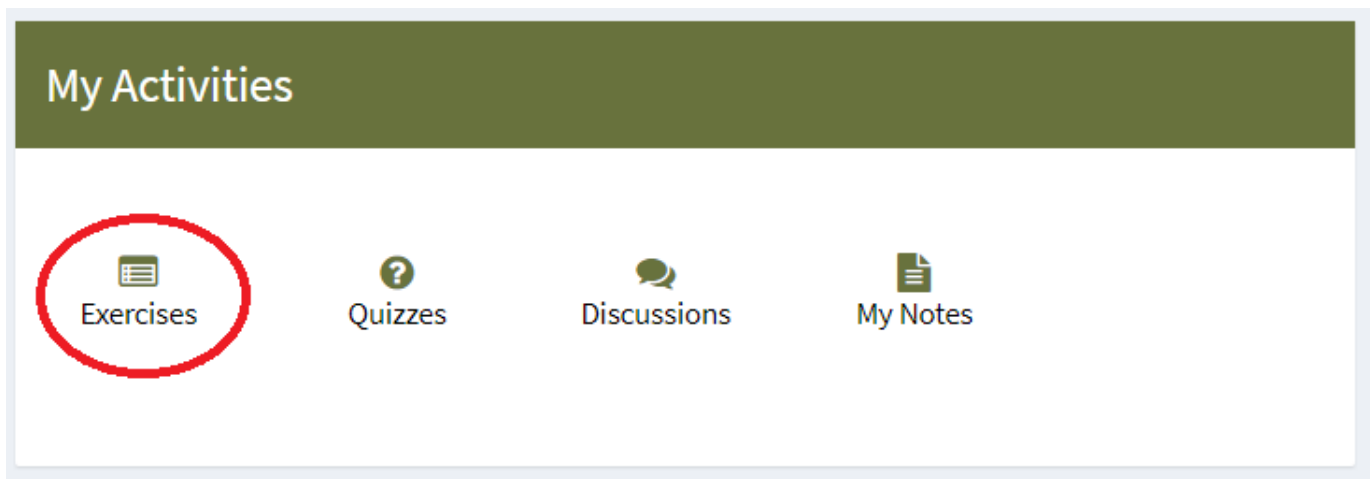
- Screenshots of Task 1, 2, 3 and 4.
- Submit the completed tasks in word document.

BEST OF LUCK ☺

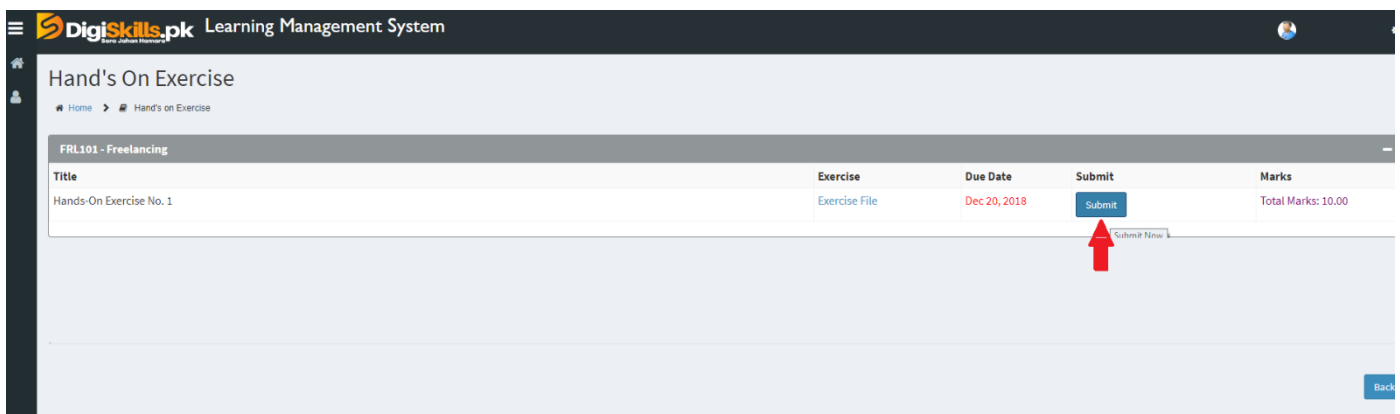
How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format