

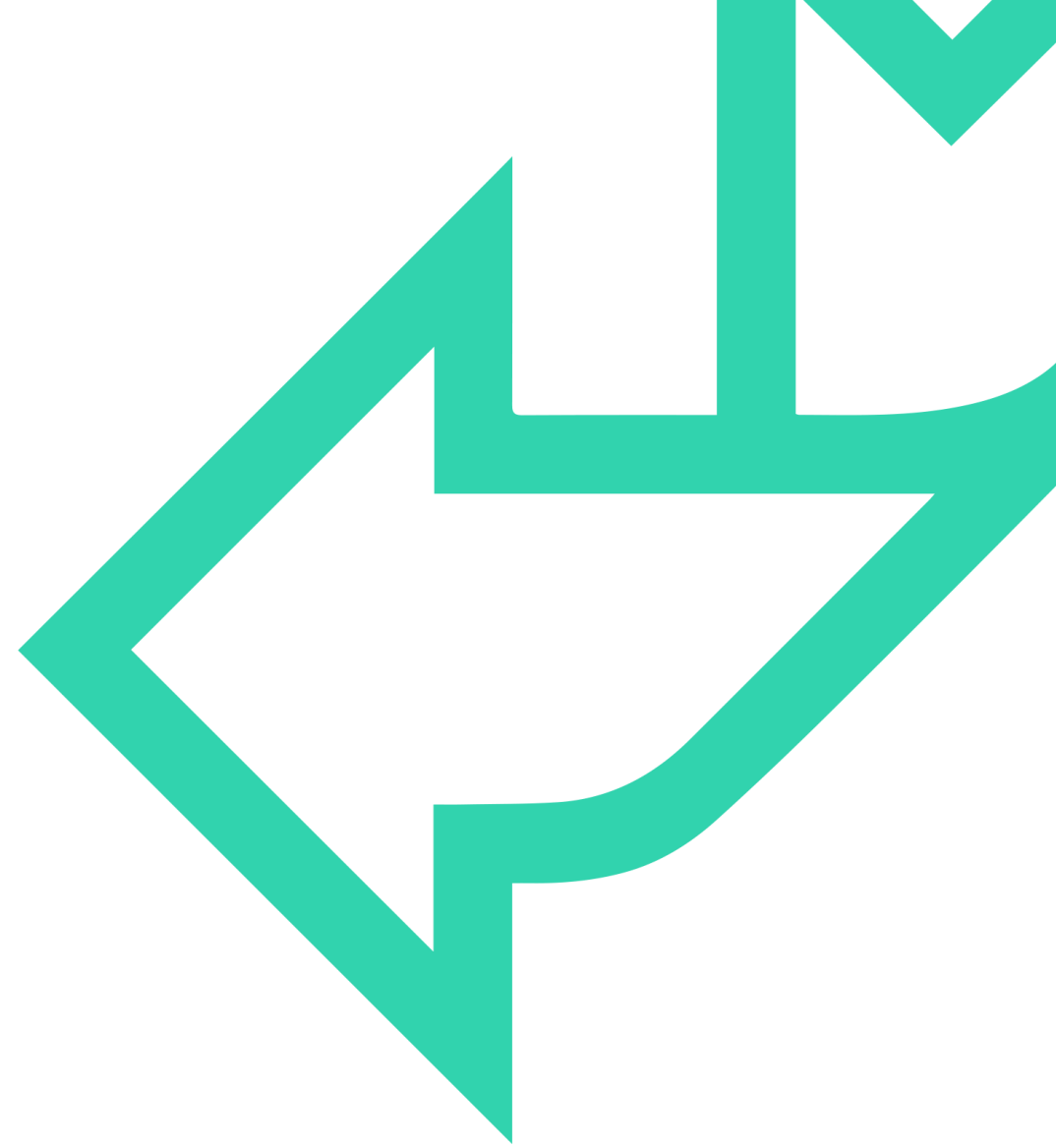


# **Data Essentials**

## **L3**

### **DAY 3**

**Module 2: From Data to Insight**





# DATA PREPARATION: RECAP, REVIEW, DISCUSS

## Recap

1. Describe benefits of using different file types.
2. Describe the benefits of data blending using examples.
3. Explain the difference between merging (joins) data and appending data.
4. Describe examples for when you would use each type of join (from your own role, or generic).

## Challenge

Describe, using examples the common data issues / errors / challenges you / your organisation experience when using data.



# Power Query



# POWER QUERY

## KSBs (1 of 2)

**K3<sub>1</sub>** How to collate and format data in line with industry standards.

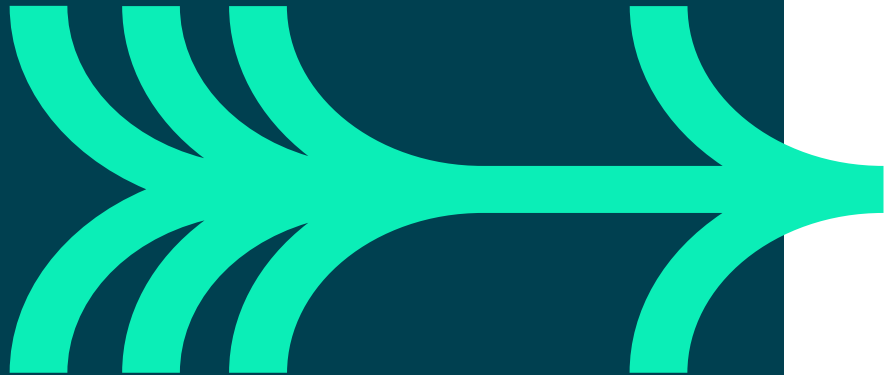
**K6<sub>1+2</sub>** **The value of data to the business.** How to undertake blending of data from multiple sources.

