**Data Analytics**

[**Foundations: Data, Data, Everywhere**](https://www.coursera.org/learn/foundations-data/home/welcome)

**Module - 1**

[**Data Analysis Process**](https://www.coursera.org/learn/foundations-data/supplement/nhC19/new-data-perspectives)

* Ask
* Prepare
* Process
* Analyse
* Share
* Act

[**Data Analyst Skills**](https://www.coursera.org/learn/foundations-data/supplement/kdknk/use-data-analytics-skills-in-a-business-scenario)

* Curiosity
* Understanding of Context
* Technical mindset
* Data design
* Data strategy

[**Aspects of analytical thinking**](https://www.coursera.org/learn/foundations-data/lecture/51VGu/all-about-thinking-analytically)

* Visualization
* Strategy
* Problem-orientation
* Correlation
* Big-picture and detail-oriented thinking

[**Glossary**](https://www.coursera.org/learn/foundations-data/supplement/JYuJo/glossary-terms-from-course-1-module-1)

**Module - 2**

[**Life cycle of data**](https://www.coursera.org/learn/foundations-data/supplement/DoiXy/variations-of-the-data-life-cycle)

* Plan
* Capture
* Manage
* Analyse
* Archive
* Destroy

[**Phase of Data Analysis**](https://www.coursera.org/learn/foundations-data/supplement/Yo3Cn/more-on-the-phases-of-data-analysis-and-this-program)

* Ask
* Prepare
* Process
* Analyse
* Share
* Act

**[Glossary](https://www.coursera.org/learn/foundations-data/supplement/GJkrb/glossary-terms-from-course-1-module-2)**

**Module - 3**

[**Tools**](https://www.coursera.org/learn/foundations-data/lecture/ScaU3/the-ins-and-outs-of-core-data-tools)

* Spreadsheet
* SQL
* Data Visualization

[**Glossary**](https://www.coursera.org/learn/foundations-data/supplement/kcgBr/glossary-terms-from-course-1-module-3)

**Module - 4**

[**Data analyst roles and job descriptions**](https://www.coursera.org/learn/foundations-data/supplement/VUMX2/data-analyst-roles-and-job-descriptions)

[**Glossary**](https://www.coursera.org/learn/foundations-data/supplement/U4pMm/glossary-terms-from-course-1-module-4)

**Ask Questions to Make Data-Driven Decisions**

**Module - 1**

[**Six common problem types**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/IggXC/six-common-problem-types)

* Making Prediction
* Categorizing things
* Spotting something unusual
* Identifying themes
* Discovering Connections
* Finding patterns

[**SMART Questions**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/nULlj/more-about-smart-questions)

* **S**pecific
* **M**easurable
* **A**ction-oriented
* **R**elevant
* **T**ime-bound

[**Glossary**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/Su02w/glossary-terms-from-course-2-module-1)

**Module - 2**

[**Big and small data**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/VAdzR/big-and-small-data)

[**Tools for visualizing data**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/J4LJt/tools-for-visualizing-data)

[**Design compelling dashboards**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/Jvsne/design-compelling-dashboards)

[**Glossary**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/hCBjU/glossary-terms-from-course-2-module-2)

**Module – 3**

[**Formulas in spreadsheets**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/ASfb7/quick-reference-formulas-in-spreadsheets)

[**Spreadsheet errors and fixes**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/1sjGm/more-about-spreadsheet-errors-and-fixes)

[**Functions in spreadsheets**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/EaHLl/quick-reference-functions-in-spreadsheets)

[**Glossary**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/aZ5ss/glossary-terms-from-course-2-module-3)

**Module – 4**

[**Multiple communication strategies to reach your audience**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/WmZKd/use-multiple-communication-strategies-to-reach-your-audience)

[**Limitations of data**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/gqKDr/limitations-of-data)

[**Lead great meetings**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/4H8Ic/lead-great-meetings)

[**Glossary**](https://www.coursera.org/learn/ask-questions-make-decisions/supplement/hpKBJ/glossary-terms-from-course-2-module-4)

**Prepare Data for Exploration**

**Module – 1**

[**Select the right data**](https://www.coursera.org/learn/data-preparation/supplement/7iFqv/select-the-right-data)

[**Data formats**](https://www.coursera.org/learn/data-preparation/supplement/mBSNa/data-formats-in-practice)

[**The effects of different structures**](https://www.coursera.org/learn/data-preparation/supplement/tkt9D/the-effects-of-different-structures)

[**Data modelling levels and techniques**](https://www.coursera.org/learn/data-preparation/supplement/vtp7L/data-modeling-levels-and-techniques)

[**Boolean logic**](https://www.coursera.org/learn/data-preparation/supplement/GgZMN/use-boolean-logic)

[**Glossary**](https://www.coursera.org/learn/data-preparation/supplement/A7Wol/glossary-terms-from-module-2)

**Module – 2**

**[Identify good data sources](https://www.coursera.org/learn/data-preparation/lecture/vEobk/identify-good-data-sources)**

* **R**eliable
* **O**riginal
* **C**omprehensive
* **C**urrent
* **C**ited

[**What is "bad" data?**](https://www.coursera.org/learn/data-preparation/lecture/lHirM/what-is-bad-data)

[**Glossary**](https://www.coursera.org/learn/data-preparation/supplement/HHhBb/glossary-terms)

**Module – 3**

[**Maximize databases in data analytics**](https://www.coursera.org/learn/data-preparation/supplement/uXqEX/maximize-databases-in-data-analytics)

[**Import data dynamically**](https://www.coursera.org/learn/data-preparation/supplement/2slzg/import-data-dynamically)

[**In-depth guide: SQL best practices**](https://www.coursera.org/learn/data-preparation/supplement/G5WAN/in-depth-guide-sql-best-practices)

[**Glossary**](https://www.coursera.org/learn/data-preparation/supplement/MOjTP/glossary-terms-from-module-4)

**Module – 4**

[**File organization guidelines**](https://www.coursera.org/learn/data-preparation/supplement/fLKJI/file-organization-guidelines)

[**Balance security and analytics**](https://www.coursera.org/learn/data-preparation/supplement/CmRzN/balance-security-and-analytics)

[**Glossary**](https://www.coursera.org/learn/data-preparation/supplement/BUNI2/glossary-terms-from-module-5)