**K8<sub>1</sub>** How to filter details, focusing on information relevant to the data project.

**K9<sub>1</sub>** **Basic statistical methods** and simple data modelling to extract relevant data and normalise unstructured data.



# POWER QUERY



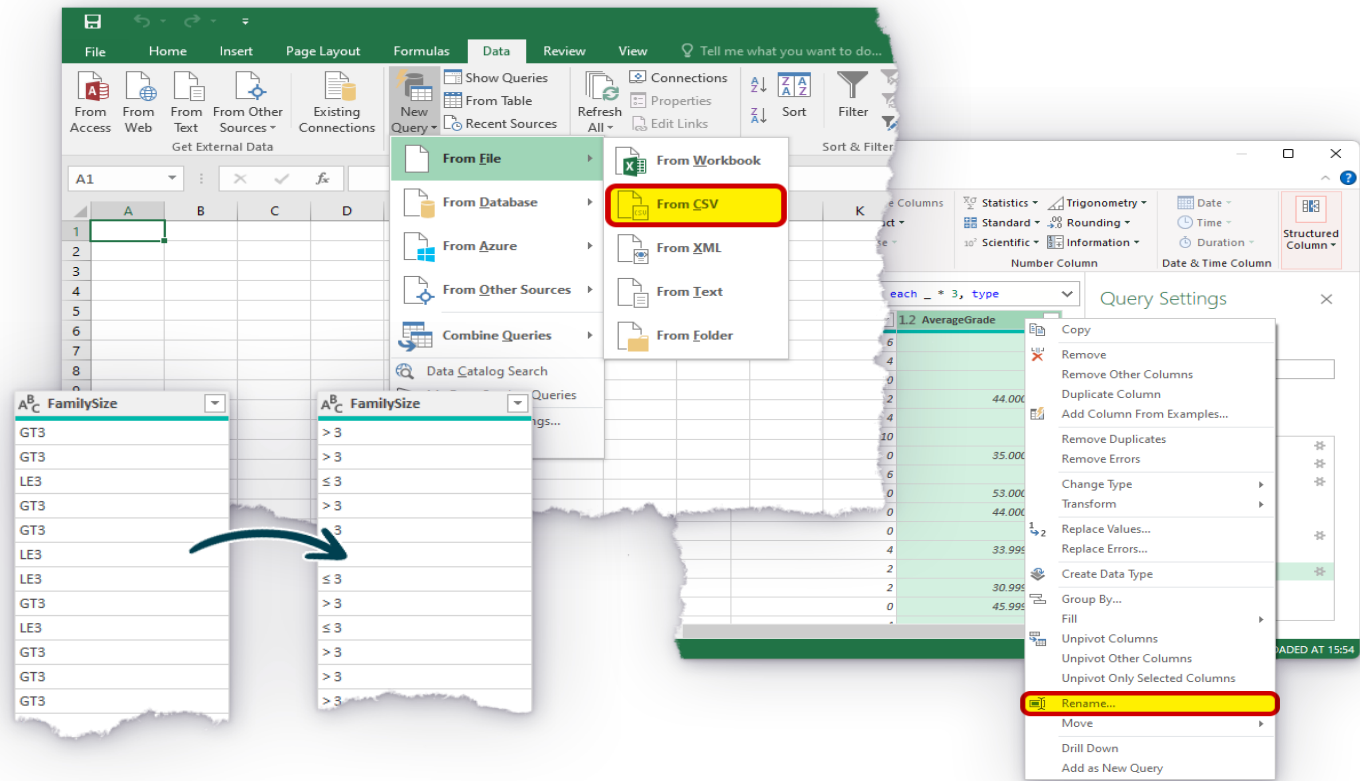
## KSBs (2 of 2)

**S4<sub>1</sub>** Blend data sets from multiple sources and present in format appropriate to the task.

**S5<sub>1</sub>** Manipulate and link different data sets as required.



# INTRODUCTION TO POWER QUERY



## Download files

'Introduction to Power Query v0.4.9.pdf'

'student\_grades.csv'

column\_from\_examples.csv

## Open file

'Introduction to Power Query v0.4.9.pdf'



# INSPECT THE DATASETS

1. Download the learner guide and datasets.
2. Let's take a look at both datasets and inspect the data together.
3. Take 5 mins to make notes on any issues you find in the student\_grades dataset.
4. Discuss:
  1. errors found.
  2. implications of these errors.
  3. how you would fix them.



# INTRODUCTION TO POWER QUERY

Key learning points:

- How to open and close the Power Query Editor.
- The layout and core features of Power Query.
- How to apply some of the most common data transformations.

We will go through basics of the interface and dealing with tables and queries together as a group to get you started.

## Open file

'Introduction to Power Query v0.4.9.pdf'





# **APPLY WORKPLACE ACTIVITY REVIEW AND SUPPORT**

A large, solid teal arrow pointing from the left side of the slide towards the right, starting from the bottom of the main title area.

1. Review the apply workplace activity.
2. Read the brief.
3. Ask questions if needed.